

## **BART Charter Internship Employer Guidelines and Information**

### **General Guidelines and Student information**

- 40-60 hours of work to be completed between January and May 13th. Students may start anytime in January or February but should not complete their internship before May 1st.
- Unless otherwise indicated, students are available after 1:45pm on weekdays but are also able to do weekend work, asynchronous work, and work during school vacations.
- Unpaid student interns cannot do work that would replace the work of a paid position.

### **Internship Mentor Tasks**

- Interview prospective intern, if desired, and complete the BART Internship Contract.
- Establish a minimum number of hours per week intern will work and create a shared schedule. Verify the intern's hours worked by signing a weekly timesheet (provided by the intern). A copy of the timesheet will be kept at the worksite.
- Provide the intern with clear job site expectations and train them to do any work and projects that they will be asked to do. Work tasks will be selected in accordance with applicable child labor laws and workplace safety laws.
- Participate in the **\*\*Massachusetts Work-Based Learning Plan (MWBLP)**, as follows:
  - Implement within the first two weeks of the internship
  - Provide written job description including expectations and duties
  - Identify and list foundation and job-specific skills to be evaluated
  - Submit written evaluation at the midpoint and end of the internship to the student and to the Internship Coordinator
- Provide meaningful and challenging work in a structured environment.
- Supervise and monitor the day-to-day responsibilities of the student, providing constructive feedback and support.
- Communicate with the Internship Coordinator any issues with the intern's work, attendance, or other issues.

***\*\*The MWBLP is a statewide initiative that helps an employer to identify and monitor specific job skills that will add to the intern's learning and development. It offers an opportunity for the intern to become familiar with the competencies needed for job success and allows the mentor to evaluate the student's potential. By using the MWBLP evaluation, both the mentor and the intern will create a meaningful workplace experience. The Internship Coordinator can provide additional resource links for the WBLP if needed.***

# Massachusetts Work-Based Learning Plan

Participant's Name: _____	Worksite Supervisor Name: _____
Participant's Email: _____	Worksite Supervisor Email: _____
Participant's ID Number: _____	School / Program: _____
Job Title: _____	Staff / Teacher Name: _____
Worksite: _____	Start Date: _____ End Date: _____

**JOB DESCRIPTION** – Tasks, responsibilities, projects:

## EMPLOYABILITY SKILLS

The employability skills below are essential in every work environment throughout one's career. Please discuss and review these skills at least twice during this work-based learning experience, in a first, baseline review and in a second review near the end of the work-based learning experience. **(Two reviews to capture growth -- Be objective!)**

### KEY

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATIONS	REVIEWS Use 1-5 Scale (See Key Above)	COMMENTS Notes, goals, and reflections for Review #1 and Review #2
<b>Attendance and Punctuality</b>	Arrives on time and prepared for work Provides sufficient notice if unable to report for work	Re v #1	
		Re v #2	
<b>Motivation and Initiative</b>	Participates fully in tasks or projects from start to finish Initiates interaction with supervisor for next task or project upon successful completion of previous one	Re v #1	
		Re v #2	
<b>Communication</b>	Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions	Re v #1	
		Re v #2	
<b>Teamwork and Collaboration</b>	Works productively with co-workers, individually and in teams; support organization's mission and goals Accepts direction and constructive feedback with positive attitude	Re v #1	
		Re v #2	
<b>Critical Thinking and Problem Solving</b>	Notifies and identifies challenges and problems that arise in the workplace Brings concerns to attention of supervisors when appropriate Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization	Re v #1	
		Re v #2	
<b>Workplace Policy, Culture and Safety</b>	Exhibits understanding of workplace culture and policy Dresses appropriately for position and duties Practices personal hygiene appropriate for position and duties Follows professional standards for use of computers, phones and social media Respects confidentiality Complies with health and safety rules for the workplace	Re v #1	
		Re v #2	

## WORKPLACE & CAREER SPECIFIC SKILLS

Select three to five skills that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals. Skill definitions are available in the resource guide and the online screens. See <http://massconnecting.org/wblp>

### Career / Engagement Skills

Active Learning  
Collecting and Organizing Information  
Creativity  
Customer Service  
Leadership  
Project Management  
Public Speaking / Presentations  
Teaching/Instructing  
Time Management  
Understanding All Aspects of the Industry

### Digital Literacy Skills

Computer Technology  
Database Use  
Graphic Design  
Media Literacy  
Office Suite Software  
Photo Editing  
Software Development  
Spreadsheet Use  
Web Development  
[Or industry specific technology]

### Applied Academic Skills

Applied Mathematics  
Reading  
Research and Analysis  
Writing

### STEM-Related Skills

Engineering Concepts  
Environmental Literacy  
Health Literacy  
Research and Analysis  
Science Lab Concepts

### Technical / Career-Specific Skills

Applied Arts and Design  
Blueprint Reading  
Child Development  
Cooking / Culinary Arts  
Early Childhood Math/Reading Literacy  
Equipment Operation  
Landscaping  
Maintenance / Repair / Painting  
Medical Office Skills  
[Or other skills applicable to the work experience]

SKIL	SKILL DEFINITION	REVIEWS		COMMENTS
		USE 1-5 SCALE (See Key Above)		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		

## COMMENTS & SIGNATURES

REVIEW #1:

REVIEW #2:

Participant Signature:

Supervisor Signature:

Staff Signature:

Date:

Participant Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WBLP Version 3.0 Massachusetts Department of Elementary and Secondary Education Office of College, Career and Technical Education

Find the online and mobile versions of the WBLP and more resources at <http://massconnecting.org/wblp>