

⚡ 2019 ⚡
JUMP START
CONVENTION

**STRONGER
PATHWAYS.
STRONGER
CREDENTIALS.
STRONGER
FUTURE.**

January 29, 2019
Raising Cane's
River Center



DEPARTMENT of
EDUCATION
Louisiana Believes

 @JUMPSTART4LA

The background of the slide is a photograph of an industrial facility, possibly a refinery or chemical plant, featuring a complex network of metal pipes, scaffolding, and large cylindrical tanks. The scene is captured during the "blue hour" of twilight, with a soft, hazy light. Several white lightning bolt icons are scattered across the image, some appearing to strike the industrial structures. A semi-transparent white banner with a wavy top and bottom edge is positioned horizontally across the middle of the image, containing the main text. The text is in a bold, black, sans-serif font. The banner is bordered by two horizontal lines of white diagonal hatching, one above and one below.

Job Shadowing, Internships, and Work Based Learning

Job Shadowing, Internships, and Work Based Learning

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Importance of Work Based Learning Experiences

Internships, Cooperative Programs, Job Shadowing, Simulations, Mentorship Programs, etc.

- Provides students with the opportunity to put theory into practice with real-life work experiences.
- Gives students the opportunity to explore what they have learned in the classroom within a real-world context.
- Encourages students to think about what they want to do after graduation.

Types of Internships

- 1) **CDF-Qualifying CTE Internships** that qualify for both the universal
6% MFP adder (\$238 per credit) paid for all CTE courses and the additional 6% Career Development Fund (CDF) adder
- 2) **CTE Internships** that qualify only for the 6% MFP adder for all CTE courses
- 3) **Non-CTE Internships** that do not qualify for any MFP adder

Additional CTE Funding Guidance: <https://www.louisianabelieves.com/docs/default-source/jumpstart/jump-start-funding-guidance-sheet.pdf?sfvrsn=9>

CDF Qualifying Internships

CDF-Qualifying Internships Must Be in one of these WIC-Approved High-Demand Industry Sectors

- | | |
|--|---|
| <ul style="list-style-type: none">• Automotive Service/Repair• Construction Crafts• Culinary (ProStart/ServSafe)*• Healthcare | <ul style="list-style-type: none">• HVAC• Information Technology• Manufacturing• Pharmacy• Transportation and Logistics |
|--|---|

Benefits to Students

- Learn While Earning
- Hands on Experience
- Acquire Workplace Skills
- Earn Industry Based Certifications
- Attend Classes Part of the Day and Participate in OTJ Training Part of the Day OR Participate as part of a summer experience



Benefits to Employers

- Students are previously screened
- Students are closely monitored by the Program Coordinator
- Students receive classroom training related to workplace skills
- Students earn JumpStart Industry Based Credentials
- Students receive a grade from the employer to be used in part to determine the student's final school grade

Ascension JumpStart Internship Program

Allied Health Center of Excellence

- CTE Jumpstart Internship allows students to explore their chosen career interest
- It is a behind the scenes experience
- Students are placed with a mentor who can answer questions about schooling, job outlook, work/life balance, as well as serve a future reference
- This program benefits students whether they choose this career path or not

Selection and Monitoring Process

- Students from the three high schools that we serve complete an entrance application - Center of Excellence
- Placement is made based on student interest
- Students intern four days a week and meet for class one day each week
- Site visits are made twice each semester in addition to phone calls and paper monitoring forms

Internship Sites

Over 100 sites work with our program

- St. Elizabeth Hospital - rotations
- Ochsner Hospital
- Baton Rouge Physical Therapy
- Atlas Dermatology
- Church Funeral Services and Crematorium
- St. Elizabeth Physicians
- Mary Bird Perkins Cancer Center
- Ascension Orthopedics
- Louisiana Dental

Expectations of Students

- Dress in the appropriate uniform with proper identification
- Practice workplace safety
- Be willing and eager to learn
- Complete a daily timesheet
- Complete a daily journal
- Calculate hours weekly (10 hours required per week)
- Complete weekly assignments

CTE JumpStart Internship Entrance Application

Ascension Allied Health Center of Excellence CTE JumpStart Internship ENTRANCE APPLICATION



PLEASE PRINT

Name: _____
 Grade: _____
 Age: _____
 Home School: DTHS EAHS SAHS

Today's Date: _____
 Cell Phone Number: _____
 Home Phone Number: _____
 Email Address: _____

Have you ever had:

After school detention?	Y	N
Saturday detention?	Y	N
In-school suspension?	Y	N
Out of school suspension?	Y	N

If yes, explain why and include year of occurrence:

Explain why you wish to be in the Internship program. Include information about your volunteer experiences up to this point as well as your career goals.

Allied Health Internship Requirements:

- > Maintain a 2.3 GPA or above
- > Maintain excellent attendance and discipline records
- > Maintain a strict code of ethics and confidentiality
- > Provide own transportation
- > Complete a minimum of 155 volunteer hours in a medical facility

REFERENCES

Obtain the signatures of 3 current teachers who feel that you would be a good candidate for the Allied Health Internship course based on your **attitude, abilities, and sense of responsibility.**

<u>Reference's Signature</u>	<u>Contact Information (e-mail)</u>	<u>Course Taught</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PARTICIPATION INTENT

I fully understand the requirements of an Internship student, and I am aware that failure to meet these standards may cause me to be ineligible for this program. I also realize that I am merely stating my intent to participate in the program, but that this does not guarantee my acceptance.

 Student Applicant's Signature

 Date

TRANSPORTATION CONSENT

I give my child permission to travel to/from St. Amant High and/or medical sites as needed. I release the school, the coordinator, the administration, and the school board of any liability involved during this travel.

 Parent/Guardian's Signature

 Date

This section to be completed by your Internship Coordinator ONLY:

Current CUM GPA: _____ (2.3 required)
 Excused Absences: _____ (11th) _____ (10th) _____ (9th)
 Unexcused Absences: _____ (11th) _____ (10th) _____ (9th)
 Discipline Issues: _____ (state year & brief scenario of occurrence, including what actions were taken)

Final Student Evaluation

Rating:

4 = Excellent

3 = Good

2 = Average

1 = Poor/Unsatisfactory

CTE JUMPSTART INTERNSHIP EVALUATION	4	3	2	1
Does your student intern:				
1. Appear neat, clean, and appropriate				
2. Arrive and leaves site on time				
3. Follow directions well				
4. Kind and respects the rights/property of others				
5. Complete all tasks requested in a timely, courteous fashion				
6. Exhibit a positive attitude and enthusiasm				
7. Get along well with everyone				
8. Show respect for rules and safety				
9. Take criticism constructively – without holding resentment				

Overall: What do you believe the student intern's final grade should be for this course? (A, B, C, D, or F)

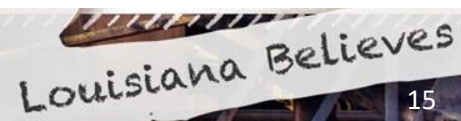
Comments:

Please use the area below to make any comments about your intern (include strengths and weaknesses, as well as, suggestions for improvement):

Attendance:

Please provide the number of days the intern has missed this period. _____

Did the intern call you on the days he/she was absent? _____



Student & Employer Testimonials

“Interning is a great experience because it really shows you what working in the medical field is really like, and it teaches you things you can’t learn anywhere else.” **Grace Hidalgo - DTSH Student**

“This experience has definitely made me realize that the medical field is my passion, and I belong there.” **Kristin Callaway - SAHS Student**

“She has been one of my best Allied Health Students! She asks many questions and seems eager to learn. She also interpreted in Spanish for one of our patients.”
Taylor Mayers - St. Elizabeth Physicians - Pediatrics

Louisiana Believes

Student Success Stories

Yulia Abney - Dutchtown High School Student

Devon Babin - Funeral Director, Ourso Funeral Home

From an Employer's Perspective. . .

**Michelle Desoto, Training Assistant 2
St. Elizabeth Hospital**



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The background of the slide is a photograph of an industrial facility, possibly a refinery or chemical plant, featuring a complex network of metal scaffolding, pipes, and walkways. The scene is captured from a low angle, looking down a long, straight walkway that leads towards a large, multi-story industrial building in the distance. The lighting is warm, suggesting a sunset or sunrise, with a golden glow on the structures. Two white lightning bolt icons are positioned in the upper corners of the image, one on the left and one on the right. A semi-transparent white horizontal band is overlaid across the middle of the image, containing the text 'Q & A'.

Q & A

WBR Schools InternshipWEST Program

- InternshipWEST- A cooperative endeavor of the WBR Schools and the WBR Chamber of Commerce
- Established through a Jump Start Summers grant to provide students with work-based learning experience and mentoring around entrepreneurship, culinary, hospitality, small business, education, and local government
- Beneficial to students no matter what their intended post-secondary plan or career pathway
- Students gain a portable credential and valuable experience

WBR Schools InternshipWEST Program

- Students served by this program include rising 12th grade students pursuing Jump Start OR TOPS University diplomas in a variety of areas.
- The program serves students at both Brusly and Port Allen High Schools, supported in their pursuit of certification by teachers who are certified in both Customer Service & Microenterprise
- Students are matched to their internship opportunities based on assessments, student interview, and teacher recommendation.



**WEST BATON ROUGE
CHAMBER OF COMMERCE**



WBR Schools InternshipWEST Program

- InternshipWEST is a way for WBR Chamber member businesses to “give back” to schools & community by hosting an intern, & also to provide students with valuable skills and on-the-job experience
- Host sites included:
 - Town of Brusly
 - Rotolo’s
 - Burger King
 - WBR Schools
 - State Farm Insurance
 - Court Street Cafe
 - Holiday Inn
 - WBR Chamber
- **Every host site has requested to be included in internship placement for the 2019 InternshipWEST program.**

Concept and Essential Questions

- WBR Chamber Board of Directors included school engagement and workforce development in their strategic plan.
- Essential Questions- How do we engage higher-quality applicants for entry-level jobs (hospitality, culinary, service industry, small business, local government)? How do we grow the next generation of young leaders on the West side?
- Large businesses/industry attract residents, but places where they shop, eat, bank, and conduct other business keep them here. Who will run these businesses?

Selection Process

- Based on teacher recommendation- students were invited to apply through an information session held at the high school
- Information session included introduction to program requirements:
 - Students must earn credentials in Customer Service and Microenterprise (SW)
 - Students must attend classes weekly, meeting attendance requirements
 - Students must complete and receive satisfactory evaluations on work-based learning through their workplace supervisor/mentor
- Students had to provide teacher recommendation and commit to attendance for entirety of 4-week training period

Host Responsibilities

- Safety orientation
- Confidentiality agreement
- Safe working environment
- Record of internship hours completed and success/areas of need
- Play a role in student's self-reflection and submit student evaluation to be included in student credit for course/criteria for student stipend payment

Host Agreement

Record of understanding of host/internship site responsibilities.

Outlines host activities before, during, and after internship/work-based learning experience.

Provides host with “outline” of required activities with intern.



Internship West Host Responsibility Checklist & Agreement

Pre-Internship Placement

Activity or Responsibility	Date(s) Completed
Assign a site mentor to work with the student intern.	
Confirm offer of internship with student intern.	
Confirm any recommended forms the school uses for monitoring internship activities (hours and evaluations).	
Confirm any recommended forms the school uses for monitoring internship activities (hours and evaluations). WBR Schools will provide these for you.	
The process for employing a minor, under the age of 18, involves a two-part process: Minor Laws – www.laworks.net/ORS_teentext.asp or call (225) 342-7824 1) After the employer completes the application, the minor must have the parent sign the Parent's Consent Statement section. The student delivers the form, along with proof of age to an authorized issuing location, typically the school Board or high school. 2) The authorized official will then issue an Employment Certificate, providing all conditions regarding hours, type of employment, etc. are in accordance with R.S. 23:151-234	

During Internship

Provide student intern with a Basic Facility Safety Orientation (documented with a signed Safety Review Letter). Click here to download a copy of that letter.	
Host must cover confidentiality if the internship site is a healthcare facility. Host may also choose to cover confidentiality if the intern will likely be exposed to proprietary or client information (documented by a signed Confidentiality Letter). Click here to download a copy of that letter.	
Provide a safe working and learning environment for the student intern.	
Meet with the student intern to provide feedback on strengths and areas to be improved.	
Keep a record of student intern's hours & submit weekly. Click here for that form.	

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WELCOME
TO
MADDIE'S ICE CREAM

Kessel INTERNSHIP
We!

SENIOR
2020
Pure Allen High School

Gator

LIVE
FREE

USA'S
BEST

Student Criteria for Success

In addition to meeting classroom requirements, students performed work-based tasks based on a schedule agreed upon between the intern and employer and approved by school supervisors. Employers evaluated students based on:

- Attendance & Punctuality
- Responsibility
- Quality of Work
- Initiative
- Attitude & Enthusiasm
- Time & Resource Management
- Overall Performance

Student Compact

Record of understanding of student criteria for participation and completion.

Accountability measures student and parent understand what must occur in order for student to receive credit for Microenterprise and stipend for completion of internship.



Internship West Student Compact

Student Intern's Name	
-----------------------	--

I _____ will be participating in the _____ High School Workplace Internship program. I understand that I must follow all rules, regulations, and policies of my host employer *and* of my school. I further agree to maintain the confidentiality conditions specified by my internship host.

I understand that I will be required to complete my classroom hours and Statewide Microenterprise Certification by the _____ (Pitch Day & Celebration).

I understand that I will complete my internship hours with a WBR employer and will be evaluated on a scorecard that has been shared with me. Only a successful evaluation, signed by my Internship supervisor, will be counted.

I understand that in order to earn my stipend, I will need to complete all the above listed requirements, with no exceptions.

Signature of WBR SCHOOLS Representative

Date

Signature of Student Intern

Date

Parent Signature of Student Intern (if student is under 18)

Date

Program “Extras”

In addition to attending classes and completing work-based learning hours, students also experienced:

- Guest speakers from local businesses and organizations
- Opportunity to tour small businesses
- Guided tour of Lod Cook Hotel and Conference Center
- Opportunity to attend WBR Chamber Luncheon and learn how to attend a business luncheon

Common Considerations

Follow Jump Start guidelines for Internships/Work-based learning, including maintenance of student performance data that includes: a) attendance; b) engagement; c) performance; and d) safety:

- WBR schools will ensure that every student participant has completed a workplace safety orientation.
- WBR schools will maintain records of teacher engagement, including documentation that teachers meet with students every Monday of the Internship West program for certification coursework to provide guidance and instruction to the students.
- WBR schools will maintain records of employer engagement, including a formal rating of student performance at least twice during the Internship West program.
- WBR schools will provide LDOE with a complete roster of enrollments in Jump Start internships.
- WBR schools will ensure that Internship West programs comply with all state labor laws (including but not limited to laws for minor employees, laws for minors driving as part of their employment, and laws for minors working in state-defined “hazardous” industries).
- WBR Schools will address any liability / insurance requirements necessary for the program.
- WBR will provide Internship West Chamber Members with agreements to indicate requirements and delineate expectations for student internships, and to document that internships are available to all students on a nondiscriminatory basis.
- WBR will work with students who do not have personal transportation options to make sure internships are available to them.

Student Feedback

Student presentation- Brusly High School and Port Allen High School Students



Employer Perspectives

“Ravyn was a dream come true- we want her back again next year!” - Sharon Williams, WBR Chamber

All employers who hosted interns requested to participate again in 2019. All students either obtained a position with their host employers after completing the internship, or were invited to apply.

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THANK YOU!!!

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