

Michelle Prudden & Maureen Leigh
Brookings-Harbor High School
Youth Transition Specialist & Supported
Employment Specialist
(541) 469-2108 Office
(541) 236-2258 Cell

Brookings-Harbor High School YTP Internship Proposal

Purpose:

To provide Brookings-Harbor High School YTP students an opportunity to:

- Gain first-hand career experience in their preferred career area
- Build employment foundation skills
- Build career specific skills/ training
- Increase their employability

Specifics: Student Interns will work as an intern for at least 4 weeks to a maximum of 3 months. Students will be covered under the State Vocational Rehabilitation liability insurance while participating in the internship program or the district's liability insurance if during the school day. Time will be logged and documented on a SAIF form, then returned to the YTP Specialist. Students may be paid or unpaid interns and may or may not be hired after the completion of the internship.

CRITERIA FOR TRAINEES (Interns)

When *all* of the following criteria apply, trainees or students are **not** employees within the meaning of wage and hour laws:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close supervision;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students; and on occasion his operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; **and**
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.



Brookings Harbor School District 17C

629 Easy Street

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

Elements of a Brookings-Harbor YTP Internship:

- A planned program of job training and work experience for the student, appropriate to the student's abilities, which includes training related to pre-employment and employment skills to be mastered at progressively higher levels that are coordinated with learning in the school-based learning component and lead to the awarding of a skill certificate.
- The learning experience encompasses a sequence of activities that build upon one another, increasing in complexity and promoting mastery of basic skills.
- The learning experience has been structured to expose the student to all aspects of an industry and promotes the development of broad, transferable skills.
- The learning experience provides for real or simulated tasks or assignments that push students to develop higher-order critical thinking and problem-solving skills.

Source: https://www.oregon.gov/boli/TA/pages/t_faq_interns.aspx