

Hillsdale  
High School  
Internship Work-Study  
Program  
for High School  
Elective Credit





Hillsdale High School  
485 TR 1902  
Jeromesville, Ohio  
419-368-6841

Dear Business Person or Agency Leader,

Preparing high school students for their future is a big responsibility and requires schools and our good businesses or agencies to work closely together to help ensure the success of our future work force. I am writing this letter to you to confirm your willingness to have a Hillsdale High School student participate in an Internship or Work-Study program for part or all of the upcoming school year. The Internship Work-Study program allows our high school students to earn high school credit for volunteering as an Intern or for a student with a job to participate in a paid Work-study program. The student presenting this letter to you would like to secure your approval to participate the program.

Because this is a school supported program and the student can receive high school credit(s), we have the chance to work together to ensure that our student develops effective and efficient work place habits while working for your fine organization. You will find a little more information on the back of this letter. You will also find a monthly Grade Sheet that helps set the expectations for our student when they volunteer or work for your organization. We ask that you carefully review the grade sheet and if you're comfortable in helping us to evaluate the student's workplace practices, please sign and allow the student to return the form to our office.

Please know that at the end of each month we would ask you to complete a monthly evaluation of our student and submit it to the Hillsdale High School Internship/ Work Study Coordinator. Also know the student may be required to conduct a presentation at the end of each semester to earn his semester exam grade. Students are asked to invite parents and a supervisor or representative who work with them, to listen in during the presentation if they should choose.

Thank you for your kind consideration and we look forward to working with you over the next nine months if you are willing and comfortable in serving as a partner in our Internship Work-study program. If you have any questions, or if we can be of any service, please do not hesitate to contact me at Hillsdale High School (419-368-6841).

Sincerely,

Alan Keesee, Principal  
akeesee@hillsdalelocalschools.org  
Fax 419-368-7504



## Hillsdale High School Internship/ Work-Study Program For High School Elective Credit

**Objectives** - The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from High School College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet the goals and provide a learning structure. The Hillsdale High School Internship Work-Study Program allows students with paid jobs and/or unpaid internships to prepare for the world of work AND earn high school elective credit. Under Ohio's Education Options provisions, students are permitted to take advantage of flexible hours and flexibility in the number of credits that can be earned. The program also provides documentation that supports Career Based Skills and verification and accountability.

### **Program Requirements:**

- Parent Approval/signature
- Student Program Acknowledgment Agreement /signature
- Internship/Work-Study Business Partner Approval/signature
- Guidance Counselor Approval/signature
- Principal Approval/signature

### **Hourly Requirements for Elective Credit (based on the district calendar)**

- 30 hours per nine week grading period = 1/4 credit (one credit per year)
- 60 hours per nine week grading period = 1/2 credit (two credits per year)
- Two Maximum Elective Credits Per Year and Four Total Elective Credits in high school

### **Hourly Verification**

- For Work-Study verification, students must provide the school with their paycheck information, listing hours worked, tax deductions, etc. Confidential or sensitive information will be blacked out and photo copies will be made and filed in a secure location as evidence supporting the credibility of Work-Study hours and awarded credit.
- For an Unpaid Internship, students must use the provided hourly log-in sheet initialed by the business or agency partner daily and signed by both student and business supervisor at the bottom of the form when submitting to certify the total number of hours worked/logged.
- Hours must be verified during the last week of each of the four quarterly HHS grading periods. Special circumstances may be considered when requested to HHS in writing.

### **Grade Determination**

Career Ready Requirements Used to Determine Student Grades

- Internship/Work-Study Business Partner Rubric (Provided) = quarterly grades.



# Hillsdale High School Internship/ Work-Study Program For High School Elective Credit

## Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the Hillsdale High School Internship Work-Study program. Participating students must agree to the provisions, procedures and requirements of the program, and secure approval from a business or agency partner, parent(s), guidance counselor and principal. Students can participate as a volunteer in an Internship Program or as a paid Work-Study employee. Students must keep a record of their hours and complete all paperwork in compliance with the program. They must participate in a semester exam presentation at the end of each semester.

Students who participate, do so by their own choice, accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. Students may be subject to a modified schedule allowing him/her to arrive late or leave school early up to two periods. All work study students must be enrolled in a minimum of five classes in addition to work study. Students enrolled in an Internship Work-study program are subject to all rules and conditions as listed in the Hillsdale High School Student Code of Conduct. Please feel free to contact a HHS Administrator with any questions.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Internship Work-Study program at Hillsdale Senior High School for all or part of the academic school year.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_

Parent Phone(s) \_\_\_\_\_

## Step Two: Student Agreement

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents, and I agree to all provisions, procedures and requirements. I agree to be completely honest to the best of my knowledge when submitting all documentation, I understand that the Hillsdale Senior High School Code of Conduct applies to my participation, and I agree to complete all program requirements including participating in the semester exam presentations. Failure to abide by the signed agreement my result in removing from the program, loss of credit, and will be subject to the building discipline code.

Student signature \_\_\_\_\_ Phone \_\_\_\_\_

## Step Three: Business or Agency Partnership Signature of Approval (Paperwork included)

Business or Agency Partner Signature \_\_\_\_\_ Phone \_\_\_\_\_

Business or Agency Name \_\_\_\_\_

## Step Four and Five: Guidance and Administrative Approval

Guidance Counselor Approval \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval \_\_\_\_\_ Date \_\_\_\_\_



# Hillsdale High School Internship/ Work-Study Program For High School Elective Credit

(For approved internships only)  
Must be turned in at the end of each month

Student \_\_\_\_\_ Grade \_\_\_\_\_

| <u>Date</u> | <u>Start Time</u> | <u>Finish Time</u> | <u>Total Time</u> | <u>Accumulated Hrs.</u> |
|-------------|-------------------|--------------------|-------------------|-------------------------|
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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Note: Each month, the student is responsible for submitting pay stub(s), with hours worked, and the “Monthly Grade Sheet”, completed by the student’s supervisor, to: Hillsdale High School, c/o principal’s office, 485 TR 1902, Jeromesville, Ohio 44840, fax 419-368-7504 or to akeesee@hillsdalelocalschools.org

## Hillsdale High School

### Internship/ Work-Study Program for High School Elective Credit

Student \_\_\_\_\_ Grade \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Month: \_\_\_\_\_

#### **Internship Work-study Monthly Grade Sheet – To Be Completed By the Supervisor**

The Career Ready Ethics and Values incorporate the importance of work place expectations as a vital part of preparing students for life after high school.

| <b>Grading Scale</b><br>A = EXCEEDS EXPECTATIONS<br>B = MEETS EXPECTATIONS<br>C = NEEDS IMPROVEMENT<br>U = UNACCEPTABLE   | A | B | C | U |
|---|---|---|---|---|
| <b>Criteria</b>   |   |   |   |   |
| 1. <b>Attendance</b> – Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of unplanned absences.  |   |   |   |   |
| 2. <b>Character</b> – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip. Follows company policy.  |   |   |   |   |
| 3. <b>Appearance</b> – Displays appropriate dress, grooming, hygiene and etiquette.   |   |   |   |   |
| 4. <b>Attitude</b> – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays the “Golden Rule” approach to everyone.   |   |   |   |   |
| 5. <b>Productivity</b> – Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.  |   |   |   |   |
| 6. <b>Organizational Skills</b> – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.   |   |   |   |   |
| 7. <b>Communication</b> – Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills.  |   |   |   |   |
| 8. <b>Cooperation</b> – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike. |   |   |   |   |
| 9. <b>Respect</b> – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times.   |   |   |   |   |
| 10. <b>Teamwork</b> – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior.   |   |   |   |   |