

# Career Internship Contract

## Dallastown Area High School

700 New School Lane, Dallastown, PA 17313

School Phone: (717) 244-4021 School Fax: 1-866-938-6084

School Contact: Lauren Long, School Counselor

Student Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Trimester(s) \_\_\_\_\_

Post-secondary Career Objective \_\_\_\_\_  
*(Type of career/job that you are preparing for after graduating from high school.)*

Career Internship Facility Name \_\_\_\_\_ Supervisor \_\_\_\_\_  
*(This person needs clearances.)*

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Type of Work \_\_\_\_\_

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### EMPLOYER RESPONSIBILITIES:

1. The training agency will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and worker's compensation.
2. The student will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the supervisor on a rating form provided by the school (twice per trimester).
4. Supervisor will arrange a conference with the coordinator when a student problem arises.
5. Employer will provide necessary safety instruction throughout student training period.
6. Employer will not employ a student to displace a regular worker.
7. Work in hazardous areas incidental to training shall be for short periods of time and supervised by a qualified person.
8. Employer will provide an environment free of sexual/other harassment with applicable clearances.
9. ***An immediate supervisor of the student will obtain appropriate child abuse clearances as determined by the district's implementation of The Child Protective Services Law, Act 15 of 2015, prior to the student being released from school to go to work.***

### STUDENT RESPONSIBILITIES:

1. Student agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Student agrees to report job problems to training supervisor and Dallastown coordinator.

3. Student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. Student must be regular in attendance at school and on the job. If unable to report to work, the employer and Dallastown coordinator will be notified before the start of the normal work day.
5. Student's employment/internship will be terminated upon withdrawal or graduation from school.

**SCHOOL RESPONSIBILITIES:**

1. The program is under the direct supervision of the Workforce, Career, and College Counselor.
2. The Workforce, Career, and College Counselor will visit the student and training supervisor two times per trimester.
3. Student transportation, insurance and attendance at school and work should be covered by school policy.

***Dallastown Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504/A.D.A.***

***Employers of vocational cooperative students will not discriminate in employment, educational programs or activities, based on race, color, national origin, sex or handicap as required by Title VI, Title IX, and Section 504/A.D.A.***

**We, the undersigned, agree to the conditions and statements contained in this agreement.**

Student Name (print)	Student Signature	Date
Parent Name (print)	Parent/Guardian Signature	Date
Employer Name (print)	Employer Signature	Date

# Career Internship Intention Statement

**Career Internship:** Junior and Senior students may arrange their own internships in off-campus work sites related to their career goal. These assignments must occur during both period 5 and the Wildcat period. Juniors will spend one trimester at the off-campus location, and seniors can spend up to three trimesters at an off-campus location. Transportation is the responsibility of the student. 0.5 credit will be earned for each interning period. Mentors must have all required clearances under the child protective services law. Please refer to the DASD website and click on the “Clearances Tab” for additional information.

## **Explanation of Career Interest**

My career goal is:

I believe this internship supports my goal career goal because:

By participating in this internship experience I hope to:

## **Explanation of Learning Experiences**

As discussed with my mentor, I expect to be involved in the following learning experiences during the internship (be specific).

1.

2.

3.

4.

Dear Career Internship Partner,

Thank you for agreeing to partner with Dallastown Area School District by offering one of our students the opportunity to complete a *Career Internship* within your facility. Career Internship opportunities are designed to give students a first-hand experience in the world of work while earning school credit. We certainly appreciate your willingness to enrich the lives of our students by engaging them in real-world work experiences!

Beginning in 2015, Pennsylvania made changes to help ensure the safety of our students under Act 15 of 2015. The Child Protective Services Law (CPSL) now requires the supervisor of students participating in cooperative education, internships, work study, or similar programs to obtain new criminal background clearances (Child Abuse, State Police, and Federal FBI fingerprinting) every five years. **The supervisor of the student is required to be in the immediate vicinity at regular intervals during the internship experience.**

In an effort to make the process easier, the information on the back of this letter will assist you in securing the required clearances.

- ✓ **Pennsylvania Child Abuse Clearance (Free, choose for volunteers)**
- ✓ **Pennsylvania State Police Criminal Record Check (Free, choose for volunteers)**
- ✓ **Federal Bureau of Investigation Criminal Background Check (\$27.00, choose Dept. of Education)**

All clearances as well as the enclosed Volunteer Application and Arrest/Conviction Report forms must be obtained by August 1, 2020, be within a year of submittal, and submitted as one packet. If you have a supervisor who works with any organization that works with children, they may already have these clearances. If so, they may be able to use these clearances for our district.

After you have received and printed the online clearances (child abuse and PA criminal background check) and have had your fingerprints taken, send originals of the first two, the Volunteer Application that includes your FBI registration confirmation number beginning with PAE and the completed Arrest/Conviction Report form to:

Lauren Long, School Counselor  
Dallastown Area High School  
700 New School Lane  
Dallastown, PA 17313

Sincerely,

Lauren Long M.Ed.  
School Counselor  
Dallastown Area High School

## Clearances required for the Immediate Supervisor of Career Internship Students

### Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create an individual account (The Keystone ID is your user name.)
3. Once you receive the password, reset to create a new password and login (*Write down and keep your Keystone ID and password safe so you can access for results!*)
4. Follow prompts to complete a child abuse clearance application
5. In the Application Purpose section select "Volunteer Having Contact With Children".  
Check Other and fill in Southern York County School District
6. Your information should be partially filled in. Please fill in all required areas and complete the application. (This application is rather lengthy and requires addresses and household members going back to 1975.)
7. This clearance could take up to 14 days to process. You will receive an email to access your clearance online. Check the website periodically. Print 2 copies when it is processed, one to keep and one to send to the district. You will also get a copy in the mail.

### PA Criminal Background Check

1. Go to <https://epatch.state.pa.us>
2. Click on New Record Check (Volunteers only)
3. Follow the steps to complete the application.
4. The results are quicker than one second if there is no criminal history. Print out 2 copies, one to keep and one to send to the district. (***If you can't print right away, write down the Control Number to re-access your record to print.***)

### FBI Fingerprints

1. Go to <https://uenroll.identogo.com>
2. Secure your Service Code from your employer. *If your employer does not have a Service Code, please contact DAHS and we will supply you with a Service Code.*
3. Enter code and continue to schedule an appointment.
4. You will need to pay the \$27 via credit/debit card online or via money order or cashier's check at the fingerprint location.
5. Reason Fingerprinted – choose School Districts.
6. Complete the application and provide an email address for your receipt.
7. Print out or write down the registration confirmation number that starts with PAE. ***You will need to give this number to the district for them to access your FBI clearance online.***
8. Locate the most convenient fingerprint center to go to. No appointments are needed.  
York Learning Center, 300 East Seventh Avenue, York, PA 17404 (door 21)  
Monday – Thursday 10 AM – 5:45 PM  
UPS Store #1161, 2159 White St., Suite #3, York, PA 17404  
Monday – Friday 9 AM – 5 PM; Saturday 9 AM – 1 PM  
LIU #12, 65 Billerbeck St., New Oxford, PA 17350  
Monday – Thursday 10 AM – 5:45 PM  
Other locations are available on the website.  
*You must have proof of identity upon arrival at the fingerprint center such as a state issued driver's license, state ID card, passport, etc.*
9. After you have been fingerprinted, the district can pull up your official record online with 48 hours using your registration confirmation number you provide. You will receive a copy of your results in the mail for your records. The district MAY NOT provide a copy of the clearance to the volunteer.