

Internship Guidelines and Expected Minimum Duties for Selected On-site and Selected Off-site Placements

SELECTED ON-CAMPUS PLACEMENT	
Expected Minimum Duties	Not Allowable
<p>1. Teacher Assistant – Elementary*</p> <ol style="list-style-type: none"> 2. Assist students with class work. 3. One-on-one tutoring. 4. Read with and to students. 5. Assist with planning and organizing learning centers. 6. Assist with planning and organizing activities. 7. Assist with any type of off campus trip. 8. Submit weekly work-plan to WBL teacher signed off by assigned teacher and student. <p>NOTES: Students in the Education and Training Program of Study must be given first priority in placement to fulfill program of study requirements.</p>	<ol style="list-style-type: none"> 1. No CTSO Placements for local advisors. 2. No placements at school that are only making copies, filing, and running errands 3. Working hours in the School Based Operations course for the Marketing Business Enterprise Program of Study (POS) will not count toward Career Practicum hours. 4. Students cannot be placed in on-campus Internship if they are currently enrolled in the class. Example, a student taking Journalism cannot be also in Internship and the placement be on campus in the Journalism class.
<p>2. Teacher Assistant – Secondary Core Courses</p> <ol style="list-style-type: none"> A. Students must be an A & B student in content area to be placed. B. Student must not be placed in an honors or AP class. C. Student must report daily to class assigned. D. Assist students daily. E. Submit weekly work-plan to WBL teacher signed off by assigned teacher and student. F. One-on-one tutoring. 	
<p>3. Teacher Assistant in Extra-Curricular Classes</p> <ol style="list-style-type: none"> A. Assist with planning events, activities during school day and after school. B. Assist in scheduling events. C. Assist in equipment inspection. D. Tutoring students. 	

<p>E. Submit a weekly work-plan to Internship teacher signed off by assigned teacher and student.</p>						
<p>4. School Based Store</p> <p>A. If the Small Business Operations course is offered, students in that course will be given preference in working in the store.</p>	<p>1. Working hours in the School Based Operations course for the Marketing Business Enterprise Program of Study (POS) will not count toward Career Practicum hours.</p>					
<p>A. IT Placement*</p> <p>A. Responding to help desk tickets</p> <p>B. Assist prioritizing tickets</p> <p>C. Assisting and/or performing work on tickets around district</p> <p>D. Documenting and closing tickets</p>						
<p>B. Athletic Training Placement*</p> <p>A. Assist certified athletic trainer during practice and at athletic events (<i>student will need HIPPA certification for this placement</i>). <i>A list of possible companies offering HIPPA certifications are:</i></p> <table border="1" data-bbox="207 1094 911 1304"> <tr> <td>Engaging Training Solutions Inc dba HIPAA Exams</td> </tr> <tr> <td>North American Learning Institute</td> </tr> <tr> <td>HIPAA Group</td> </tr> <tr> <td>HIPAATraining.com</td> </tr> <tr> <td>OSHA Academy-HIPAA Privacy Training</td> </tr> </table> <p>B. Check medical supplies.</p> <p>C. Learn to wrap ankles, fingers, etc.</p> <p>D. Hydrate athletics</p> <p>E. Shadow documentation of injury.</p>	Engaging Training Solutions Inc dba HIPAA Exams	North American Learning Institute	HIPAA Group	HIPAATraining.com	OSHA Academy-HIPAA Privacy Training	
Engaging Training Solutions Inc dba HIPAA Exams						
North American Learning Institute						
HIPAA Group						
HIPAATraining.com						
OSHA Academy-HIPAA Privacy Training						
<p>C. Media Teacher Assistant – AV/Technology Broadcasting*</p> <p>A. Assist with remotes/ballgame broadcasts.</p> <p>B. Setting up remote equipment.</p> <p>C. Filing paperwork.</p> <p>D. Gathering specified show-prep for on-air hosts/voice-trackers.</p> <p>E. Going to local meetings and record proceedings for news director.</p>						

<ul style="list-style-type: none"> F. Loading pre-recorded syndicated programs, commercials and p.s.a.'s into the automation. G. Loading remote equipment into the station vehicle. H. Assist news reporters and account executives. I. Take on any tasks the front office manager assigns. 	
<p>D. Media Teacher Assistant – Photography\Television*</p> <ul style="list-style-type: none"> A. Assist with coordination and broadcast/record/photograph live athletic events, fine arts, elementary, etc. B. Assist with coordination and conduct events and portrait photography C. Assist with coordination and conduct marketing campaigns D. Editing in Light room and Photoshop E. Learn business aspect of running a photo studio. F. Assist with productions of daily to weekly videos and photos 	
<p>E. Teacher Assistant JROTC*</p> <ul style="list-style-type: none"> A. Assist in conducting cadet leadership labs B. Assist in evaluation of student leadership position candidates C. Assist with annual cadet equipment and uniform inventory issue and turn in D. Conduct basic drill and ceremony training E. Conduct roll call & account for cadets F. Conduct student leadership staff meetings G. Assist in scheduling cadet activities to include community service, color guard appearances, etc. H. Plan, conduct and oversee all cadet fund raising activities I. Plan, conduct and oversee all recruitment activities for high school, junior high school and middle school potential cadets J. Schedule and coordinate guest speakers or subject matter experts to conduct supplemental training K. Train and become proficient in record annotation in the cadet management system 	

SELECTED OFF SITE PLACEMENT

<p>1. Babysitting*</p> <ul style="list-style-type: none">A. Cannot babysit for siblings.B. Connect with a childcare mentor.C. Must go through First Aide Training/Certification prior to placement and submit certificate to WBL teacher.D. Must establish a weekly schedule for child/children and submit to WBL teacher.E. Must plan activities as well as learning activities and submit to WBL teacher.F. Must keep a daily journal for parents/WBL teacher of what the child/children did.	
<p>2. Family Business*</p> <ul style="list-style-type: none">A. Must have a weekly work-plan submitted to WBL teacher signed off by the employer and student.B. Connect with a business mentor.C. Assist with all aspects of the business.	

***These skillsets might also qualify for Career Practicum credit based on the nature of the work and the program of study in which the student is enrolled. See the Career Practicum Manual. Hours must be above and beyond what is required for the class.**

NOTE: Career Practicum placement for students must follow (be an extension) of the specific program of study.