

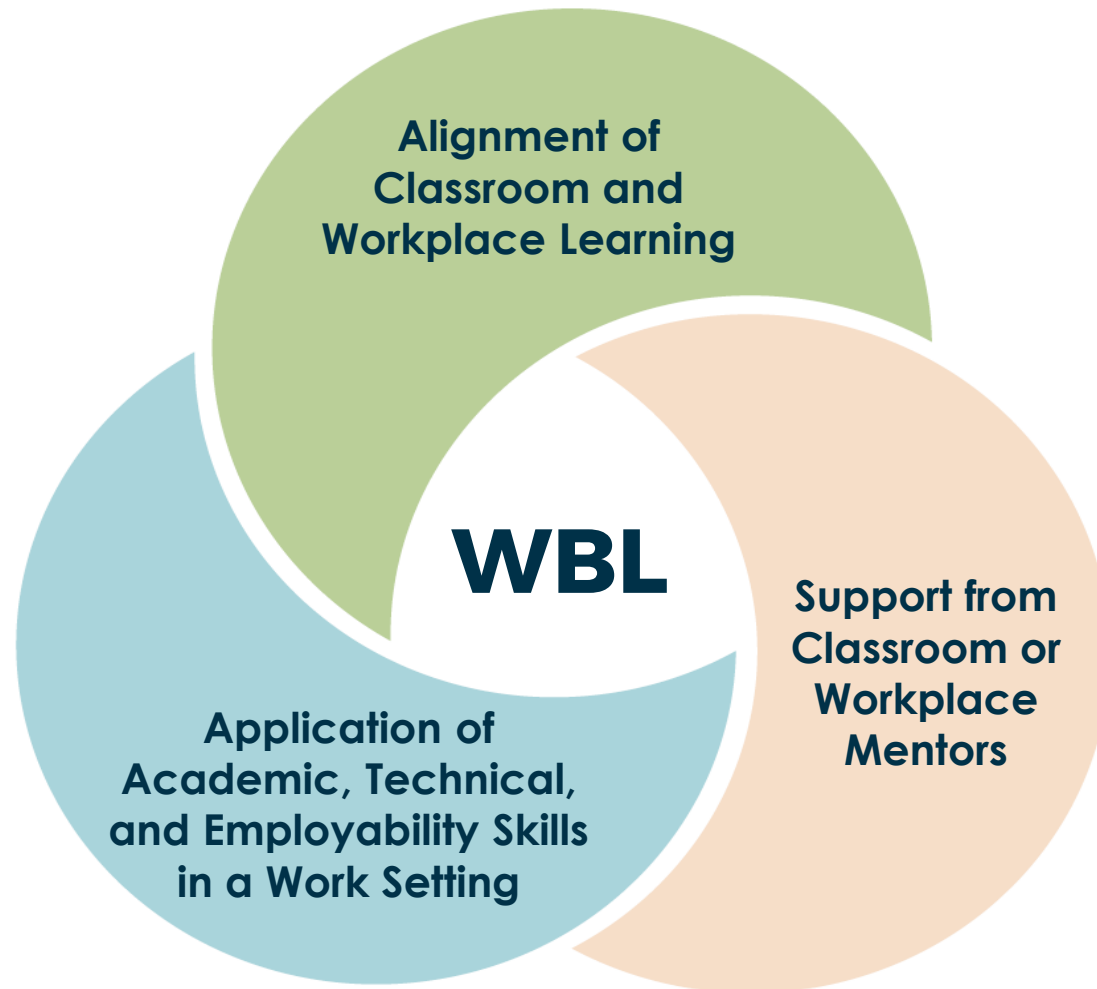


Bureau of Enterprise Recruitment and Talent Planning

Commonwealth of Pennsylvania

High School Internships

Work-Based Learning



BENEFITS FOR STUDENTS



Gain exposure to world-of-work and field of interest



Build experience that reinforces academic instruction



Get a paying job and exposure to permanent opportunities

BENEFITS FOR EMPLOYERS



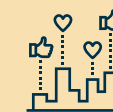
Develop robust talent pipelines



Access diverse and innovative labor pool



Earn a reputation for being a great place to work



Influence economic growth by contributing to the creation of a skilled regional workforce



we are looking for
**HIGH SCHOOL
INTERNS**

 Gain insights into their field of interest

 Develop critical skills

 Build a professional network



EMPOWER YOUR STUDENTS' FUTURES

Introduce Them to Exciting Career Paths with the Commonwealth of PA!

Explore Opportunities - employment.pa.gov

Commonwealth High School Internships

ELIGIBILITY

Age 16 or older
Junior or Senior
Recommended by
School

CLASS & PAY

High School Intern
(wage)
\$16.17/hour

PROGRAM DATES

July 1 – June 30
Employment can occur
anytime during the
academic year.
This is not a summer
placement program.

RESTRICTIONS FOR MINORS

28 hours per week during
school term

37.5/40 hours per week
during school
vacation/breaks

Examples of Internship Fields

High school internships can be a creative solution to filling hard-to-fill, critical, and high turnover entry-level jobs.

Think about how to use these opportunities as a recruitment and workforce planning tool to provide in-depth and extensive **work experience** at a very **early stage in a career**.

[Prohibited Occupations under the Child Labor Act \(L&I\)](#)



Accounting/Finance
Administrative Support/Clerical
Arts/Design/Production



Biology
Business (HR, Marketing, Healthcare, Hospitality, Etc.)



Chemistry
Equipment Operators*
Engineering/Surveying



Geology/GIS
Humanities/Social Sciences (English, History, Criminology, Law, Sociology, Etc.)



Mechanical Trades (Automotive, Diesel) *
Parks/Wildlife Habitat Management
Real Estate



Skilled Trades (Carpentry, Construction, Welding, Etc.) *
Technology/IT

*May have restrictions for minors.

Internship Forms

Supervisors will be responsible for coordinating the completion of required forms through the school. All completed forms will be filed in the student's e-OPF.

Although some schools have their own forms, all schools will need to agree to use the commonwealth's forms in order for their student to participate in our program.

***Our forms have been reviewed and approved by the PA Department of Education for use in this program.**

STATEMENT OF RESPONSIBILITIES*

The purpose of this form is to outline the program parameters between the school and commonwealth. May also be referred to by the school as the "Training Agreement"

TRAINING PLAN*

A training plan is an educational plan that outlines learning goals, objectives, and meaningful work assignments for the internship.

STUDENT PERFORMANCE EVALUATION*

An evaluation will help to provide feedback on the performance and progress of your intern. This should occur at least once during the internship, or as requested by the school.

WORK PERMIT (MINORS)

The PA Child Labor Act requires all minors to obtain a work permit from school. A copy of this permit must be uploaded into the intern's eOPF.

Training Plan

If you are interested in a high school intern, you will need to complete this plan by including learning objectives and duties for the student during the internship. The plan is a way for you to customize the role to meet your needs. Once completed, you will submit to HR with your request to post.

After you select an intern to hire, you will submit the plan to the school for review. You can make any reasonable changes as requested by the school. All parties will sign the form and return to you. The completed form will need to be uploaded into the intern's eOPF.

TRAINING PLAN

A training plan is an educational plan that outlines learning goals, objectives, and meaningful work assignments for the internship.

GOAL

To prepare a student for the workforce and for a career in their field-of-interest.

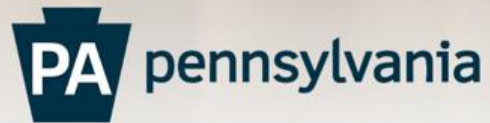
TASKS

Enriching, meaningful beginning-level work. Develop skills to help transition to the workplace.

ALSO INCLUDE

Any skills, experience, certification, or education required for the field

Exposure to other related jobs, sit in on meetings, meet with managers or executives, offer professional development/training



HIGH SCHOOL Internship Program

EMPOWER YOUR STUDENTS' FUTURES

*Enhance Students' Career Prospects with the
Commonwealth of Pennsylvania High School Internship Program*

Child Clearances

The [PA Child Protective Services Law \(CPSL\)](#) requires that child clearances be obtained for anyone supervising a minor. Some schools also require child clearances for a student who is 18+. These clearances remain valid for 5 years.

These clearances are coordinated through BTA. The supervisor is responsible for completing and providing a copy to the school. Clearances are maintained, and can be accessed, in the supervisor's eOPF.

PA Child Abuse
History
Clearance

PA State Police
Criminal History
Clearance
(PATCH)

FBI Criminal
History
Clearance
(Fingerprinting)

Explore Opportunities - employment.pa.gov

Internship Actions

DO I NEED A...?

INTERN ACTION	HIGH SCHOOL	COLLEGE
Statement of Responsibilities	Yes	No
Training Plan	Yes	Yes
Performance Evaluation	Yes	Recommended
Work Permit	Yes, if under 18.	No
Paid Position	Yes, always.	Yes, recommended.
When to Hire	Academic Year (July 1 through the following June 30)	Anytime

Interns in high school and in post-secondary programs should be treated similarly in preparing to bring them on board. This slide provides an overview of the actions necessary to hire an intern.

DO I NEED TO...?

INTERN ACTION	HIGH SCHOOL	COLLEGE
Establish a wage position	Yes	Yes
Post the internship	Yes	Yes
Fill-A-Vacant Position PAR	Yes	Yes

Responsibilities

SUPERVISOR

- ✓ Request HSI (wage) position
- ✓ Develop training plan
- ✓ Request recruitment and interview prep assistance
- ✓ Request to post internship
- ✓ Conduct interviews & select candidate(s)
- ✓ Primary point-of-contact for school and student
- ✓ Initiate child clearances
- ✓ Provide regular, ongoing feedback, guidance, and support to intern
- ✓ Can you make an employment match for your student after the internship? Discuss permanent opportunities with HR.

HUMAN RESOURCES

- ✓ Identify and establish HSI (wage) position
- ✓ Review completed training plan
- ✓ Request recruitment assistance if needed
- ✓ Post internship to intern webpage
- ✓ Guidance on interview and selection
- ✓ Check OPF for clearances (if applicable)
- ✓ Assist with child clearances
- ✓ Submit PAR/hire actions
- ✓ Ongoing questions on performance, time, etc.
- ✓ Work with supervisor on employment opportunities for graduating interns

A good supervisor is someone who

- ✓ Has the interest and time to invest in mentoring a young person
- ✓ Willing, and able, to provide ongoing feedback on student's development and goals
- ✓ Can provide a safe environment and space to learn
- ✓ Will assign meaningful work which aligns with student's career interests
- ✓ Is able to be the primary point-of-contact for student and school for duration of internship

As a reminder, supervising an intern should be voluntary and does not lead to higher classification or pay.

Tips for supervising an intern may include

- ✓ Providing tasks that promote new skills and keep the students engaged and involved
- ✓ Creating specific and attainable goals
- ✓ Providing a comfortable and safe work environment
- ✓ Demonstrating effective ways to cope with possible frustrations and problems
- ✓ Ensuring open channels of communication with you and others
- ✓ Defining clear boundaries for acceptable and unacceptable behavior

Feedback for Students is most helpful when it is frequent, honest, and constructive. Strategies may include:

Meeting on a regular basis

Reviewing what both of you see as progress

Defining areas that still need improvement

Making concrete suggestions for improvement

Focusing on what the student is doing right

Resources

EMAIL US

RA-OAEntryPrograms@pa.gov

VISIT OUR PAGE

[High School Internship Resources](#)

VIEW MANAGEMENT DIRECTIVE

[MD 515.21](#) establishes policy, responsibilities, and procedures for High School Internships in the Commonwealth.

State and Federal Information for Employment of Minors

Permitted Working Hours

[Abstract of the PA Child Labor Act Hours Provisions \(page 1, ages 16 - 17\) *](#)

Key Guidance for Child Labor Laws

[PA Prohibited Occupations List \(pages 1 - 6\)](#)

[Federal "Off Limits" Jobs Summary for Minors](#)

[Federal Fact Sheet #43: Child Labor Provisions](#)

Supplemental Guidance to PA Prohibited Occupations List

[Code of Federal Regulations \(Title 29 - Chap V, Part 570.50 - 570.68\)](#)

[PA Code Title 34 \(Chapter 11\)](#)

[PA Child Labor Act \(sections 4 & 5\)](#)

Regulatory Agency Sites

[PA Dept of Labor & Industry, Bureau of Labor Law Compliance](#)

[U.S. Dept of Labor, Child Labor Resource Page](#)

* Must be posted in a conspicuous place where any person under age 18 is employed.