



Career and Technical Education (CTE) – Internship Host Application

*Thank you for your interest in working with our career and technical education students.
 This application is pending availability of funding.*

2017-2018 Program Dates: September 2017 – August 2018

| | | |
|---|---------------------------------|----------------------------------|
| Company/Organization Name | | |
| Representative | | |
| Title | | |
| Phone | | |
| Email Address | | |
| Address (Number & Street) | | |
| City, State & Zip Code | | |
| School Partner (full name of school) | | |
| School Contact (who invited you to host interns?) | | |
| How many interns would you like to host? | | |
| What departments are interested in hosting interns? (IT, finance, HR, workshop/garage, etc.) | | |
| What is the industry of your organization? | | |
| Advocacy & Human Services <input type="checkbox"/> Automotive Transportation <input type="checkbox"/> Business, Finance & Prof Serv <input type="checkbox"/> Construction & Sustainability <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Education <input type="checkbox"/> Engineering <input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality & Tourism <input type="checkbox"/> IT Healthcare <input type="checkbox"/> IT Software <input type="checkbox"/> Law and Law Enforcement <input type="checkbox"/> Media and Design <input type="checkbox"/> Other: _____ | | |
| Is your organization in the private sector (for profit) or public sector (non-profit/government)? Select one. | <i>Please check one</i> | |
| | Public <input type="checkbox"/> | Private <input type="checkbox"/> |

Public Notice of Nondiscrimination

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.



Participant Requirements

Student interns are employees of the New York City Department of Education (DOE), and are required to obtain clearance from the NYC Department of Education's HR Department before starting work. As a representative of an internship host organization, participating in the NYC Department of Education's CTE Internship Program (administered by the Work-Based Learning Resource Center), I agree to abide by the following requirements.

- 1) To confirm that students have appropriate clearance to work from the NYC Department of Education Work-Based Learning Resource Center (WBLRC) before allowing them to start. (Students will receive a confirmation email from the wblbox@schools.nyc.gov, the email of the WBLRC.)
2) To provide an internship for students that conforms in length and time to the WBLRC Payroll Calendar published by the NYC Department of Education and in quantity to the number of hours allotted by the school for each student's placement.
3) To establish a process for supervisors to track student time and attendance and signing off on bi-weekly time sheets (hours not to exceed the stated program maximum hours).
4) To provide a safe, healthy and hazard-free environment in which interns will work. Worksites must be in commercially zoned workspaces, not in private residences, and the host organization must own or lease the space, or have a legal agreement for use of the space during hours that the intern is scheduled to work there. Students may not work from home and cannot travel in a personal privately owned car during the internship.
5) To adhere to all federal, state and local regulations regarding the employment of minors.
6) To abide by the NYC Department of Education non-discrimination policy (see page 1) in selecting students for internships and assigning tasks.
7) To assign one or more responsible adults whose responsibilities include completing and signing a student learning/training plan (to be provided by the CTE Program), supervising students, assessing student progress, addressing problems students may encounter during the internship and communicating with NYC Department of Education staff about it, collaborating to design job-specific tasks and facilitating work-based training projects.
8) To provide students with work experience commensurate with students' capabilities. This experience should enable students to prepare for employment; assignments may be modified as the internship helps students augment and enhance their skillset.
9) To provide supplies, equipment, services and transportation necessary for assigned activities and tasks.
10) To submit an evaluation report for each student at least once during the internship.
11) To permit visits by NYC Department of Education personnel for purposes of interviewing and observing students during their assignments, and interviewing worksite supervisors.

Additional Requirements for Companies Paying Student Wages:

Initial Here

If applicable, please initial to confirm agreement to the following items:

- 12) To provide coverage for the students under the company's Worker Compensation Policy.
13) To pay students no less than the prevailing minimum wage, after the first two weeks of the student's work experience.
14) To deduct the prevailing FICA rate from student's pay, and to submit the amount required with the company's regular tax filings.
15) To provide no later than February 1, a W-2 form to each student for wages paid by the company.

Please consider sharing costs for student wages with the NYC Department of Education. If your organization has funds available, it allows us to connect more students with these valuable experiences.

Signature: By signing these pages, I state that I have read, understood and agree to the above participant requirements:

Signature - Host Organization Representative

Date

Host Organization Representative Name (please print)

Title



Please use this section to let us know how an intern would contribute to your team.

| | |
|--------------------|--|
| Host Company Name: | |
| Job 1 | Number of Interns requested for this position: |
| Job Title: | |
| Job Description: | |
| Skills desired: | |