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### **S.E.V.I.E.R. Ready Internship Program Guidelines**

Sevier County Schools (SCS) is excited to offer students a work-based learning opportunity through the S.E.V.I.E.R. Ready Internship Program. Students and guardians must complete several steps to confirm the student's participation in this program, and students must take steps throughout their participation in this program to stay in the program. Students and parents/guardians of student participants should read these guidelines carefully to ensure completion of each step required for the student's participation in the program.

**Goals.** SCS has designed S.E.V.I.E.R. Ready Internship Program to provide a proactive approach to bridging the gap between high school and high-demand, high-skill careers, providing students with the needed skills that are difficult to learn solely through classroom-based instruction. By participating in the S.E.V.I.E.R. Ready Internship Program, students will develop a broad understanding and awareness of industries and possible careers that are available to them.

**Required Documents.** In addition to reading and signing these guidelines, students and guardians of students participating in the S.E.V.I.E.R. Ready Internship Program must complete the following agreements, in conjunction with the student's employer where applicable:

- Work-Based Learning Agreement
- WBL Safety Training Log
- Work-Based Learning Insurance and Emergency Information
- S.E.V.I.E.R. Ready Internship Program Release Form
- Hazardous Occupation Exemption Form, if applicable.
- Any other forms required by the school's WBL coordinator, the student's supervising teacher, the student's employer, or SCS.
- For students enrolled in a service-learning course, all documents listed below, in the service-learning section.

**Compensation Not Guaranteed.** Students may or may not receive compensation for the work they perform under the S.E.V.I.E.R. Ready Internship Program. While it is the goal of SCS

that each of its employer partners in the program compensate students, employers are not required to compensate students under the S.E.V.I.E.R. Ready Internship Program because the primary benefit to students' employment under the Program is to the student and the student's educational and professional development.

**Hours Worked.** Students are required to turn in weekly time sheets to their supervising teacher, filled out completely, and signed by the student and the supervisor. Any student who is more than two weeks late turning in time sheets is at risk of having the student's check-out privileges revoked and placed into career internship completing various assignments.

**Changing Placement.** Students may only leave their WBL placement with prior permission from the WBL coordinator and after submitting and working out a two-week notice. Students must earn 180 hours from a single placement, and students cannot combine hours at multiple WBL placements to meet this requirement. Students may only change WBL placement one time per semester, though students are encouraged to remain at one WBL placement throughout the semester.

**Work-Based Learning Personalized Learning Plan.** Students must fill out the Work-Based Learning Personalized Learning Plan throughout their time in the S.E.V.I.E.R. Ready Internship Program. This document will assist the WBL coordinator and supervising teacher to place the student in most suitable position possible and ensure that the student is getting the most out of the S.E.V.I.E.R. Ready Internship Program.

**Absences.** Students are required to communicate to their employer and to their supervising teacher when they are unable to attend on any given day. Students must remain in attendance for 90% of the course/job requirements to earn the 10 hour per week average with a minimum of 180 hours total within the semester (at one placement) to receive 1 credit.

If a student does not attend school, the student cannot go to work and is required to notify employer that they are unable to attend work that day.

**Transportation.** SCS may provide transportation to students' work-based learning sites on a case-by-case basis during school hours depending on availability and bus routes. However, it is the student's responsibility to arrive at the student's work site at a timely manner. By signing this agreement, the student and parent/guardian agree grant SCS permission to transport the student to the student's worksite if such transportation is provided.

**Issues.** Students should strive to resolve any issues or conflicts that arise at the workplace through the processes enacted by the student's employer. However, as a secondary resource, the student should bring issues that arise at the workplace under the S.E.V.I.E.R. Ready Internship Program to the student's supervising teacher.

**Service-Learning.** Students enrolled in SCS's service-learning program should expect to develop knowledge and critical thinking skills while addressing genuine community needs. SCS's service-learning course is designed to provide a comprehensive service-learning approach focused on ethical, social and intellectual skill development. Students should expect to complete around 80 service hours within the semester, averaging out to four (4) hours per week.

Each student will be required to complete a portfolio documenting the student's service-learning experience. Students in a service-learning placement should not expect compensation for their work in the program. Students will be required to provide their own transportation to and from their service-learning placement.

Students enrolled in SCS's service-learning must complete the following requirements during the course of the semester: Engage in the IPARD (**Investigate** a problem, **Plan** service, take **Action**, **Reflect** throughout the experience, and **Demonstrate** what they have learned) process to allow for high quality service-learning experience; and complete the following documents as required throughout the semester:

- Service Log Sheet
- Service Hours Verification
- Personalized Learning Plan with Goal for the Service Learning Experience
- Portfolio documenting the student's experience to demonstrate skill development aligned with their Personalized Learning Plan and proficiency in the service-learning course standards.

**[SIGNATURES REQUIRED ON NEXT PAGE]**

**I have read and understand the requirements and the syllabus for the S.E.V.I.E.R. Ready Internship Program. I understand that failure to complete the processes described above may result in my or my child's removal from the S.E.V.I.E.R. Ready Internship Program or a change in placement within the program.**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_