

*Work-based learning is an authentic learning experience that allows students to explore their career goals, abilities, and interests while applying their academic and technical knowledge and skills in a real-world context. These experiences are planned and supervised by instructional staff in collaboration with business, industry, or community partners.*

Work-based learning (WBL) and exposure to authentic work experiences are critical components of [college and career planning milestones](#) for high school students. The New York City Department of Education (DOE) has defined a [sequenced continuum of Work-Based Learning activities](#) and experiences for all students that address Career Awareness, Career Exploration and Career Preparation. *An **internship** is a highly structured, time-limited, Career Preparation activity in which students are placed at a worksite to participate in and observe work first hand.*

**Guidelines for DOE-led and -funded WBL Opportunities, Including Internships:**

New York State Education Department upholds continued use of virtual work-based learning<sup>1</sup>, including internships, this school year. The majority of DOE work-based learning will be virtual in the 2021-22 school year to ensure continued student access to these opportunities while managing student health and safety implications. See [HERE](#) for CTE Virtual Internship guidelines.

Regardless of internship modality (virtual, in-person, hybrid), all non-DOE personnel such as Community Based Organizations, Intermediary Providers, etc, providing support for WBL and internship programming must show proof of COVID-19 vaccination to enter a DOE building.

*In-person or job site based high school internships may be developed for School Year 2021-22 in select Career and Technical Education (CTE) sectors<sup>2</sup> that require hands-on training of technical skills such as culinary, construction, transportation and healthcare. This document outlines specific processes, policies, protocol and best practices to ensure that CTE students receive high quality school year internships, taking into consideration student’s learning, health, safety and privacy considerations.*

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<sup>1</sup> A WBL experience where students learn work-related and (where appropriate) technical skills related to a job or career field. Students complete an experience or a simulation, similar to what they would have completed on-site; however, the student does not go to the site. This would be done via an industry guided, simulated project and/or students may complete responsibilities via telecommuting, e-mail, or other means, interacting with an actual industry employer/mentor. Students may have the opportunity to work with an industry employer/mentor from a real or simulated organization (<http://www.nysed.gov/career-technical-education/virtual-and-remote-resources-work-based-learning>).

<sup>2</sup> Select CTE sectors for in person internships are architecture/pre-engineering, barbering/cosmetology, construction, culinary, film and television, healthcare, plant and animal science and transportation.

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**Perkins V and WBL Requirements**

*The Strengthening Career and Technical Education for the 21st Century Act*, also known as Perkins V, introduced a state-selected program quality indicator as one of the measures of grant performance. **New York State selected participation in work-based learning** as its program quality indicator for local Perkins recipients. The program quality indicator measures the percentage of students in approved programs who complete at least 54 hours of work-based learning. The 54-hour benchmark was chosen to align with work-based learning requirements under CDOS Credential Option 1. **To meet this program quality indicator, recipients of Perkins funding should ensure that at least 54 hours of work-based learning experiences are available to all students in approved programs.**

Please see [here for the NYSED WBL requirements](#) for NYSED approved programs. Please see [HERE](#) for updated Academic Policy Guide for CTE that includes WBL STARS reporting requirements (pg. 11).

Even if a school does not currently receive Perkins funding for their approved programs, work-based learning opportunities must still be available to **all** students in those programs as per Section 100.5(6)(iv)(2)(iv) of Commissioner’s Regulations. It is a best practice that the school ensures all students complete at least 54 hours by the time they graduate high school. This will allow students to obtain the [CDOS Credential using Option 1](#).

**In-Person Internship Considerations, Expectations and Processes**

In developing and implementing in-person internships, each school must take into consideration its individual program’s capacity. Key considerations include:

- The needs of both the student interns and host employer and supervisor before determining whether the internship can be completed in-person. For student interns with disabilities this includes providing any workplace supports and/or accommodations outlined in the student’s IEP
- Orientation and onboarding training for [host employer](#) and [student intern](#)
- Clear expectations and protocol around communication between the host employer, the student intern, and the WBL Internship Coordinator<sup>3</sup>. Schools must also ensure that any tools used to facilitate communication between the student intern and host employer supervisor are compliant with [Education Law 2D](#)
- Confirm funding availability (if relevant) for paid internships
- Adherence to the [NYS Department of Labor permitted working hours for minors](#)
- Review [NYC Department of Education School Health Policy](#) developed with labor unions, the Department of Health and Mental Hygiene (DOHMH), and NYC Test + Trace Corps (T2)
- Prepare clearly articulated parent/caregiver consent forms that outline internship parameters and establish expectations on communication between the WBL Internship Coordinator, the host employer, the parent/caregiver and the student intern
- Ensure that the student intern and parent/caregiver understand that the host employer might require proof of vaccination for COVID-19 and/or weekly testing
- WBL Internship Coordinator’s availability for supervision and conducting one mandatory [pre-internship host site visit](#).
- Host employer’s interest and capacity to host students and provide quality experiences while ensuring health and safety guidelines are addressed

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<sup>3</sup> For purposes of this document, “WBL Internship Coordinator” is a school-based staff or a contact at a DOE-identified organization who oversees student’s internship participation. This individual may be a WBL Coordinator, CTE teacher, Guidance Counselor, or internship coordinator from a community-based or intermediary organization. If the internship coordinator is a CBO or intermediary organization, the assumption is that there is still a school based point of contact overseeing the CBO/intermediary organization..

- Host employer’s interest and capacity to switch to virtual internships in the event of exposure to COVID-19 or student intern having suspected or confirmed COVID-19
- Clearly established communication plan from the student intern to school leadership to DOE’s COVID-19 Situation Room if the student intern is suspected of or confirmed for COVID-19
- Clear understanding of DOE’s [School Health Policy](#) and [Situation Room Tips](#)

**Expectations for Student Interns for In-person Internships**

Students must be informed about and prepared to follow through on these responsibilities:

- Review and sign the training plan and the host supervisor evaluation
- Track work hours weekly and enter the hours in the student portal. Report any issues with entering hours and adjustments needed to the WBL Internship Coordinator before the end of the subsequent pay period
- Adhere to all professionalism standards as outlined in the student orientation
- Complete all tasks/assignments on time and to the best of their abilities

*COVID-19 Related Responsibilities*

- Maintain communication with the host employer and WBL Internship Coordinator
- Follow COVID-19 policy set by the employer or outlined by the WBL Internship Coordinator or internship provider. *Note: If matched, some employers may require COVID-19 vaccination or weekly testing, and require student interns to provide proof of COVID-19 vaccination status and weekly testing*
- Where possible, be prepared to switch to a virtual internship format in case of suspected or confirmed case of COVID-19 exposure or symptoms
- Adhere to reporting and procedures in cases of exposure or feeling ill

**Expectations for WBL Internship Coordinator for In-person Internships**

WBL Internships Coordinators should be prepared to follow through on these responsibilities:

*Pre-Internship Check*

- Conduct at least ONE in-person host employer site visit prior to the start of the internship and document visit following this [pre-site visit form](#).
  - Site visits to conduct program and worksite monitoring activities during and at the end of the internship experience are also recommended

- Additional check points strongly recommended include regular one-on-one with the host employer supervisor, student intern, and WBL Internship Coordinator; one-on-one with the student intern; and an internship culmination presentation. See sample templates provided for [one-on-one meetings](#) and [a calendar to schedule check-in points](#).
- Ensure adherence to [New York State guidelines](#) with respect to employment of minors
- Support student interns to complete any required employment verification process
- Ensure student intern and host employer orientation and onboarding training is enhanced to highlight physical distancing, personal protective equipment (PPE), and hand and respiratory hygiene to prevent the spread of COVID-19.
  - See templates for orientation and onboarding training for [host employer](#) and [student intern](#)
- Review all [host employer expectations](#) with the host supervisor
- Connect with the host employer on any potential tools, software, or programs that student interns may need to use to complete work tasks, especially if it requires installing into student intern's DOE devices.

#### *Internship Experience Planning*

- Discuss with the host employer what activities to include as part of the student intern's experience at the work site. This should include:
  - Opportunity to access a professional network to foster student intern's exposure to professionals within the industry and learn about different careers and roles
  - Craft and assign projects that foster student intern's exploration of the industry through their work and relevance to their career interests, including giving them insight into what it might look like to work in the field as a career.
  - Set target work outcomes with the student intern for the internship experience toward their professional growth.
  - Ensuring that a dedicated supervisor is assigned to each student intern (recommended 1:6 ratio if a group of interns will be at the work site) and establish professional development routines, including scheduling goal-setting sessions, check-ins with student interns, and helping interns transcribe their experiences onto their resumes.

#### *Logistics During Internship*

- Communicate, via email or virtually, weekly with student intern's supervisor

- Ensure student interns’s timesheets, evaluations, training plans and any other documentation required as part of the learning experience are tracked and completed in a timely manner
- Manage incident reports or complaints from the student intern or host employer site, separate from COVID-19-related communications

*COVID-19 Related Responsibilities*

- Review host employer’s [NY Forward Safety Plan](#) for COVID-19 related health and safety measures including reporting of confirmed and suspected COVID-19 cases to state and local health departments for contact tracking efforts. See [this guide on handling COVID-19 cases in the workplace](#) for more information
- Establish a communication plan with the student intern, parent/caregiver, school leadership, and host employer in the event of COVID-19 exposure
- Determine host employer’s willingness and capacity to transition to virtual internships if the student intern needs to be home to isolate after showing symptoms, or is exposed to a person with, COVID-19 at the worksite for a prolonged period of time
- Review [COVID-19 protocol for in-person internships](#)

**Expectations for Host Employer and Supervisor for In-Person Internships**

Student intern’s host employer and supervisor should be prepared for these these responsibilities:

*Pre-Internship Check*

- Complete the Internship [Host Site Application](#) forms required by the program. Host employers will receive online notification when their application has been approved. Approval generally takes 1-2 business days from the time of receipt.
- For CTE Industry Scholars Program (ISP) only: Approve student timesheet electronically through the [CTE Host Portal](#) (*this is mandatory for ISP host employers*)
- Provide student interns with the necessary work tools to succeed in the organization. This may include tools-of-the-trade and safety equipment, access to proprietary or specific software, and the ability to connect with technical support.
  - Connect with the WBL Internship Coordinator prior to the start of internships to coordinate to ensure that student interns may access any software or programs on their DOE-provided devices.

- You will need to ask students directly for a mailing address if you intend to provide any other type of essential items required for tasks (tablets, temporary phone, etc). Students cannot use personal cell phones for business purposes
- Ensure compliance with all regulations concerning prohibited activities as outlined in the [New York State Department of Labor \(“DOL”\) Rules and Regulations](#)
- All host employers are subject to laws promulgated by the DOL and worksite supervisors must familiarize themselves with DOL laws regarding the [employment of minors](#)
- Ensure compliance with local and state legislations regulating the prevention of sexual harassment in the workplace, as applicable, including posting required information in a conspicuous location at the worksite

### *Internship Experience Planning*

- Provide student Intern with access to a professional network to foster their exposure to professionals within the industry as part of the work experience. This helps them learn about different careers and roles and is an important way for student interns to explore if they are truly interested in the field.
- Support student intern’s exploration of the industry through their work and relevance to their career interests. The projects that students work on should allow them to build meaningful skills and give them insight into what it might look like to work as a career.
- Jointly identify target work outcomes with the student intern for the internship experience. Just as the host employer should expect outcomes from the student intern that contribute to the overall organization, student interns are also working to gain specific professional growth outcomes. These may include applying or building skills, growing foundational knowledge for future employment, and receiving pay.
- Assign a dedicated supervisor (recommended 1:6 ratio) and establish routines with the student intern focusing on professional development. Key action steps include scheduling goal-setting sessions, check-ins with interns, and helping students transcribe their experiences onto their resumes.

### *Logistics During Internship*

- Electronically sign student intern’s training plans.
- Electronically complete the student intern’s Supervisor Evaluation
- Communicate regularly with the WBL Internship Coordinator
- Monitor student intern’s time and attendance and ensure accuracy. Approve submitted timesheets and complete training plans and evaluations electronically.
- Complete any trainings and orientation prior to the start of the internship as required by the internship program



### **COVID-19 Protocols for In-Person Internships**

Since the situation surrounding COVID-19 is evolving, any guidance provided here is intended to supplement all relevant City, State and Federal regulations, including guidance issued by New York State Department of Health (NYS DOH) and the NYC Department of Health and Mental Hygiene (DOHMH).

- **WBL Internship Coordinator** and internship provider (including SYEP monitor or community-based partner) should ensure and review the [NY Forward Safety Plan](#) is completed and put to practice at the host employer's work site. The [NY Forward Safety Plan](#) for COVID-19 outlines health and safety measures including reporting of confirmed and suspected COVID-19 cases to state and local health departments for contact tracking efforts. See [this guide on handling COVID-19 cases in the workplace](#) for more information.
- **Host Employer** must follow all CDC and DOH guidelines regarding the use of face coverings, physical distancing, and hand hygiene protocols. The host employer must provide student interns with personal protective equipment (PPE) and any site-specific PPE such as face shields, safety glasses, etc
- **Schools** participating in in-person internships must establish and share a communication plan with the host employer, the WBL Internship Coordinator, the student intern and the parent/caregiver in the event of confirmed or suspected COVID-19 for student interns and/or exposure at the host employer's work site.
- **WBL Internship Coordinator, Host Employer, and Schools** should review the guidance below for steps to take if a student intern is suspected of having or confirmed with COVID-19, or has had potential contact with an individual with suspected or confirmed COVID-19 case at the host employer work site.

### **Protocol for When a Student Intern Has Suspected or Confirmed Case of COVID-19**

All host employers staff who supervise student interns must be familiar with the symptoms of COVID-19, which are listed in [this fact sheet](#).



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**Updated September 2021**

- If the student intern is *showing any symptoms of COVID-19*, they should communicate with the WBL Internship Coordinator immediately
  - The WBL Coordinator will inform the school principal. The principal or designee will follow DOE’s Situation Room protocol for [Student or School-Based Staff Member Calls Out Sick With COVID-Like Symptoms](#).
  - The principal or designee must call the Situation Room at 212-393-2780 and await next steps. Review the [Situation Room Tips here](#)
- The host employer supervisor should contact the WBL Internship Coordinator immediately and take the following actions:
  - Identify a private area (such as an enclosed room) at your work site to separate the symptomatic student intern (or employer staff if they are suspected or confirmed with COVID-19) until the student intern’s family member/next of kin can be notified and they can safely leave the facility
    - Host employer should maintain first aid kits and appropriate PPE in designated isolation space
  - A supervisor should escort the student intern to the isolation space while wearing appropriate PPE
  - The supervisor should conduct an assessment to determine if the student intern needs immediate attention by emergency services. In such case, the host employer must immediately notify the WBL Internship Coordinator AND the student intern’s parent/care-giver to alert them that emergency services have been called
  - If the student intern is stable enough to travel home on their own, notify their the WBL Internship Coordinator and alert them that the student intern is being sent home
  - All materials used by the student intern and staff providing support should be disposed of and staff should immediately wash their hands
  - Host employer should follow [CDC recommended cleaning and disinfection protocols](#)
- The WBL Internship Coordinator or internship provider/CBO partner may assess student intern and employer/host site capacity for, and interest in, completing the internship virtually
- If this is a school-supported paid internship opportunity, student intern should be paid during/through home isolation
- After discontinuation of home isolation, student intern may return to in-person internship once this has been confirmed by the WBL Internship Coordinator or internship provider/CBO partner, in consultation with the host employer supervisor

For more information regarding how to handle COVID-19 cases in the workplace, including reporting to and cooperating with the NYC Test and Trace Corps, Worksites should refer to the NYC Department of Health publication “Handling COVID-19 Cases in the Workplace: What Employers Need to Know,” located here: <https://www1.nyc.gov/assets/doh/downloads/pdf/covid/businesses/covid-19-reopening-cases-workplace.pdf>

**Protocol for When a Student Intern Has Potential Contact with Individual with Suspected or Confirmed COVID-19 at Host Employer Work Site**

A student intern may have been potentially exposed and in close contact (defined as being within 6 feet of an individual with suspected or confirmed COVID-19 case for a total of 10 minutes or more) with a person with COVID-19 at the employer /internship host site. In such situations:

- The host employer should follow [industry-specific NYS guidance](#) and NYC Health protocol for [Handling of COVID-19 Cases in the Workplace](#)
- The host employer notifies the WBL Internship Coordinator
- The WBL Internship Coordinator may assess the student intern and host employer’s capacity and interest for completing the internship virtually, *should* the student intern need to observe home isolation
- If this is a school-supported paid internship opportunity, student intern should be paid during through home isolation
- After discontinuation of home isolation, student intern may return to in-person internship once this has been confirmed by the WBL Internship Coordinator, in consultation with the host supervisor

**School Year 2021-22: Set-up for Internship Enrollment, Working Dates, and Payroll**

**Student Intern Enrollment Process**

Once a student intern is identified for an internship, the WBL Coordinator should work with them to complete the enrollment steps. Student interns must complete all three steps:

- **Complete an Application (with student and parent/guardian signatures, for students under 18)** - Complete the Online CTE Experience Application in the [CTE Student Portal](#)

**NOTE:**

- **Note:** this applies ONLY to Students participating in CTEISP or CTESS

- Students participating in **SIF Internships** should use the Portal to **sign their Experience Applications ONLY. SIF Internship Experiences are created in CTS by the WBL Coordinator.**

1. **Student Employment Verification** - Complete the [Student Employment Verification](#) (applicable only for DOE-paid internships) and:
  - a. Electronically sign the student application via the CTE Student Portal.
  - b. All students under 18 must have parent/guardian review, provide consent and sign the student application form.

The Student Employment Verification is the process by which students provide documentation to the DOE Student Internship Management Services (SIMS) office to verify they can legally work in the United States. Only students who are legally authorized to work in the U.S. can participate in **NYCDOE paid** internships. [Here is the required 3-point documentation checklist](#). Students can only complete Student Employment Verification virtually under the current conditions as a result of COVID-19. Follow [the instructions](#) for students to complete virtual student employment verification.

2. **Official Enrollment Email Confirmation** - Await official enrollment email from SIMS prior to beginning work. **Students will not be paid for any time worked prior to receipt of official enrollment email from SIMS.**

**Student Internship Dates and Hours for School Year 2021-22**

- **Internship Dates**
  - School year internships are scheduled to **begin November 15, 2021**
    - Fall internships should be completed by January 7, 2022.
    - Spring 2022 internships should tentatively start by February 14, 2022.
  - All internships should be **completed by June 10, 2022**
- **Work-place challenges or industry-based/on-site projects with stipends**
  - Fall enrollment deadline should be at least 14 days before the last date of the Challenge/Project as determined by the Coordinator and Industry Partner
  - Spring enrollment deadline should be at least 14 days before the last date of the Challenge/Project as determined by the Coordinator and Industry Partner

- **Work Hours**

All OPSR coordinated and funded school year 2021-2022 student internships will have a maximum of **100 hours** (or 60 hours for Industry Scholars Program) per participating student. Maximum hours worked, and allowable work times, are determined by [NYS Department of Labor Laws Governing Employment of Minors](#)

**Student Timesheets and Payroll**

Students are required to submit their work hours electronically in their [Student Participant Portal](#) every week. Time must be approved by the Host Supervisor through the Host Portal, or WBL Coordinator in CTS in order for students to get paid. Students are paid biweekly through either a Payroll Card sent directly to their home or direct deposit into their bank account. **We highly encourage students to sign up for direct deposit.** Students can visit Get Banked NYC DOE to find student friendly banks: <https://getbankednycdoe.org/>.

**Internship Host Eligibility**

All businesses wishing to be a Host for Internships must complete the Internship [Host Application Online](#). Hosts will receive online notification when their application has been approved. Approval generally takes 1-2 business days from the time of receipt.

**Programming Deadlines for WBL Coordinators**

Schools will complete these [CTE Tracking System \(CTS\)](#) Reporting Requirements during the school year:

<b>Action Item</b>	<b>Deadline</b>
Confirm that all seniors and juniors have valid, completed student profiles in CTS. See suggested lesson plan <a href="#">HERE</a> . Register seniors and juniors without profile for a CTS Profile Bootcamp. Flyers in <a href="#">English</a> and <a href="#">Spanish</a>	by October 29, 2021
Confirm that all seniors complete 54 hours of NYSED-approved WBL activities and/or experiences, which has been tracked in CTS	by January 10, 2022
STARS: Schools complete reporting for WBL Hours and Technical assessments (Pass/Fail) - Timeline subject to change pending Academic Policy Guidance	February 2, 2022
Confirm all juniors (75% or more) will have a resume and a mock interview and preferably complete one on-site project	by June 10, 2022

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Confirm all CTE students are aware of and use their Employability Profile to rate their performance in class.	On going
Confirm all WBL activities are accurately reflected and listed in the students' Employability Profile.	On going
Confirm that all (75% or higher) sophomores will complete ONE WBL activity in CTS	by June 10, 2022

**Documentation**

[Host Application](#) (presently being reviewed by the DOE and tentatively scheduled for release by 10/21)

[Pre Internship Site Visit Checklist](#)

CTE Student Experience Application (to be completed online and presently being reviewed by the DOE and tentatively scheduled for release by 10/14)

**Notable Resources**

<a href="#">NYSED WBL Manual</a> (updated Sept 2021)	<a href="#">NYSED WBL FAQ</a>
<a href="#">NYC CTE WBL Scope and Sequence</a>	<a href="#">CTE Tracking System</a>
<a href="#">WBL Institute SY 2021-22</a>	<a href="#">CTE Student Profile Creation Lesson Plan</a>
<a href="#">CTE Calendar</a>	<a href="#">CTE User Experience Map</a>
<a href="#">WBL Engagement Strategies For Students with Disabilities and ELLs</a> <a href="#">WBL for Students with High Support Needs</a> <a href="#">Fast Facts: WBL for Students with Disabilities</a> <a href="#">Transition Source: Preparing for Life After School</a> <a href="#">Parent Network NY- Preparing your child/young adult for Work</a> <a href="#">National Collaborative on Workforce and Disability</a>	