

**WORK-BASED LEARNING  
INTERNSHIP COMPONENT  
STUDENT TRAINING PORTFOLIO**

*General*



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**STUDENT TRAINEE**

**DUPLIN COUNTY SCHOOLS  
KENANSVILLE, NORTH CAROLINA**

Work-Based Learning  
Internship Component  
Student Training Portfolio

The Duplin County School System is committed to the policy of non-discrimination on the basis of race, color, creed, national origin, gender, religion or handicap. Inquiries can be directed to the Title VI and Title IX Coordinator, the Director of Human Resources, at 910-296-6642 or Section 504 Coordinator, the Director of Student Services, at 910-296-6645 or mailed to P. O. Box 128, Kenansville, NC 28349.

# MARKETING EDUCATION AND THE COOPERATIVE METHOD OF INSTRUCTION

## ***What is an internship?***

An internship provides a realistic environment within which a student learns about a particular industry or occupation and applies knowledge and skills. It is most applicable to careers that require a high level of academic preparation and technical knowledge before a student is placed for field experience.

Internships may be paid or unpaid, but the hours **MUST** be documented.

## ***Eligibility Requirements***

Student must successfully complete ONE course with an average of “75” or higher in the content related to their internship.

## ***How will I relate what I learn in my internship to coursework?***

- You will be responsible for completing certain activities per grading period. These activities will challenge you to apply basic academic concepts you learned in class to your specific job.
- You will be responsible for turning in the activities at the end of each grading period. There will be no “seated” class time so therefore you are responsible for getting the work in on time to your assigned teacher. These activities will be graded. There will two activities for grading period one, and one activity for grading period two.

## ***How will I be graded and evaluated?***

Cooperative Education Training Agreement- must be filled out and returned. You will **NOT** be allowed to leave school early until your Cooperative Training Agreement has been returned.

Connecting activities – You are responsible for the successful completion of your assigned connecting activities (two activities for grading period one activity for grading period two), and turning them in on time. They are due the last day of each grading period.

Employer evaluation – Your supervision will evaluate you on basic work skills and job specific skills. This evaluation will be completed once per grading period. You are responsible for getting it to your employer and returning it to your assigned teacher on time. They are due the last day of each grading period.

Wage and hour forms- Copies of your pay stubs (or hourly forms if unpaid) must be turned in to your assigned teacher no later than the 5<sup>th</sup> of every month. These pay stubs or forms serve a documentation and validation of your work experience.

- **There will be a penalty of 5 points per day for LATE stubs or hourly forms, late connecting activities and late employer evaluations.**

**OF SPECIAL NOTE:** Students must work a minimum of 125 hours in a school term to receive an academic credit for the cooperative work experience.

\*These activities will be used for your writing portfolio.

Please use the following code to join  
Google Class CTE INTERNSHIP

rpurx9d

# Cooperative Education Training Agreement

Student: \_\_\_\_\_ School: \_\_\_\_\_

Job Title: \_\_\_\_\_ Training Site: \_\_\_\_\_

*Participation in the cooperative education method of instruction requires all parties concerned to agree to the following responsibilities*

**Employer Responsibilities**

The employer, recognizing that a training plan is being followed and that close supervision of the student will be needed, agrees:

- To assist in training plan development on a grading-period basis.
- To place the student in a training position for the purpose of providing educational and employment experiences and tasks of instructional value.
- To ensure the student's employment activity will be supervised by an experienced and qualified person, with tasks to be performed under safe and hazard free conditions.
- To ensure the student will receive the same consideration given other employees with regard to safety, health, social security, general employment conditions and other regulations of the firm.
- To notify the teacher if difficulties arise, changes are necessary, a lay-off, or termination of employment seems likely to occur.
- To keep the teacher informed of the student's progress and to assist in the evaluation of the student.
- To avoid discrimination against the student on the basis of race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency, hiring, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, and other employment procedures.
- To adhere to all federal and state laws governing employment, child labor, minimum wages, and other applicable regulations.

**Teacher-Coordinator Responsibilities**

The teacher-coordinator, representing the school, will coordinate the training program toward satisfactory preparation for the student's career interests, and agrees:

- To provide the necessary related classroom instruction and develop a training plan or connecting activities for each grading period or school term.
- To make at least one visit per grading period to the training station to observe the student, consult with employer, and supply assistance with student training problems to assure a successful work experience.
- To assist in the evaluation of the student.
- To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.
- To accept students into the program, and inform students of job opportunities without regard to race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency.

**Parent/Guardian Responsibilities**

The parent or guardian, realizing the importance of the training program in helping the student to achieve career objectives, agrees:

- To encourage the student to effectively carry out his/her duties and responsibilities as outlined in this agreement.
- To assume responsibility for the conduct, transportation, and necessary insurance of the student while in the training program, including the time in class, on the job, at vocational student organization (VSO) functions, and en route to school, the job, VSO functions, and home.
- To work cooperatively with the teacher and the student in solving problems relating to school and work.

**Student Responsibilities**

The student promises to abide by all implied and stated terms included in this training agreement, namely:

- Students must work a minimum of 135 hours or 150 hours in a school term, based upon the schedule their school follows, to receive an academic credit for the cooperative work experience. Local school systems may increase this requirement as long as it is consistent with all forms of work-based learning receiving academic credit. It is recommended that the student work between 15 and 20 hours per week, dependent on school performance.
- The student is expected to remain with the original job placement throughout the school term, and will not be granted permission to change without proper justification. He/she will not terminate employment with the training station without prior written consent of the teacher-coordinator.
- The student is expected to conform to employer rules and regulations. Professional dress, conduct, grooming, attendance, punctuality, and adherence to the work schedule are expected.
- The student is not allowed to work on days absent from school without prior approval of the teacher.
- The student must notify the employer and school each day he/she is unable to work, according to company policy.
- School will be the first priority! If a student is told by a teacher or administrator to remain after school, he/she must do so.
- The student is responsible for providing his/her own transportation to and from the training station.
- The student is expected to maintain accurate and up-to-date wage and hour records and complete connecting activities by established deadlines. Failure to submit records and assignments to the teacher as requested will result in failure and removal from the cooperative education component.
- The student is expected to join the student organization relative to the program area, pay dues, and participate in VSO activities.
- The student who loses his/her job because of dishonesty may be dismissed from the cooperative education component and lose all credit for the school term. Such an offense is serious and will become part of the permanent work record.
- The student who loses his/her job because of inefficiency, lack of interest, poor behavior, neglect of school or employer regulations, etc. will be disciplined on an individual basis, may receive no credit for the program, and/or may be dismissed from the cooperative education component.
- Credit may be received by linking the classroom and on-the-job components as a single grade worth two credits in a school term or by issuing the two grades separately. If grades are issued separately, students should pass the classroom instruction component in order to receive credit for the cooperative education component.

Signature of Student	Date
Signature of Parent/Guardian	Date
Signature of Teacher-Coordinator	Date
Signature of Principal	Date
Signature of Employer	Date

**CONNECTING ACTIVITY #1:  
ORIENTATION TO THE WORKPLACE  
Duplin County Schools Internship Program**

Due Date: \_\_\_\_\_

To be successful in any job, you need to learn many basic facts about the company. You will prepare a job outline to assist you in organizing information about your place of employment and in analyzing the various duties and responsibilities of your job. The following information should be included:

POINTS

- I. Basic Facts About Your Training Station
  - A. General Information
    - 3 1. Name of business
    - 8 2. Correct address (including shopping center, zip code) and phone number
    - 6 3. Owner or manager's first and last name
    - 8 4. Immediate supervisor's first and last name (the person who will evaluate you)
    - 2 5. Name of your department
    - 5 6. Business hours of the training station
    - 5 7. Your general work schedule
    - 5 8. List the products and/or services offered for sale
  - B. Rules and Regulations of the Training Station
    - 3 1. Breaks: Lunch, dinner, general (Do you get them and when?)
    - 3 2. Dress code (What are the guidelines for employees?)
    - 3 3. Absences and tardiness (What procedures are you to follow and what are the consequences if you fail to do so?)
    - 4 4. Employee Benefits (Do you receive discounts, bonuses, vacation time, etc.?)
    - 5. Conduct
      - 2 a. Visits by friends (Are they allowed?)
      - 2 b. Phone usage (Can you use the phone while at work?)
      - 2 c. Use of tobacco products (Are you allowed to smoke?)
      - 2 d. Eating in work area (Are you allowed to eat on the job?)
    - 2 6. Employee meetings - Do you have regular meetings? How often?
    - 5 7. Shoplifting - What procedures do you follow if you suspect a customer of shoplifting?
- II. Duties and Responsibilities of Your Job
  - 10 A. List specific duties and responsibilities of your job - be as detailed as possible.
  - 5 B. How and when you are evaluated?
  - 5 C. The importance of your position to the operation of the business - Where do you fit in?
- 5 Correct Format Followed
- 5 Spelling/Neatness

*The outline may be typed or written neatly in ink.*

Work-Based Learning  
Internship Component  
Student Training Portfolio

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**CONNECTING ACTIVITY #2:  
CAREER DEVELOPMENT  
Duplin County Schools Internship Program  
Due: \_\_\_\_\_**

**INTERVIEW FORM**

Student: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Interviewee: \_\_\_\_\_

How long have you worked for this company?

\_\_\_\_\_

How long have you worked in this field?

\_\_\_\_\_

How did you become involved in this field?

\_\_\_\_\_

\_\_\_\_\_

What are the major tasks involved in your job?

\_\_\_\_\_

\_\_\_\_\_

What is the most challenging aspect of your job and why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you enjoy most about your job and why?

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What do you enjoy least about your job and why?

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What skills and qualities are absolutely essential for a person in this field?

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What educational background, certification, training, licensing, or other qualifications are important for someone wishing to enter this field?

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What is the typical career path for someone working their way up through the company?

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What important challenges is the company facing now or in the near future?

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What advice would you give to a high school student who wishes to pursue a career in this field?

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Would you be interested in speaking to Marketing classes about careers in your industry? \_\_\_\_\_

**Remember to thank the interviewee!**

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**CONNECTING ACTIVITY #3**  
**REFLECTING ON WHAT YOU LEARNED**  
Duplin Schools Internship Program  
Due: \_\_\_\_\_

Write a one page essay on the benefits of independent work study and independent learning. Reflect on what you have learned through this work experience and how it has helped you grow.

**Requirements – MLA Formatting**

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.



# COOPERATIVE EDUCATION WAGE AND HOUR RECORD

Name \_\_\_\_\_ Month \_\_\_\_\_

Training Station \_\_\_\_\_

✓	5
4 - 10 6 hours	

Place the date in the upper right box.  
 Place a check in the upper left box to indicate attendance at school that day.  
 Record the hours you were scheduled and number of hours you worked in the main box (see example on the left).  
 Record the monthly totals on your Cumulative Wage and Hour Record.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours	Wages

**TOTAL HOURS** \_\_\_\_\_  
**BONUS/TIPS** \$ \_\_\_\_\_  
**TOTAL WAGES** \$ \_\_\_\_\_

**Calculate:** \_\_\_\_\_ x \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Weeks    Hours    Hourly Pay    Total Earned

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**HIGH SCHOOL**

**COOPERATIVE EDUCATION**

**EMPLOYER EVALUATION**

Grading Period \_\_\_\_\_

Student \_\_\_\_\_

Teacher-Cordinator \_\_\_\_\_

Supervisor \_\_\_\_\_

Training Station \_\_\_\_\_

Completing the evaluation will assist the Teacher-Cordinator in helping this student learner to be an effective employee. The work experience provided is part of the school's instructional program and your rating is used in determining final grades for the student learner.

Evaluation Scale		
Superior (96-100)	Above Standard (85-89)	Below Standard (70-76)
Well Above Standard (90-95)	At Standard (77-84)	Unsatisfactory (Below 70)

Please complete this evaluation based on how well the student learner meets company expectations with regard to:

SCORE

- \_\_\_\_\_ Suitability of dress
- \_\_\_\_\_ Personal hygiene
- \_\_\_\_\_ Positive attitude
- \_\_\_\_\_ Interest in work
- \_\_\_\_\_ Cooperation
- \_\_\_\_\_ Initiative
- \_\_\_\_\_ Adaptability/Flexibility
- \_\_\_\_\_ Dependability
- \_\_\_\_\_ Honesty/Integrity
- \_\_\_\_\_ Following directions

SCORE

- \_\_\_\_\_ Taking criticism
- \_\_\_\_\_ Getting along with others
- \_\_\_\_\_ Using good judgment
- \_\_\_\_\_ Reporting to work on time
- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Time management
- \_\_\_\_\_ Producing quality work
- \_\_\_\_\_ Accepting responsibility
- \_\_\_\_\_ Effective communication skills
- \_\_\_\_\_ Effective customer service

Overall rating of student learner (letter grade) \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_