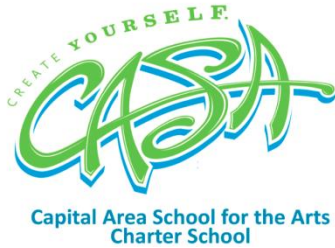




Internship Handbook

2024-2025

Internships may be available for seniors who are on track to graduate on time and have maintained an 80% GPA along with satisfactory attendance.



Capital Area School for the Arts Charter School
150 Strawberry Square
Harrisburg, PA 17101
Phone: 717-732-8450 Fax: 717-732-8451
www.casa-arts.org

Capital Area School for the Arts Charter School – Internship Program

Rules and Regulations

1. The intern will be required to meet real-world work expectations and the applicable PA Core Standards for Career Education and Work.
2. The intern will adhere to the training site policy (manual); the intern may be released for the same reasons as those for regular employees.
3. The intern must demonstrate responsible, punctual attendance with a maximum of 10 nonconsecutive days absent during the school year. Extended absences will be excused by a doctor's note. Students with excessive (more than 10) absences and tardiness (more than 5) will be removed from the Intern Program.
4. The intern and parents/guardians agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from work.
5. The intern agrees to carry coverage for accident protection. It is strongly recommended that the student have health and accident insurance.
6. The intern is expected to wear attire appropriate for the workplace.
7. A portfolio of the following will be completed by the intern. Failure to complete the required assignments will result in the student being removed from the Intern Program.
 1. All required signed paperwork (Rules and Regulations, Intern Training Agreement, Code of Conduct and Application)
 2. A Bi-weekly log will be required to be completed and turned into the school every Monday, including a log of activities, experiences and a reflection of at least eight sentences
 3. A Final Student Evaluation completed by site mentor with a one-page reflection by the student detailing areas of strength, need, and skills gained
 4. Resume including internship experience
8. The intern will not receive any special privileges or rights. The intern is still a student and must obey all school rules and regulations. Failure to do so will result in removal from the program.
9. CREDITS: The intern can earn .5 to 2 credits for participation in the Intern Program. This is based on the number of hours at the internship site.

10. If the intern is too sick to attend his/her internship and school on any school day, the school **MUST BE CONTACTED** by a parent to report the intern's absence. Parents need to call the school before 8:00 a.m. to report their student's absence. The intern must also call or E-mail the Internship Advisor and their mentor to report their absence or appointment by 8:00 a.m.
11. The intern should not ask to be excused from their internship until he/she first discusses it with the Internship Advisor. He/she should understand that daily attendance at an internship is essential unless the intern is ill or in cases of unusual emergencies or special circumstances.
12. The intern may not sever connections with a mentor and firm without consent of the school counselor and then only after the counselor has made the proper and necessary arrangements with the mentor.
13. The intern must understand that as a member of the Intern program he/she is representing CASA Charter School and should perform all duties in a loyal and faithful manner and work to the best interest of all concerned.
14. The intern must **SIGN-IN/SIGN-OUT** in the school office every day without fail. He/she should sign-in/out **IMMEDIATELY** before leaving or entering the building. Failure to sign-out or sign-in will result in the intern being removed from the program.
15. Students shall not discuss, reveal, or copy any confidential material he/she sees or hears during the internship experience.
16. Students cannot be paid for school internship hours.

The intern must follow all of the Rules and Regulations as outlined above, meet all workplace expectations, and exhibit behavior consistent with the Pennsylvania Core Standards for Career Education and Work. Failure to do so will result in the issuance of an Improvement Plan and possible removal from the program.

Please sign below indicating that you have read, understand, and agree to comply with the above Internship Rules and Regulations and the PA Core Standards for Career Education and Work.

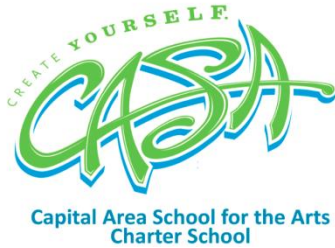
PLEASE NOTE: Failure to follow Rules and Regulations will result in a grade deduction, issuance of an improvement plan, disciplinary action, and removal from the program.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Capital Area School for the Arts Charter School – Internship Program Student Intern’s Role

- Sign and adhere to the expectations and requirements in the Internship Agreement.
- Understand and comply with the rules and regulations of the worksite.
- Demonstrate specified learning outcomes as outlined in the training agreement and detailed in the student’s quarterly goals and objectives.
- Communicate with the mentor and school immediately about questions regarding assignments, expectations, or appropriate behavior.
- Provide feedback about the internship experience through weekly time cards and reflections.
- Maintain good attendance and punctuality at school and at the training site. If unable to work because of an illness or unforeseen emergency, he or she must notify the training site and the school before the start of the normal workday.
- The intern will adhere to training site policy; the intern may be released for the same reasons as those for regular employees.
- The intern and parents agree to be responsible for transportation between the school and the training Site, if needed. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from the internship.
- The intern agrees to carry insurance or have comparable coverage for accident protection.
- The intern is expected to wear attire appropriate for the workplace.
- The intern will complete a minimum portfolio of the following:
 1. All required signed paperwork (Rules and Regulations, Intern Training Agreement, Code of Conduct and Application)
 2. A Bi-weekly log will be required to be completed and turned into the school every Monday, including a log of activities, experiences and a reflection of at least eight sentences
 3. A Final Student Evaluation completed by site mentor with a one-page reflection by the student detailing areas of strength, need, and skills gained
 4. Resume including internship experience



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Capital Area School for the Arts Charter School – Internship Program Mentor’s Role

The employer’s role as a mentor in the internship program is to collaborate with the student and the school to develop goals, objectives, activities and competencies; set outcomes and identify activities to achieve them. The mentor instructs, supervises and supports the student. Periodic evaluations will be completed.

***Background checks and clearances are required for individuals who work with children/students. Please see the attachment for specific instructions and needed documents. All current (within one year) clearances must be on file with the Capital Area School of the Arts. Please contact 717-732-8450 with any questions.**

WHAT DOES THE MENTOR DO?

- Develop a training plan with the student and the school. All parties should agree on the goals, activities and competencies to be achieved, as well as the ways the student can demonstrate learning. The student should be given a variety of work assignments and be supervised by an experienced person.
- Sign the Internship Agreement. The school will provide this agreement.
- Establish the student’s weekly schedule. Confirm the student’s daily and weekly schedule.
- Sign the student’s weekly time card.
- Work with the student to establish quarterly goals and objectives to complete the activities outlined.
- Provide necessary safety instruction throughout the student’s training.
- Make the student feel a part of the workplace. Help your student feel a part of the workplace instead of a visitor. You may provide a workspace, an e-mail address, an identification badge.
- Introduce the student to fellow co-workers and provide a tour of the company or business.
- Supervise, instruct and train the student. Convey not only how something is done, but also why it is done in a certain way. Relay the consequences an activity has on the work of others.
- Hold the student to high expectations. Set the same expectations for the student as you would for any entry-level worker. Hold him or her accountable to the same rules that apply to regular employees, and subject him or her to the same disciplinary procedures.
- Provide feedback to the student and to the school. Convey positive feedback as well as constructive criticism. When you speak with the student, express your opinion and give the student a chance to express his/her thoughts on the issue.
- Listen between the lines. Throughout the experience, you will be teaching, explaining, and demonstrating new processes and procedures to the student. Don’t assume the student understands everything that is going on. Question him or her for feedback.
- Keep in regular contact and participate in meetings if necessary with the school and the student to discuss progress and to report any concerns.
- Evaluate student performance. A final evaluation form will be provided by the school.

For instructions on how to obtain clearances, see the attachment or visit www.casa-arts.org.



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Capital Area School for the Arts Charter School – Internship Program

Driving Permission

I/WE, THE PARENT/GUARDIAN OF _____
(Student's Name)

WHO IS PRESENTLY ENROLLED IN THE INTERN PROGRAM, GIVE PERMISSION FOR

(Student's Name)

TO LEAVE/ARRIVE AT SCHOOL AT _____ TO DRIVE
(Times)

TO/FROM CASA CHARTER SCHOOL TO/FROM _____
(Name of Internship Site)

DURING THE _____ SCHOOL YEAR.

(Signature of Parent/Guardian)

(Date)

Student Performance Evaluation

Student Name: _____

Rating Period: _____

OUTSTANDING 100% to 90%	COMMENDABLE 89% to 80%	SATISFACTORY 79% to 70%	NEEDS IMPROVEMENT 69% to 60%	UNSATISFACTORY 59% to 0%
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JOB TRAINING/KNOWLEDGE/SKILLS: Measures student’s job knowledge and skills as related to the organization’s mission.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently applies job knowledge/skills to work assignments.	Uses opportunities to expand job knowledge/skills.	Work reflects adequate job knowledge/skills.	Lacks basic or sufficient job knowledge/skills.	Rarely demonstrates basic job knowledge/skills.
Comments:				

ATTENDANCE/PUNCTUALITY: Measures student’s adherence to established work schedule and is on time and prepared to work.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently reports to work as scheduled.	Rarely absent or late.	Occasionally absent or late.	Frequently absent or late.	Excessively absent or late.
Comments:				

WORK ATTITUDE: Measures student’s positive response to authority, assignments, and instructions.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently demonstrates a positive/respectful attitude.	Frequently demonstrates a positive/respectful attitude.	Acceptable attitude.	Negative attitude.	Disrespectful, unacceptable attitude.
Comments:				

WORK HABITS: Measures student’s performance in the areas of appropriate appearance, proper conduct, ethical behavior, and policies and procedures.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently exceeds standards of performance.	Frequently exceeds standards of performance.	Meets standards of performance.	Difficulty maintaining standards of performance.	Fails to meet standards of performance.
Comments:				

WORK RESULTS: Measures student’s results in meeting expectations of quality, quantity, customer service, and timeliness.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently exceeds expectations.	Frequently exceeds expectations.	Meets expectations.	Difficulty meeting expectations.	Fails to meet expectations.
Comments:				

INITIATIVE/PROBLEM SOLVING: Measures student’s performance in the areas of self-direction, resourcefulness, identifying and resolving problems, and completing assignments.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently demonstrates self-motivation and requires minimal supervision.	Frequently demonstrates self-motivation and requires minimal supervision.	Completes tasks with routine supervision.	Hesitates to get started and requires more than routine supervision.	Demonstrates inability to work independently or in a team.
Comments:				

INTERPERSONAL RELATIONS: Measures student’s interactions with co-workers, supervisors, and customers in an appropriate manner and adheres to Equal Employment Opportunity (EEO) policies.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently contributes to a harmonious and productive work environment.	Frequently contributes to a harmonious and productive work environment.	Interacts in a cooperative manner.	Difficulty getting along with others.	Counter-productive interpersonal relationships.
Comments:				

FLEXIBILITY/ADAPTABILITY: Measures student’s ability to be flexible and adapt to changes from the daily routine.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently demonstrates the ability to adapt and be flexible.	Frequently demonstrates the ability to adapt and be flexible.	Demonstrates the ability to adapt and be flexible.	Inflexible and resists change.	Does not adjust or adapt to change.
Comments:				

COMMUNICATIONS: Measures student’s ability to communicate in an effective, timely, clear, and concise manner. Skills include listening, speaking, and writing.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently communicates effectively.	Frequently communicates effectively.	Communicates effectively.	Difficulty in communicating effectively.	Fails to communicate effectively or appropriately.
Comments:				

SAFETY/WORK ENVIRONMENT: Measures student’s adherence to prescribed safety standards and maintenance of a clean and orderly work area.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently demonstrates safe practices and attention to work environment.	Frequently demonstrates safe practices and attention to work environment.	Demonstrates safe practices and attention to work environment.	Rarely demonstrates safe practices and attention to work environment.	Does not demonstrate safe practices and attention to work environment.
Comments:				

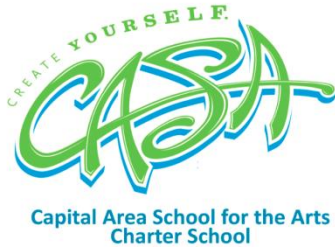
<i>Please comment on the following areas.</i>	
STRENGTHS	
AREAS FOR IMPROVEMENT	
JOB PROGRESS	
ATTENDANCE (Please list specific dates during the rating period for which the student was absent or tardy to work.)	
OVERALL PERFORMANCE RATING	

*Please review the evaluation with your student and obtain the necessary signatures below.
Submit the signed evaluation to the coordinator for review. Thank you.*

Internship Work Site/Business Name	
Supervisor's Signature & Date	
Student's Signature & Date	
Coordinator's Signature & Date	



**Capital Area School for the Arts
Charter School**



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Capital Areas School of the Arts

PATHWAY INTERNSHIP APPLICATION & Intern Training Agreement

Name: _____ Date: _____

Semester: 1st 2nd Full Year (Circle One)

Preferred Mod(s) for Sponsor and Student:

1 2 3 4 5 6 7 8 9 10 11

Briefly describe your Pathway Internship Proposal

1) State the purpose of the internship, your duties, responsibilities, goals, and how this relates to your career transition upon graduation from CASA.

2) Site Name:

Sponsor Name:

Address:

Sponsor Phone Number:

Sponsor Email:

3) Describe how your interest in this area evolved and how the Pathway Internship will help you with your Transition/Graduation Plan?

4) List any courses you have taken that you feel will help with this Internship?

5) Outline objectives/GOALS for the student learner (For student and sponsor to decide together).

- a.
- b.
- c.
- d.

This memorandum is for the purpose of outlining the agreement between the school and mentor on the conditions of training to be given a student intern. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement. A parent/guardian signature indicates approval of the program and the understanding that the student will be responsible for transportation and all expenses incurred by the student in the pursuit of the internship experience. Parent signature further releases CASA Charter School and all employees from any and all liabilities incurred by the student while pursuing this internship program

Mentor Signature: _____ DATE _____

Phone Number and email address: _____ DATE _____

Parent/Guardian Signature: _____ DATE _____

School Counselor Signature: _____ DATE _____

Internship Program/Bi-Weekly Report

Student's Name:

Name of Business/Organization:

Mentor's Name:

Hours Log

	Monday	Tuesday	Wednesday	Thursday	Friday
Date Week 1					
Start Time					
End Time					

	Monday	Tuesday	Wednesday	Thursday	Friday
Date Week 2					
Start Time					
End Time					
Total Hours for 2 weeks					

Internship Reflection (Please reflect on this week's experiences in a *minimum of eight sentences*.)

Reflection: