

Internships are work-based activities where students work with an employer to learn about a particular occupation or industry. The workplace activities involved with an internship could include special projects, a sample of tasks from different jobs, or tasks from a single occupation. An internship agreement is set up prior to the experience that outlines the expected objectives to be accomplished by the student. This may or may not include financial compensation. Internship students shall be juniors or seniors.

There are two types of CTE internships:

CDF-Qualifying Internships – Qualify for *both* the universal 6% MFP adder paid for all CTE courses *and* the additional 6% Career Development Fund (CDF) adder. The following course codes are reserved for Career Development Fund (CDF) Jump Start CTE Internships in approved high-demand industry sectors: Automotive Service/Repair, Construction Crafts, Culinary (ProStart/ ServSafe)*, Healthcare, HVAC, Information Technology, Manufacturing, Pharmacy, Transportation and Logistics.

Course Code	Course Title	Course Code	Course Title
080202	CDF-Qualifying CTE Internship I (1 credit)	080200	CDF-Qualifying CTE Internship I (2 credits)
080203	CDF-Qualifying CTE Internship II (1 credit)	080201	CDF-Qualifying CTE Internship II (2 credits)

* to qualify for as a CDF Jump Start CTE Internship, a student in a Culinary internship must be pursuing the ProStart/ServSafe statewide graduation pathway.

CTE Internships – Qualify *only* for the 6% MFP adder. All other internships with businesses *not* in high-demand industry sectors are CTE Internships.

Course Code	Course Title	Course Code	Course Title
110402	CTE Internship I (1 credit)	110403	CTE Internship I (2 credits)
110404	CTE Internship II (1 credits)	110405	CTE Internship II (2 credits)

Required Documentation – LEAs must maintain the following documentation for all internships:

- 1) student performance data that includes: a) attendance; b) engagement; c) performance; and d) safety. *Every student's internship records must indicate that the student has completed a workplace safety orientation;*
- 2) teacher engagement, including documentation that teachers meet regularly with students during the year to provide guidance and instruction to the students;
- 3) employer engagement, including a formal rating of student performance no less than once every semester.
- 4) maintain a complete roster of enrollments in Jump Start internships.

LEA Responsibilities –

- 1) LEAs are responsible for making sure that their internship 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).
- 2) LEAs are responsible for addressing any liability/insurance requirements indicated by their Risk Management functions and their participating employers.
- 3) LEAs are responsible for any agreements they may use with area employers to indicate requirements and delineate expectations for student internships, and to document that internships are available to all students on a non- discriminatory basis.
- 4) LEAs should work with students who do not have personal transportation option to make sure internships are available to them.
- 5) The internship teacher-coordinator shall hold a valid teaching certificate in the CTE program that aligns with the student's internship worksite.
- 6) Internship students shall be placed in appropriate, paid or non-paid training stations within three weeks of the opening of school