



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Planning and Postsecondary Readiness

Career Ready Internships

Host Employer Manual



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Introduction

On behalf of the District of Columbia Public Schools' Office of College & Career, we would like to welcome you as a Host Employer with the Career Ready Internship initiative! Employers like you are central to the success of students and we are extremely grateful for your participation. Thanks to host employers like you, this summer hundreds of DCPS students will engage in meaningful, career specific, paid internship experiences. Whether you are a first time host employer or a returning participant, we extend our warmest welcome and appreciation.

The DCPS Career Ready Internship initiative is a work readiness and internship program that provides highly qualified DCPS students the opportunity to interview for paid internships with leading industry employers in their career field of interest. These internships are designed to expose students to the world of competitive employment and help guide students through the career exploration process. Each Career Ready Intern receives employability skills training prior to interviewing for an internship opportunity. Our intern preparation utilizes the Tenacity – Employability Skills Curriculum, which centers on the development of three character strengths: poise, initiative and tenacity. The objective is to train students to adopt and apply these three character strengths to their own working habits. The goal of the training, and ultimately the internship experience, is not only to provide students with the hard & soft skills necessary for success but to also promote a continuing culture of excellence.

This manual will serve as your guide to an exciting and successful summer with your Career Ready Intern. Of course, feel free to follow up with us directly if you have any questions about the manual or the Career Ready Internship initiative in general. We look forward to working with you!

Sincerely,

Raymond Hutchison
Manager, Industry Partnership Programs
Office of College and Career

Important Dates & Information

4/22/2016 – Host Employer application due

4/25/2016 – 5/20/2016 - Student Interviews at participating schools

5/20/2016 – Student selection and industry pairings take place

5/20/2016 – 6/19/2016 - Employer/Student pairing notifications

06/21/2016 – Host Employer orientation

06/27/2016– Interns' first day of work

07/04/2016– Fourth of July Holiday– No work

08/05/2016– Interns' last day of work

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Host Employer Screenings and Requirements

Complete a Host Employer Application

All potential host employers must complete a [host employer application](https://DCPSInternships.org) at DCPSInternships.org in order to be considered for participation. The host employer application provides DCPS with information about your organization and helps better prepare us for successful host employer/school pairings. The host employer application also helps DCPS establish a primary point of contact with each potential host employer

Participate in Host Employer Phone Screening

All potential host employers must participate in a phone screening with DCPS prior to acceptance into the Career Ready Internship Initiative. The phone screening provides both DCPS staff and potential host employers the opportunity to ask and answer questions

Point of Contact Provides Proof of Background Check

DCPS has been designated as a child or youth service provider agency that must conduct criminal background checks of its volunteers working closely with DCPS students. Part of this process requires that DCPS obtain proof of background checks for all primary points of contact at our summer internship host sites.

If you already have proof of a current background check or federal security clearance, please provide DCPS staff with a copy of your proof of background check and/or completed federal security clearance verification form.

If you don't already have proof of a background check through your employer, this can be done through MPD by visiting the Henry J. Daly Building, MPDC Headquarters, 300 Indiana Avenue, NW, Room 1075. The cost is seven dollars but a certificate of completion will be provided immediately. You all can email us proof of background check by June 27th, the first day of work.

Host Employer Role & Responsibilities

I. Supervisor:

The primary point of contact at each host employer organization is considered the intern supervisor. The intern supervisor is responsible for the whereabouts and well being of each Career Ready Intern working at his or her worksite. While this responsibility can be delegated amongst various worksite mentors throughout the course of the work day, the intern supervisor is ultimately responsible for each intern's safety. The Intern supervisor is responsible for ensuring that all interns have substantive projects and assignments with clear outcomes and timelines. The supervisor will hold interns accountable for their actions and communicate concerns with their designated DCPS points of contact. Other requirements as supervisor include:

- Creating and communicate a work schedule to your intern(s) that adheres to the following Summer Youth Employment Program (SYEP) perimeters:
 - For students 16 and older - does not exceed 25 hours a week
 - For students younger than 16 – does not exceed 20 hours a week
 - Work schedule falls between June 27th– August 5th.
- Sign off on student time sheets on a weekly basis. Students are responsible for emailing their signed time sheets to their school POCs on a weekly basis.

I. Mentor:

The Host Employer serves as a professional role model while guiding the intern in exploring their specific career goals. It is important that Host Employers meet

students where they are. This means that each intern comes with a unique background, varying skills levels, and a drive for success. Host Employers will recognize this, cultivate that drive and be open to supporting interns in their growth.

III. Connector:

Host employers will work to fully integrate interns into the organization/ office culture. Employers will make intentional plans to introduce interns to office staff and provide an orientation to the organization for the intern.

IV. Troubleshooter:

Host employers will communicate any and all intern related issues or problems to their relevant DCPS point of contact. The goal of the Career Ready Internships is for all parties involved to have a positive experience. DCPS staff will work diligently to support Host employers and interns in this process. Intern issues or problems that should be reported include:

- Chronic tardiness
- Any unexcused absence or more than one consecutive excused absence
- Poor attitude, work ethic or general lack of interest or initiative
- Inappropriate attire or coming to work unprepared

V. Champion:

Host employers will communicate highlights and intern victories to DCPS staff. If an intern does exceptionally well on a project or participates in a particularly exciting opportunity; we want to hear about it!

First Day Checklist

The goal of this checklist is to support Host Employers as they create a meaningful and intentional internship experience for their Career Ready Intern (s).

- Internship “job” Description – Have a clear idea (or concept) of the duties you would like the intern to perform. Putting this in writing is helpful.
- Supervision (IMPORTANT) – The intern must be assigned to someone within the organization who will train the intern, oversee his or her work, and be his or her “go to” person. The intern will collaborate with their supervisor to develop their learning objectives after they begin the internship.
- Work Space – Desk, chair, computer, equipment, access to phone, company network, email (if necessary).
- Provide clear expectations – dress code, rules and regulations of the organization.
- Explain essential duties and functions of the internship.
- Provide a variety of tasks while accommodating the needs of the organization.
- Conduct an orientation – mission, organization chart, tour, safety, and parking.
- Make introductions to staff members.
- Verify work schedule – interns will work up to 25 hours/ week. Also, discuss arrangements for missing time and calling in sick.
- Collaborate with the student to develop the learning objectives.
- Encourage an open-channel of communication.
- Include the intern in meetings or events.
- Provide constructive criticism - encourage professionalism by assisting the intern in developing human relations skills, decision-making abilities, and navigating office culture.
- Prepare information covering any relevant worksite emergency procedures.
- Establish timesheet sign off procedures to establish consistency.

Host Employer and Intern Policies

As a host employer there are various situations that may arise throughout the duration of the internship. The following policies are meant to be a guide to DCPS guidelines and operations.

- I. **Transporting interns**– Interns should not be transported in a Host Employers personal vehicle. On the occasion that an intern needs to ride in an employer’s personal vehicle, please discuss with your DCPS liaison first.
- II. **Social Media**– We prefer that host employers do not connect with their interns via social media. If there is a professional purpose to connect with interns on social media, please discuss with your DCPS liaison first.
- III. **Outside of work hours**– Host Employers should not meet with interns in person outside of summer internship work hours. If there is a reason this type of meeting needs to take place, please discuss with your DCPS liaison first.
- IV. **Attendance Policy**- As a Worksite Supervisor, it is important that you are knowledgeable of the following procedures as they relate to the youth worker’s attendance and that you reaffirm these procedures with your intern
 - Each intern is required to give advanced notice of his/her intent to be absent from work, regardless of the reason. If this cannot be done in person, the participant should telephone the Host Employer as soon as he/she knows that he/she will be unable to report to work.
 - The Host Employer must notify their DCPS liaison about the youth worker’s absenteeism when:
 - The absence is unexcused. ANY unexcused absence should be reported to the DCPS liaison
 - The intern communicates more than one consecutive excused absences

VI. **Terminations**- Interns may face termination from the worksite for any of the following reasons:

- Intern has more than **(2)** unexcused absences
- Intern has more than **(3)** excused absences
- Drugs — The possession, sale, or use of illegal drugs or alcohol while on the job. This includes the use of Marijuana.
- Disruptive Behavior—Fighting, physical or verbal assaults, or any act that endangers the well-being of coworkers.
- Theft—Stealing property from the worksite, employees, or other youth workers.
- Falsifying Documents – In particular, falsifying their timesheets
- Insubordination—Refusal to adhere to the program’s or the worksite’s rules and regulations.
- Harassment—Verbal, sexual, or physical—these could lead to legal action.

VII. **Termination Procedure**- Host Employers may request that an intern be terminated from his/her worksite; however they must ensure that all incidents leading to termination are documented and have been submitted to the DCPS liaison. In the event of a termination for violent or illegal behavior, the youth should be dismissed from the site pending an official dismissal from DCPS.

VIII. **Reporting Accidents**- If an accident should occur on or near the worksite, you must follow the procedures listed below:

1. Call 911 for medical emergencies.
2. Notify the youth intern’s parent or guardian.
3. Call the DCPS liaison.
4. Fill out an incident report and forward a copy to the DCPS liaison.

DO NOT SEND AN INJURED INTERN HOME WITHOUT MEDICAL ATTENTION.

IX. Grievance Procedure Policy- Participants in the Mayor Marion S. Barry Summer Youth Employment Program, and therefore all Career Ready Interns, are protected from any kind of discrimination on the job. The program provides a process by which the complaints or grievances of youth workers may be impartially aired and addressed. Mayor Marion S. Barry Summer Youth Employment Program participants are protected by the D.C. Human Rights Act of 1977. Youth workers who believe that their Equal Employment Opportunity (EEO) rights have been violated or that they have been unfairly treated should be advised to follow the procedures outlined below:

1. Discuss the issue with the Worksite Supervisor
2. If the issue is not resolved or if the issue involves the Supervisor, the interns should contact the SYEP DCPS liaison.
3. The liaison will work to resolve the grievance. If it is not resolved, proceed to the next step.
4. Because the grievance has not been resolved, the youth participant will be given the opportunity to request an informal hearing with the Department of Employment Services' EEO Officer.

X. Sexual Harassment Policy- Sexual harassment is an unwelcome attention of a sexual nature. Sexual harassment is harmful and illegal. Sexual touching, grabbing, pinching, or intentionally brushing up against someone in a sexual way can be considered harassing behavior. Obscene comments, looks, teasing, and rumors are considered forms of harassment. Participants in the Mayor Marion S. Barry Summer Youth Employment Program are advised to be assertive and let people know when their behavior makes them uncomfortable. If an SYEP participant believes that he/she has been sexually harassed, the following steps must be taken to rectify the situation:

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1. Instruct the youth participant to immediately report the incident to their DCPS liaison. If under the age of 18 years, the report may be made by the parent or guardian.
 2. A staff member from DOES will be notified and dispatched to complete a preliminary report and assist in the transfer of the youth participant to a new worksite.
 3. DOES staff will notify the appropriate EEO official.
 4. The appropriate EEO official will begin an investigation. At the end of the investigation, the EEO official will prepare an investigative report for the Agency Director.
 5. If the Agency's EEO official cannot resolve the conflict within 60 days of the initial complaint, the Agency shall refer it to the Office of Human Rights (OHR).

XI. Gender Identity & Expression Policy- The D.C. Human Rights Act prohibits discrimination against a person in employment, housing, public accommodations, or educational institutions on the basis of that person's actual or perceived gender identity or expression. The D.C. Human Rights Act defines gender identity or expression as "gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual's assigned sex at birth." As it relates to employment, the Human Rights Act bars such unlawful discriminatory practices, including, but not limited to, the following:

- Failing to hire or promote;
- Engaging in disparate treatment;
- Engaging in unlawful termination and transfers;
- Engaging in verbal or physical harassment;
- Creation of a hostile environment;
- Failing to make a reasonable accommodation
- Denying access to restrooms and other gender-specific facilities that are consistent with the employee's gender identity or expression.

Harassment and Hostile Work Environments All harassment and actions that create a hostile environment based on gender identity or expression shall be prohibited.

The following behaviors may constitute evidence of unlawful harassment and hostile environment:

- Deliberately misusing an individual’s preferred name, form of address, or gender-related pronoun;
- Asking personal questions about an individual’s body, gender identity or expression, or gender transition;
- Causing distress to an individual by disclosing to others that the individual is transgender; and
- Posting offensive pictures or sending offensive electronic or other communications.

Resource Library / Appendix

1. [DCPS Career Ready Internship/SYEP Timesheet](#)
2. [List of DCPS Summer Points of Contact by School](#)
3. [Blank Summer Work Calendar Template](#)
4. [Tenacity – DCPS Employability Skills Curriculum](#)
5. [First Day Checklist](#)
6. [SYEP Key Dates](#)
7. [Intern Timesheet](#)
8. [Post Program Evaluation](#)