

Career and Technical Education (CTE) – Internship Host Application

*Thank you for your interest in working with our Career and Technical Education students.
 This application is pending availability of funding, your School Contact will notify you if, and when, funding becomes available.
 To host interns, please complete this form in full, initial items where applicable, and sign on page 2.*

2017-2018 Program Dates: September 2017 – August 2018

Company/Organization Name			
Representative			
Title			
Phone			
Email Address			
Address (Number & Street)			
City, State & Zip Code			
School Partner – Full name of school:			
School Contact – who invited you to host interns?			
How many interns would you like to host?			
What departments are interested in hosting interns? (IT, Finance, HR, Workshop / Garage, etc.)			
Is your organization in the Private Sector (for profit) or Public Sector (non-profit / government)? Select one.	<i>Please check one</i>		
	For profit	<input type="checkbox"/>	Non-Profit

Public Notice of Nondiscrimination

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

About Career and Technical Education

For more information, please visit <http://schools.nyc.gov/ChoicesEnrollment/CTE/>

Career and Technical Education (CTE) is an educational model uniquely suited to prepare young people for high-reward 21st-century careers. High quality CTE provides students with academic preparation linked to workplace skills, such as communication, ethics and teamwork, along with technical skills matched to specific occupational areas. Integrating academic training with the skills required in the workplace will effectively prepare and transition today’s students into tomorrow’s successful employees.

This is a two-way street. Effective CTE can provide enormous actual value for employer partners as well. Businesses can support CTE by identifying areas of current and future demand, help ensure that curriculum connects to needed technical skill development and workplace competencies, and provide workplace experiences, such as student worksite visits, mentoring, job shadowing, and internships. Employers who do this effectively can benefit from a pipeline of well-prepared emerging workers who add immediate value from their first day on the job.

Participant Requirements

Student interns are employees of the DOE, and are required to obtain clearance from the Department of Education's HR Department before starting work. As a representative of an internship host organization, participating in the DOE's CTE Internship Program (administered by the Work-Based Learning Resource Center), I agree to abide by the following requirements. **(Items in bold have changed since the 2015-16 agreement):**

- 1) To confirm that students have appropriate clearance to work from the Department of Education Work Based Learning Resource Center before allowing them to start. (Students will receive a confirmation e-mail from the wblbox@schools.nyc.gov, the email of the Work-Based Learning Resource Center)
- 2) To provide an internship for students that conforms in length and time to the Payroll Calendar published by the NYCDOE and in quantity to the number of hours allotted by the school for each student's placement
- 3) To keep and maintain time and attendance records for students and to ensure that students do not work beyond the stated program maximums
- 4) To submit payroll documents for interns in accordance with the dates published in the Payroll Calendar
- 5) To provide a safe, healthy and hazard-free environment in which interns will work. **Worksites must be in commercially-zoned workspaces, not in private residences, and the host organization must own or lease the space, or have a legal agreement for use of the space during hours that the intern is scheduled to work there.** Students may not work from home without prior permission from the Work-Based Learning Resource Center
- 6) To adhere to all federal, state and local regulations regarding the employment of minors
- 7) To abide by the NYC Department of Education non-discrimination policy (see page 1) in selecting students for internships and assigning tasks
- 8) To assign one or more responsible adults whose responsibilities include completing and signing a student learning plan (to be provided by the school), supervising students, assessing student progress, addressing problems students may encounter during the internship and communicating with DOE staff about it, collaborating to design job specific tasks, and facilitating work-based training projects
- 9) To provide students with work experience commensurate with students' capabilities. This experience should enable students to prepare for employment; assignments may be modified as the internship helps students augment and enhance their skillset
- 10) To provide supplies, equipment, services, and transportation / subway fare necessary for assigned activities and tasks**
- 11) To submit an evaluation report for each student at least once during the internship
- 12) To permit visits by NYCDOE personnel for purposes of interviewing and observing students during their assignments, and interviewing worksite supervisors

Additional Requirements for Private Sector (for profit) Companies:

If applicable, please initial to confirm agreement to the following items:

- 13) To provide coverage for the students under the company's Worker Compensation Policy
- 14) To pay students for one half of the total hours worked in a pay period at not less than the prevailing minimum wage, after the first two weeks of the student's work experience
- 15) To deduct the prevailing FICA rate from student's pay, and to submit the amount required with the company's regular tax filings
- 16) To provide no later than February 1, a W-2 Form to each student for wages paid by the company

Public Sector (non-profit) Companies – Wage Sharing:

If you are able and willing to share costs for student wages, please initial here:

Please consider sharing costs for student wages with the Department of Education. If your organization has funds available, it allows us to connect more students with these valuable experiences

Signature: By signing these pages, I state that I have read, understood and agree to the above Participant requirements:

Signature - Host Organization Representative

Date

Host Organization Representative Name (please print)

Title

Host Company Name: <input type="text"/>	
Job 1 Number of Interns requested for this position: <input type="text"/>	
Job Title:	<input type="text"/>
Job Description:	<input type="text"/>

Job 2 Number of Interns requested for this position: <input type="text"/>	
Job Title:	<input type="text"/>
Job Description:	<input type="text"/>

Job 3 Number of Interns requested for this position: <input type="text"/>	
Job Title:	<input type="text"/>
Job Description:	<input type="text"/>

Feel free to add additional copies of this page as needed.