



pennsylvania

COMMONWEALTH OF PENNSYLVANIA HIGH SCHOOL INTERNSHIP STATEMENT OF RESPONSIBILITIES

Consistent with the Pennsylvania Department of Education’s regulations governing high school internships, 22 Pa.Code §§ 339.1–339.62, and Management Directive 515.21 Amended, *High School Internships*, this document sets forth the basic responsibilities of the Participating Commonwealth Agency, the High School Intern, and the school in relation to the High School Intern’s upcoming High School Internship. This document is not, nor is it to be construed as, a contract of employment.

TO BE COMPLETED BY SCHOOL:

High School Intern’s Name _____

High School Intern’s Home Address _____

High School Intern’s Parent(s) or Legal Guardian(s) _____

Parent(s) or Legal Guardian(s) Telephone No. _____

Parent(s) or Legal Guardian(s) Email Address _____

High School Intern’s Birth Date _____

High School Intern’s Age _____

High School or CTC/AVTS _____

School Address _____

School Telephone _____

High School Intern’s Work Permit No. _____

(If Student Intern is under 18, a copy of the work permit must be submitted to the Commonwealth at the time of job offer.)

Anticipated Dates of Internship: Beginning _____ Ending _____

Will the student receive academic credit upon successfully completing this internship?

Yes, this internship is part of school curriculum, and the student will be earning credit(s).

No, this internship is for experience only and the student will not be receiving school credit.

TO BE COMPLETED BY THE PARTICIPATING COMMONWEALTH AGENCY

Participating Commonwealth Agency _____

Bureau or Office Name _____

Agency Headquarter Address _____

High School Intern’s Supervisor’s Name _____

Supervisor’s Work Telephone _____

Supervisor’s Email _____

High School Intern’s Working Title _____

High School Intern’s Work Schedule _____

High School Intern’s Hourly Rate of Pay _____

THE PARTICIPATING COMMONWEALTH AGENCY'S RESPONSIBILITIES:

1. The Participating Commonwealth Agency will adhere to all applicable State and Federal regulations regarding safety, employment, child labor laws, minimum wages and workers' compensation.
2. The High School Intern will be given a variety of work assignments by the Participating Commonwealth Agency and will be supervised by an experienced employee.
3. A periodic evaluation of job progress will be made by the High School Intern's Supervisor on a review form provided by the Participating Commonwealth Agency.
4. The High School Intern's Supervisor will arrange a conference with the school in the event a problem with the High School Intern arises.
5. The Participating Commonwealth Agency will provide all necessary safety instruction and equipment, if any is needed, during the High School Internship.
6. The Commonwealth will not utilize a High School Intern to displace a Commonwealth employee.
7. Exposure to hazardous work will be incidental to the High School Intern's work and any such work will be intermittent and under the direct supervision of an experienced, qualified employee.

HIGH SCHOOL INTERN'S RESPONSIBILITIES:

1. The High School Intern will perform the assigned duties in a professional manner and work diligently to complete assigned tasks.
2. The High School Intern will report any problems encountered at their worksite to their Supervisor and their designated School official.
3. The High School Intern will adhere to all policies of the Commonwealth and the Participating Commonwealth Agency; failure to do so may result in termination of the High School Internship.
4. The High School Intern must maintain regular attendance at school and at their High School Internship. If unable to report to their worksite, the High School Intern must notify their Supervisor and designated school official before the start of the normal workday.
5. The High School Internship will be terminated upon graduation, withdrawal, or suspension from school; at the completion of the allotted internship period; or at the discretion of the Participating Commonwealth Agency.
6. The High School Intern will report to school for designated meetings and related instruction in the event there is a conflict with their High School Internship work schedule.
7. The High School Intern will follow rules at the work and school sites. Violation of school rules may lead to disciplinary action, including termination of the High School Internship.
8. Pursuant to Section 4(1)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law, 43 P.S. § 753(1)(4)(10)(C), High School Interns who will receive academic credit for participating in the High School Internship are exempt from paying the unemployment compensation tax. High School Interns who will **not** receive academic credit for participating in the High School Internship will have the applicable unemployment compensation tax deducted from their paycheck, if participating in a paid High School Internship.

SCHOOL'S RESPONSIBILITIES

1. The school is responsible for any non-workplace supervision of the High School Intern in accordance with the school's cooperative education program (if applicable) or policy.
2. The school is responsible for providing any related instruction and safety instruction in accordance with the school's cooperative education program (if applicable) or policy from the school prior to job placement.
3. The school will visit the High School Intern and worksite as necessary or as required by school with prior notice to the Participating Commonwealth Agency.
4. Where applicable, the school will investigate compatibility of job circumstances with requirements for High School Intern's attainment of advanced standing in an apprenticeship program upon graduation from school.
5. The school will maintain signed copies of this document and plan for each High School Intern participating in a High School Internship with the Participating Commonwealth Agency for three years from the date of enrollment in the High School Internship.
6. The school will ensure the High School Intern's transportation, insurance and attendance at school and work align with appropriate school policies.

The purpose of this form is to outline the program parameters between the School and the Commonwealth of Pennsylvania. By signing, the parties agree to the conditions and statements set forth herein.

High School Intern _____ Date _____

Parent or Legal Guardian _____ Date _____

School Designee _____ Date _____

Principal, CTC/AVTS Director or Designee _____ Date _____

Internship Supervisor _____ Date _____

The Commonwealth is an equal opportunity employer and is committed to a diverse workforce. The Commonwealth does not discriminate in employment nor educational programs or activities on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law.

This document is issued in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.