

## Career Exploration Internship Program

### Guilderland High School

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Guilderland Center, NY 12085

Career Exploration Internship Program Coordinators: Joan McGrath and Sarah Hubbard

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## MEMORANDUM OF AGREEMENT

### Career Exploration Internship Program

1. This document establishes an agreement between \_\_\_\_\_ and Guilderland High School regarding the non-paid internship experience of \_\_\_\_\_ in the Career Exploration Internship Program.  
*(Sponsoring Business/Agency)*  
*(Name of Student)*
2. Appropriate general safety/health instruction specific to the intern's on-the-job experience at each job station will be provided to the intern by the Sponsoring Business/Agency.
3. An on-the-job mentor will be identified and assigned to the intern for the duration of the internship program. In addition, a mentor will be designated for each different career area/job station through which the student rotates.
4. After appropriate discussion, any party may elect to discontinue this agreement at any time.
5. This program will comply with all Federal and State Labor Department and New York State Education Department laws and regulations.
6. This internship program is formally registered with the State Education Department.
7. The school coordinator will conduct at least one (1) on-site visit with the intern during 1 semester of the on-the-job portion of the program.
8. Students will be accepted into this program and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender or sexual orientation.
9. This internship program/experience will comply fully with all of the following six criteria points, which are outlined in the United States Department of Labor's [Employment Relationships Under the Fair Labor Standards Act](#).  
  
Whether trainees or students are employees of the employer under the Fair Labor Standards Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not considered employees within the meaning of the Act:
  - a. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
  - b. The training is for the benefit of the trainees or students;
  - c. The trainees or students do not displace regular employees, but work under their close observation;
  - d. The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion their operations may actually be impeded;
  - e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
  - f. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
10. This internship experience will comply fully with all of the following General Operational Guidelines established by the New York State Department of Labor, the New York State Education Department and the United States Department of Labor.

- a. The Career Exploration Internship Program is open to students age 16 and over who are in grade 11 or 12. Working Papers are required.
  - b. During the 54 hour internship program, for which students will earn ½ unit of credit, the student intern must rotate through a minimum of two different job stations, in accordance with a specific Training Agreement/Plan developed by the CEIP Coordinator, the Sponsoring Business/Agency employer, and the Student Intern.
  - c. Productive work on the part of the intern substantially benefiting the Sponsoring Business/Agency is strictly prohibited.
  - d. The Student Internship Training Agreement/Plan for each intern must be submitted and retained on file for review by the New York State Education Department.
  - e. In addition to the on-the-job experience, the student will receive 27 hours of in school instruction, as per the CEIP general curriculum outlines.
  - f. Interns may not be placed in any of the Prohibitive/Hazardous Occupations outlined by the New York State and/or U.S. Departments of Labor.
  - g. The on-the job segment of the internship may not be provided in a school setting (unless the student is seriously considering a career in the field of education, e.g., teacher, guidance counselor, principal, superintendent); it is the intent of this program to place the student in an outside business industry enterprise, government agency, or private not-for-profit agency.
  - h. Where appropriate, the intern may split time between two or more employers.
  - i. The student’s internship experience must be covered under the sponsoring educational agency’s liability insurance provisions. Workers compensation insurance could apply under extenuating circumstances by the sponsoring agency.
  - j. The student must keep a Daily Journal of the on-the-job internship activities. The educational agency must retain the student journals for a period of two (2) years.
  - k. The internship program must be supervised/coordinated by a teacher certified to teach Occupational Educational or by a certified Diversified Cooperative Education Coordinator.
  - l. The time spent in the on-the-job portion of the internship must not exceed the applicable New York State Department of Labor hour regulations governing paid employment of minors, with the additional requirement that the internship experience cannot exceed 10:00pm. Also, the students may not be simultaneously employed by the business/agency sponsoring the internship.
  - m. The student intern may not be simultaneously enrolled in a paid Cooperative Occupational Education Program, a General Education Work Experience Program, or a Work Experience Career Exploration Program while participating in the CEIP.
11. Failure to comply with all the aforementioned guidelines concerning the on-the-job activities of a minor in a non-paid training experience/program could result in the Sponsoring Business/Agency and/or educational agency being liable for the payment of back wages.

I, the undersigned, understand and accept all of the aforementioned conditions related to my participation in the Career Exploration Internship Program.

Sponsoring Business/Agency	Officer’s Signature and Title	Date
Guilderland High School	CEIP Coordinator’s Signature	Date
Student Intern’s Name	Student Intern Signature	Date
Student’s Parent/Legal Guardian Name	Parent/Legal Guardian’s Signature	Date