



# Summer Internship Program for High School Students



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# What is JOCO Works NOW?

JOCO Works NOW is a partnership between local Chambers of Commerce, area employers, and Johnston County Public Schools Career & Technical Education (CTE) to provide a structured, summer work-based learning (WBL) opportunity for students. Work-based learning is an educational strategy that provides students with real-life work experience where they can apply academic knowledge, refine workplace skills, build effective relationships, and graduate work-and life-ready.

*“High school students are one of the greatest untapped resources in communities across the nation.”*

[School Links \(2022\): An Open Letter to Business & Industry](#)

## What is CTE Internship?

CTE Internship is a type of WBL where students complete tasks on-the-job. The experience allows for development of career and technical competencies. Internships allow students to observe and participate in daily operations, develop direct contact with personnel, explore careers, and perform certain job tasks. The JCPS CTE coordinator, student, and employer jointly plan the implementation and evaluation of an internship. CTE Internships can be paid or unpaid and are typically coordinated by the school's Career Development Coordinator (CDC), Career Academy Coordinator (CAC), or International Baccalaureate Career-related Programme (IBCP) Coordinator. This person will be referred to as the WBL Coordinator for the remainder of this document.

## 2023 JOCO Works NOW Timeline

By Feb. 28	Employers complete <a href="#">Internship Interest Form</a>
March 1	<a href="#">JCPS JOCO Works NOW Application</a> opens for students
March 31	<a href="#">JCPS JOCO Works NOW Application</a> closes for students
April 13-14	Virtual Internship Student/Parent Information Sessions - Times TBD (Required student attendance at 1 session; parent attendance recommended.)
April 15	Deadline for Conover Workplace Readiness Credential completion
April 25	CDCs determine if eligibility requirements are met
May 1-12	Employer interviews
May 15-22	Offers made to students
June 8	Deadline for <a href="#">JCPS Work-Based Learning Commitment Form</a> signed

# Benefits of Work-Based Learning

## For Employers

- Develop a more robust talent pipeline
- Access a diverse and innovative labor pool
- Earn a reputation for being a great place to work
- Build your own workforce while supporting your community
- Engage and motivate current employees through mentorships
- Accomplish summer goals and projects through intern engagement and creativity

## For Students

- Develop positive relationships with adults that support growth and development
- Network for gainful employment opportunities
- Gain hands-on learning work experience
- Develop employability skills
- Increase exposure to new environments and expectations
- Potential to earn high school credit for CTE Internship

## For the Community

- Facilitate collaboration and cooperation between the school and community
- Encourage respect and understanding among different groups
- Build a more productive local economy
- Foster confidence in the school system and employer as practical and beneficial results are observed

# Student Eligibility Requirements

- Be classified as a Johnston County Public Schools' rising junior or senior during the internship period
- Be at least 16 years of age before the last day of school
- Have reliable transportation to and from the work site
- Submit to an employer drug screening & background check, if required
- Apply for a [Youth Employment Certificate](#), if applicable
- For youth working in a [detrimental occupation](#) as outlined by the NCDOL, the employer and the student must complete the [NCDOL Wage & Hour Bureau Supervised Practice Youth Work-Based Experience Agreement](#) in accordance with [NCGS 95-25.5\(k1\)](#).
- Complete all [Xello Career Development Plan District Lessons](#)
- Complete the [Conover Workplace Readiness Credential](#) by April 15. Contact your CDC for instructions.
- Attend a virtual JCPS information session
- Participate in the employer application and/or interview process

## How to Apply

- Complete the [JCPS JOCO Works NOW Application by April 1](#).

# Student Intern Responsibilities

- Adhere to and sign the [JCPS Work-Based Learning Commitment Form](#) by the last day of school.
- Maintain frequent contact with the WBL coordinator
- Provide timesheets to the WBL coordinator to document work hours
- If earning course credit, work with the WBL coordinator and employer to complete a [Training Agreement](#) and [Project Proposal Form](#). Each intern must complete a project related to their work experience.
- If not earning course credit, submit to the WBL coordinator a 500 Word Summative Reflection at the end of the internship that addresses the following questions:
  - Describe the employer partner you did an internship with.
  - What were your primary job duties?
  - What skills did you learn or grow during the internship?
  - How did this experience impact your career goals?

# Employer Responsibilities

- [Register as an Employer](#) with JCPS in the CTE360 Employer Database: <https://jcps.jobreadywbl.com/Employer/Register>
- Adhere to and sign the [JCPS Work-Based Learning Commitment Form](#) by the last day of school.
- Select student(s) without regard to race, color, gender, age, religion, national origin, political affiliation, marital status, parental status, genetic information or disability
- Provide adequate supervision for the student while at the job site.
- Follow all legal and regulatory requirements, including industry-specific regulations, employment laws, and health and safety standards
- For youth working in a [detrimental occupation](#) as outlined by the NCDOL, the employer and the student must complete the [NCDOL Wage & Hour Bureau Supervised Practice Youth Work-Based Experience Agreement](#) in accordance with [NCGS 95-25.5\(k1\)](#).
- Provide early and thorough orientation for the student regarding job duties and workplace policies and procedures.
- Ensure a reliable method of communication is easily accessible in the case of an emergency.

## For students receiving high school course credit (at least 120 hours):

- Work with the WBL coordinator and student to develop a [Training Agreement](#) and [Project Proposal Form](#).
- Provide timesheets to document 120 work hours during the course
- Communicate regular feedback to the WBL coordinator
- As permitted, allow the WBL coordinator access to the workplace to observe the student, perform site visits, and hold necessary conferences
- Complete two [Internship Evaluations](#) of the student during the experience

## For students not receiving high school course credit (less than 120 hours):

- Complete an [Internship Work Log](#) or other employer-created form to document work hours
- [JCPS Work Experience Evaluation](#) – completed by employer at the end of the short-term internship

# FAQs

**Does JCPS provide liability insurance for the student?** As long as the student is enrolled in a CTE course (CTE Internship, CTE Apprenticeship, or other CTE program course) during the work-based learning experience, the student is covered by our Liability Insurance coverage. This does not cover travel. A copy of the current Proof of Insurance can be provided by the school to the employer upon request.

**Do internships have to be paid?** The short answer is no. However, many students are employed and/or have financial needs. Taking an internship might cause financial hardship to them if it is unpaid, potentially adding a barrier to participation for some students. Additionally, compensation for an internship helps to reinforce the value of work and an appreciation for work at an early age. If pay is not feasible, consider other forms of compensation, like a scholarship, laptop, stipend, etc.

**Do interns have to work 120 hrs?** In order for students to receive academic credit, they must complete 120 hrs of internship experience. Students may complete a short-term internship that does not require 120 hrs, but they will not earn academic credit.

**What are the start/end dates for summer internships?** JOCO Works NOW Summer internships can start as early as the week after school is out and end as late as the week before school starts back. Employers are encouraged to work with summer interns around family summer vacations.

**Is CTE Internship a JCPS graduation requirement?** No, it is an elective option. However, some career-focused programs do require an internship. JCPS currently has the following programs that require internships:

- International Baccalaureate Career Programme (Smithfield-Selma)
- Academy of Hospitality & Tourism (Smithfield-Selma)
- Academy of Engineering & Advanced Manufacturing (North Johnston)

**What's the difference between a CTE Internship and internships offered through other JCPS programs?** CTE Internship is the name of the course. Any student can enroll in CTE Internship, and the requirements are the same whether they are in a specific program or not. The main difference is who monitors the student. An International Baccalaureate student will be monitored by the IBCP coordinator. An Academy student will be monitored by the Career Academy Coordinator. A CTE student will be monitored by the Career Development Coordinator.

**What's the difference between a summer JOCO Works NOW CTE Internship and a CTE Internship offered during the school year?** Both opportunities afford students the opportunity to earn course credit and gain employability skills. JOCO Works NOW is intended to be a summer internship program with more student eligibility requirements and structured student deadlines. Employer responsibilities are the same for either program.