

Corporate Internship Program Sponsor Handbook



DE LA SALLE NORTH
CATHOLIC HIGH SCHOOL

2010-2011

7528 North Fenwick Avenue

Portland, Oregon 97217

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503-296-2366 (fax)

www.delasallenorth.org

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CORPORATE INTERNSHIP PROGRAM CONTACT INFORMATION

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Please visit our website for up-to-date forms and information at
www.delasallenorth.org under Corporate Internship Program,
follow the link to “Sponsor’s Area”

How to help make the Internship experience a success

First and foremost THANK YOU for all that you do. You are playing a valuable role in helping to mold your student interns into outstanding future employees and community people. For many interns this is their first exposure to a professional environment and each year we are impressed by the relationships that interns develop with their co-workers. The students are delighted to be “treated like an adult”. They say things like, “The tasks at my job may not always be very exciting, but I love the people I work with and I look forward to going to work.” Below are suggestions from sponsors and interns to make the overall experience a success.

• **Intern teams are most successful and ultimately the happiest in environments where they:**

- have real responsibilities and enough work to keep the student intern occupied all day
- work with others rather than working in isolated areas of the office or positions
- have someone to report to and a space to work from
- feel valued and included in the company’s activities
- are able to see the effects of their work in the bigger picture
- are able to take on increasing responsibility as they learn the job and gain experience
- have some variety in their daily tasks

• **Sponsors are encouraged to go ABOVE AND BEYOND. Listed below are several helpful suggestions to start the year off right and promote future growth throughout the year:**

- Welcome your student interns in a meaningful way. Announce the arrival of the intern team through the company newsletter or website. Orient the student intern to the company, give them a formal tour and introduce them to their co-workers.
- Give the student interns detailed and clear job responsibilities and expectations. Identify someone specific for the student to report to directly. Maybe assign a mentor to the intern from within the company to help guide them through the year.
- Get the student intern involved in several facets of the company. Create a job shadowing possibility within a different department of the company based on the interns’ career interests.
- Help make the student intern feel a part of the group. Include the interns as much as possible in the corporate culture and celebrations. Try to create opportunities for the intern to see how their work impacts the company.
- Communicate with CIP staff if there are concerns regarding the intern’s performance.

Sponsor Expectations

- Student intern teams should be employed in a legitimate and valued position within the company.
- Student interns should be held to high standards. Help the interns to set strong work habits for the future. Be clear and specific about the professional expectations and their responsibilities. Offer the interns support, advice, and guidance as they learn and grow. It is important to remember that for many of the students this is their first real work experience. They need to be told exactly how to act or what to do by someone who is invested in their success.
- Provide the intern teams with a company tour, personnel introductions, and an orientation to their role in the company's mission and explain to them how they will fit into the big picture. Supply student interns with any materials that will help them become familiar with the company's direct mission and with company policies.
- Identify a clear chain of command to the student interns. Designate to the student interns a specific individual to whom they should report on their workday. This person should be responsible for answering any questions, assigning daily work assignments, and CIP reviews.
- Provide a job description and a list of daily tasks for the interns.
- If possible, provide a workstation or area where the interns can keep their work binder, work notes, any other materials needed for the job, and personal belongings.
- Sign-off on each intern's daily performance on the Daily Time Sheet provided to you by the intern. Communicate regularly with the interns regarding their performance.
- Meet with CIP staff in early January and late May to complete formal Performance Reviews to assess and discuss the performance of the student interns.
- **Communicate regularly with CIP staff with any concerns you may have in the workplace.** We want to support and reinforce your efforts or make changes if necessary before the problem becomes unmanageable. We also want to hear any commendations you want to share so we can give encouragement and praise where deserved.

Student Intern Expectations

The CIP staff has high expectations of the student interns when it comes to their job performance and attitude. While they are 14-18 years of age, we expect that supervisors will also hold them to high standards, as they would any other employee.

The CIP staff expectations of a student intern are as follows:

- Behave in a professional and courteous manner at the workplace, and maintain a positive attitude throughout the day. Be friendly at work. Greet co-workers in the morning and say good-bye when you leave in the afternoon. Ask co-workers how they are doing and engage people in conversation at appropriate times.
- Do their best. Use this as an opportunity to develop relationships and skills. Be ready to learn. Student interns should carry a notebook and write down instructions from their supervisor or co-workers. Ask questions of supervisors and co-workers when needed to clarify any instructions.
- Communicate regularly with co-workers. This includes their communicating when a task is complete; asking questions when necessary; responding verbally to people whenever they are spoken to; arranging a time to meet with their supervisor to discuss their progress (any areas of success and skills in need of improvement); communicating with their supervisor and CIP staff should an issue arise.
- Be punctual, trustworthy, and reliable. Maintain good attendance and be on time when returning from breaks and lunch.
- Manage time responsibly. Complete all tasks that are given in a timely and accurate manner. Utilize suggestions given on the “*What can I do when I finish my work*” handout if needed.
- Dress professionally even if the company has a more casual dress code. Interns must follow the De La Salle Student Intern Dress Code (*see *Student Intern Dress Code* pgs. 22-24).
- Follow all De La Salle and company policies at work (*see *Corporate Internship Program Policies* pgs. 15-21), including NO personal internet use and/or cell phone use during work hours at work.

Summer Training Institute

De La Salle North Catholic requires that all incoming freshmen students attend the Summer Training Institute sponsored by the Corporate Internship Program. The goal of the Summer Training Institute is to prepare students with the essential employment skills to successfully enter the workforce ready to learn the specifics of their position. Although the students receive an introduction to employment skills, it is expected that they will receive specific job training from their employer once they are assigned to a job. Freshmen also take an Employment Foundations class to further their workplace skills and knowledge. The Summer Training Institute continues to evolve significantly each year due to the overwhelming support of our corporate sponsors. We value your suggestions and encourage any feedback as we enhance the training program.

Areas of focus during the Summer Training Institute include:

- **COMPUTER LITERACY**—Mavis Beacon Teaches Typing (keyboard), Microsoft Word (business letter formatting), Mail Merge (create labels), Microsoft Excel (entering data into a spreadsheet), Outlook (setting appointments, email, and task lists)
- **TECHNICAL SKILLS**—Sorting and filing paperwork (alphabetical, numerical), Phone skills, Copier and fax machine, Comparing and checking data
- **PERSONAL SKILLS**—First impressions, Communication (verbal and non-verbal), Listening skills, Job learning (taking notes, repeating back instructions, asking questions of a supervisor), Taking the initiative (asking for more to do), Enthusiasm at the job, and Conflict Management
- **RULES AT THE WORKPLACE**—Corporate Internship Program Policies, Student Intern Dress Code, NO cell phone use, and NO personal internet use unless authorized by supervisor
- **TEAM SKILLS**—Understanding job sharing program (define team roles, addressing accountability, and the importance of communication between team members)
- **EXPOSURE TO A PROFESSIONAL ENVIRONMENT**—Role playing activities, Addressing unacceptable behaviors you might see and hear at work, How to respond to co-workers or adults acting inappropriately in the workplace, Accepting diversity (religious, political), and Discussing professional boundaries
- **ASSESSMENT**—Mock interview and Computer assessments (WPM, write a business letter, create labels using Mail Merge, and create an Excel spreadsheet)

What can I do when I finish my work?

1. Check in with your supervisor and/or other appropriate people in the office and ask how you can be of help. Be proactive in seeking out ways to help—you might see something you would be capable of doing...just do it!
2. Take a look around – organize and clean your own work space and shared work spaces (file rooms, break rooms, copy rooms, even your desk drawers, etc). Everyone loves to be pleasantly surprised by a clean and organized space. Go the extra mile – do dishes in the company sink, wipe down the conference room, etc.
3. Show initiative. What have they had you do in the past? Think of jobs that might need to be done. Showing initiative by completing necessary tasks without being asked is a great way to impress your supervisor.
4. Learn people’s names. Challenge yourself to use your co-workers names, for example: “Good morning, Mary.” Then, go the extra step and find out what they do and maybe even how they got there. You’re likely to learn something valuable for your own future.
5. Learn someone else’s job. There is no such thing as “*that’s not my job*”. Your job is to assist in any way possible and to make the lives of the other people in the office smoother and easier. Take every opportunity to learn what other people do and how you can help them. If you learn another position well enough, it could result in a future promotion!
6. Learn as much as you can about your job. Increase your knowledge of the company. Read company brochures or literature to learn more about what the company does for the community at large. Try something as simple as identifying where the business is located and figure out how to give instructions over the phone to someone trying to find it.
7. Professional development. Practice skills that will be valuable to your position for example typing or practice creating a spreadsheet in Excel. Microsoft Word and Excel have tutorial programs, and many companies have their own professional development programs you could enroll in. www.gcflernfree.org is a free website with tutorial lessons—check it out. You must sign up, but there is no cost. *Under no circumstances should you use the internet for anything but professional development. Using the internet for personal use at work is a sure way to make people think you don’t have enough to do or that you are wasting the company’s time and/or money—ask permission of your supervisor before you start researching online.*
8. Advocate for your own growth. Once your job seems familiar and you have built a solid relationship with your co-workers and boss, sit down with your supervisor and let him/her know of your interests and goals. Ask what you can do to improve your performance at work. This is a great way to really excel at work. If you have a particular career interest, they may be able to set up a job shadow for you or get you connected to mentors. You have an incredible resource at your fingertips!

It is an expectation that you will continue to learn more and take on more responsibility as you become more experienced on the job. People move up the ladder by proving themselves with the small stuff and building trust with co-workers. When your co-workers see that they can depend on you to complete a task with competence and a positive attitude, they will allow you to do more things. Build trust!!!

II. LOGISTICS

Job Sharing

In most jobs, four students job share one position. In some companies, each student is assigned to a different department and work within that department one day a week. De La Salle assigns students a particular workday for the year based on their grade in school. Academic classes do not meet on student work days.

Student work-days are:

Tuesday→Sophomore

Wednesday→Senior/Freshman

Thursday→Junior

Friday→Freshman

Mondays are shared among the 4 member team on a rotating basis (*see rotation calendar for specifics*)

Work Day Hours

Length of workday: Students are to work an 8 hour day from the time they arrive to the workplace until they leave (i.e. 8:30 a.m. - 4:30 p.m. or 9:00 a.m. - 5:00 p.m.). Employers should observe state law and grant a ½ hour lunch. Some employers allow an hour for lunch; this is left to the employer's discretion.

Transportation

Arrival to work: With the exception of jobs along the MAX line, students are transported to work by bus or van each morning. Students depart from DLSNC no later than 8:00 a.m. and arrive at their job between 8:15 a.m. and 9:00 a.m. depending upon distance along a given route.

Pick-up from work: The school provides transportation home from work with the exception of jobs along the MAX line. If a van or bus is expected and has not arrived within 15 minutes of its usual pick-up time, the student should call the numbers listed on the Emergency card and contact the school or their driver. Guardians may elect to pick up their student from work or allow them to take TriMet home, as long as the school is given written notification this is not a problem.

MAX riders: Many of our jobs are located along the MAX lines. These students are escorted to the MAX station each morning with a CIP chaperone who accompanies them downtown on the MAX. They should arrive to work at the same time each day due to the regularity of the MAX. Students who ride MAX are responsible for getting themselves home via public transportation or parent pick-up.

Co-curricular Activities

Students are to be at their job for the entire workday and are NOT to leave early for athletic games or practices. Co-curricular activities are secondary to their job. On a rare occasion if a student is eligible for a state tournament a substitution may be arranged, but only with the employer's permission.

Contract Extensions

The CIP contract excludes National Holidays, Christmas Break, Spring Break, and Summer vacation. Employers can employ any or all of their interns during these additional days. Students receive the income from working these additional days and love to be asked! Students can be employed through the CIP office for an hourly rate of \$9.70 which covers the payroll fees (I-9 forms, W-4 forms, Worker's Compensation, FICA, SUTA, Employer Taxes, etc.). Students are responsible for faxing in signed weekly time sheets by 5:00 p.m. Monday of the following week. Employers may also choose to put interns on their own payroll.

Performance Reviews

Twice a year CIP asks each supervisor to complete performance reviews for their student interns. The reviews give the interns an opportunity to reflect on their performance and make improvements where needed. It also gives the CIP staff invaluable feedback for future training and allows us the opportunity to support our interns. A CIP staff member will schedule an appointment to meet with you to complete both the Mid Year and End of Year Reviews.

2010-2011 Calendar of Holidays and Other Important Dates

Student Work Holidays:

The Corporate Internship Program asks that sponsors allow students to take the following days off from work.

Veteran's Day Holiday—November 11, 2010
Thanksgiving Holiday—November 25-26, 2010
Christmas Vacation—December 20, 2010 - January 2, 2011
Martin Luther King, Jr. Holiday—January 17, 2011
President's Day Holiday—February 21, 2011
Spring Break Vacation—March 21-25, 2011
Good Friday Holiday—April 22, 2011
De La Salle North Catholic Founder's Day—May 13, 2011
Memorial Day Holiday—May 30, 2011

Other Important Dates:

On-site Tours & Training for CIP Intern teams—August 31, 2010 – September 2, 2010
FIRST contracted day of work—September 7, 2010
Mid-Year Performance Evaluation Reviews—January, 2011
Sponsor Appreciation Luncheon—May 17, 2011
End of the Year Performance Evaluation Reviews—May, 2011
LAST day of contracted work for the SENIORS—June 8, 2011
Senior Graduation—June 11, 2011
LAST day of contracted work for 9th, 10th, & 11th grades—June 17, 2011

2010-2011 Monday Intern Rotation Schedule

During the course of the school year, students share a full time position at sponsor sites. On a rotating basis, students share the responsibility of working the Monday's of each month. Please follow the Monday rotation schedule detailed below.

September	13	Wednesday Intern
	20	Thursday Intern
	27	Friday Intern
October	4	Tuesday Intern
	11	Wednesday Intern
	18	Thursday Intern
	25	Friday Intern
November	1	Tuesday Intern
	8	Wednesday Intern
	15	Thursday Intern
	22	Friday Intern
	29	Tuesday Intern
December	6	Wednesday Intern
	13	Thursday Intern
	20-31	Christmas Vacation—NO CIP WORKERS
January	3	Friday Intern
	10	Tuesday Intern
	17	Martin Luther King Jr. Holiday—NO CIP WORKERS
	24	Wednesday Intern
	31	Thursday Intern
February	7	Friday Intern
	14	Tuesday Intern
	21	Presidents Day—NO CIP WORKERS
	28	Wednesday Intern
March	7	Thursday Intern
	14	Friday Intern
	21-25	Spring Break Holiday—NO CIP WORKERS
	28	Tuesday Intern
April	4	Wednesday Intern
	11	Thursday Intern
	18	Friday Intern
	25	Tuesday Intern
May	2	Wednesday Intern
	9	Thursday Intern
	16	Friday Intern
	23	Tuesday Intern
	30	Memorial Day Holiday—NO CIP WORKERS
June	6	Wednesday Intern
	13	Thursday Intern

III. FREQUENTLY ASKED QUESTIONS

How do you match students with a job?

At the end of each school year we ask sponsors and students for their preferences regarding returning to the same position or trying a new job. We take into account the job duties that will be assigned at a given site and try our best to match skills to placements. With new incoming students, we do our best to observe and assess their skills during the Summer Training Institute. With upper class students, we have a better picture of how they do in the workplace and what their career interests are and we make choices accordingly. When all things are equal we do our best to honor students' career interests or requests.

Do we have the same students for four years?

At the end of each year we ask companies if they would like particular students to return. We also gather the students' preferences. If both the sponsor and the student are happy, it is unlikely the student would be moved. It is possible that a company could have the same student for four years if desired.

Should I treat my intern like a regular employee?

Yes! As much as possible sponsors should hold the students to the same behavioral and performance standards as they would another employee. If concerns arise they should be addressed with the intern as they would be addressed with any other employee.

How will the office know if an intern will be absent for the workday?

Students are expected to call the CIP office by 7:30 a.m. if they will be absent for the workday due to an unexpected illness. The CIP office will notify the sponsor of an intern's absence by 8:45 a.m. that morning. The student intern will be required to make up the day.

What if a student becomes ill during the workday?

If a student becomes ill during the workday, please call the CIP office and we will arrange for transportation home. The student intern will be expected to make up a half or whole day, depending on the time they left work.

What if the bus does not show at the end of the workday to pick up the student?

If a student has waited 15 minutes beyond their typical pick-up time, she/he should attempt to contact the CIP office, call the school or call their driver directly.

What is DLSNC's internet, cell phone, and iPod/headphone policy?

Internet: Students should never use the internet unless instructed to do so for a work-related project. They should not do personal emailing, visit chat rooms, etc. at work.

Cell phones: Students may carry cell phones to work for emergency purposes only or for contacting their driver at the end of the day. However, they should not be making or receiving any calls at work unless the employer has specified this as a means of communicating with the intern—this includes text messaging.

Headphones: While some companies allow employees to use headphones during repetitive tasks, we discourage their use. We would like for students to interact and be accessible to fellow employees.

Can the student intern leave the office during the workday?

Yes, many jobs, especially jobs downtown, require the interns to leave the premises to run errands. Please use common sense when considering their safety. When appropriate, we encourage companies to involve interns in company social outings as well. Off site lunches, celebrations, etc. are a wonderful way to include the interns in the larger sphere of work. If you wish to include the student in an after hours event at which alcohol is being served, you might consider inviting the student intern and her/his parent to attend together.

Is homework allowed during the workday?

In general, no. We highly discourage homework to be completed at the worksite. However, some sponsors have requested that students bring a book or a simple assignment to read or work on during any downtime. This is to be a last resort after the student has sought out other tasks. Many students will choose to do homework during lunch or a break. Please feel free to specify no homework at your worksite.

What do I do if a problem arises?

First, address the issue with the student intern as you would with any other employee. Second, contact the CIP staff to let us know of the situation and how it was handled. The CIP staff is available to support you and respond to any concerns you might have that may arise on the job. We are available for job coaching, shadow visits of the intern at the worksite, and/or provide more training. If a problem persists or is of a more serious nature, it is possible to make a replacement as a last resort.

IV. DE LA SALLE NORTH CATHOLIC STUDENT POLICIES AND PROCEDURES

CORPORATE INTERNSHIP PROGRAM POLICIES

The Corporate Internship Program (CIP) provides students with real world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of the educational experience at De La Salle North Catholic. A positive attitude and a commitment to high standards of responsibility and behavior are required. While the Corporate Internship Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner, and acting like an adult while participating in the program.

6-1 Attendance

Scheduling & Work Days

Students are assigned to work at a Sponsoring organization five full days each month. Their class schedules at De La Salle North Catholic are structured so that each student is available one day each week plus an extra day every fourth week without missing any instructional time.

Daily Work Schedule

Each student will report to De La Salle North Catholic by 7:45 a.m. sharp. Students will assemble for prayer and announcements and then will board an assigned bus, van or MAX train for work. On the day a student is assigned to work, she/he is expected to work a full day of at least 8 (eight) hours. Depending on their bus schedule, students will start work somewhere between 8:00 a.m. and 9:00 a.m. and will finish at approximately 4:30 p.m. or 5:00 p.m. At this time they will leave to catch their bus and return to school around 5:45 p.m. (weather & traffic permitting). Each student will be notified of his or her specific work schedule when she/he receives her/his job assignment.

Lunches & Breaks

As stated by Oregon Bureau of Labor and Industries, meal periods of at least 30 minutes must be provided no later than five hours and one minute after the minor reports to work. Rest periods of at least 15 minutes must be provided during each four hours (or major portion) of work time.

Absences

Each student is expected to attend work each and every day work is assigned. Since the student only works five days per month, missing a day of work is equivalent to missing a week at a full-time job. Penalties for missing work include school disciplinary action and non-refundable, monetary fines (see *Fines* below). A student should not miss work for any reason other than illness or an extreme family emergency. **Regularly scheduled medical or dental appointments, court dates, vacations, or other extracurricular activities should NEVER be scheduled on a workday.**

- If a student is ill and will miss work, the student is required to:
 - Call school by 7:30 a.m. to notify the CIP staff at the school that she/he will be absent.
 - Upon returning to work, schedule a date with her/his supervisor to make up the day of work missed. The phone number to call is 502.285.9385 ext. 400.

The calls should be made as soon as the student knows she/he will be absent and should be made no later than 7:30 a.m. of the day missed.

Missed work days must be made up during school holidays. Students are responsible for scheduling their make up days with their supervisor and the student will be responsible for finding her/his own way to and from work. The student must complete the make-up verification form with a signature from his/her supervisor to prove that the absence has been made up. If a student has numerous missing work days for any reason other than an unscheduled, but documented, visit to the doctor or documented family emergency may also result in further disciplinary action.

All outstanding absences from within a given school year must be made up by June 30th. Any absences not made up by this date will be billed in full to the student's account. Seniors with outstanding absence accounts may not be able to participate in graduation and may not receive their diploma.

Tardies

If a student arrives after 7:45 a.m. she/he will be marked tardy. (A five minute grace period will be given at morning check-in.) After a student incurs three tardies she/he will be required to attend CIP Detention. If this detention is not served by the date assigned the student will incur a \$25 tardy fee. (see *Fines* below).

If a student misses the transportation bus to work the student will be responsible for getting to work on her/his own.

- If a staff member must drive a student who has missed her/his bus to work, a \$15.00 fine will be assessed immediately.

The student is expected to notify the school and work as soon as possible if she/he will be late for work. Failure to notify either school or work will result in additional disciplinary action. A student will be assumed absent unless proper notification is made.

Snow/ Inclement Weather

Inclement weather may require the Corporate Internship Program Office to adjust its scheduled work day protocol. In the event of forecasted inclement weather, families and students are encouraged to listen to TV and radio announcements and wait for De La Salle North Catholic to be mentioned *specifically* to determine the course De La Salle will follow. De La Salle does **NOT** follow Portland Public Schools weather related school closures.

- If De La Salle is closed for the day, the CIP work day is also cancelled and the missed work day will be rescheduled for a later date.
- If De La Salle is following the 10:00 AM late opening schedule, the CIP work day will also begin at 10:00 AM and students should report to the school auditorium no later than 9:45 AM.
- If De La Salle closes school early, CIP will monitor the weather reports and determine whether it is necessary to begin an early pickup from sponsor sites.

If you have any questions regarding your students' safety, please contact the CIP office directly.

6-2 Fines

Fines are used to emphasize to the student that her/his time and the time of DLS staff and corporate sponsors is important. Although students do not receive cash for their participation in the Corporate Internship Program, they do earn actual income which is assigned to the high school to help pay for the cost of their education. If the student does not work, regardless of the reason, she/he should not be paid. She/He should also realize that an absence is an inconvenience to her/his coworkers at the job site because they must perform the student's work for the day or the work goes unfinished.

- *Absence Fine:*
Missing work for any reason will result in a \$100.00 fine. Fines will be added to your tuition bill. Once an absence has been made up, the student is eligible to receive a \$75.00 tuition credit back from the original fine. If a Sponsor's schedule offers no opportunity for the student to make up an absence, the student must take the initiative to meet with the CIP Office Staff to come up with a reasonable solution for the student to receive make-up credit. If an absence is due to a funeral, the absence must be made up by the student, but the student will receive a full credit refund.
- *Tardy Fine:*
Morning check-in is at 7:45 a.m. (with a 5 minute grace period). Students need to be present for prayer, announcements, and dress-code check. If a student arrives later than 7:50am, she/he will be marked tardy. When a student incurs three tardies she/he will be required to attend CIP Detention. If this detention is not served by the date set when detention is issued the student will incur a \$25 fee.

- *Transportation Fine:*

If a student is so tardy that she/he has missed the regular transportation to work, a parent should take the student to work immediately AND contact the CIP office at ext. 400. If a parent is unable to take their student to work, the student is expected to arrive to school to be transported to work. The student will be assessed a \$15.00 transportation fine for the extra time and trouble required to individually transport the student. Please note that reoccurring tardiness of this type is subject to further disciplinary action by the Director of the Corporate Internship Program.

Illness at Work

If a student becomes ill at work, she/he should call the CIP office.

➤ CIP staff will contact families to arrange for transportation of the student. If a parent is unavailable, CIP staff will transport the student back to the school.

A student who is feeling ill in the morning should not go to work. Any incident of a student leaving work early before 12:00 p.m. will be treated like an absence and students will be assessed a \$100.00 fine. This can be made up in the same manner as any other absence. Any incident of a student leaving work after 12:00 p.m. will be assessed a \$50.00 fine which will be waived in full after a half day of work is made up.

If the student becomes ill or in any case of a student leaving work early, a parent or guardian must call or supply the CIP office with some form of communication. Failure to connect with the CIP office in regards to sons/daughters missing work for any reason will be treated as an unexcused absence, and the student will be subject to any disciplinary action in addition to the fine.

6-3 Behavior

Participation in the CIP is both a job and a part of school. While all school rules and standards of behavior are applicable to the CIP, there may be times when the CIP will require students to follow additional rules. Rules are designed to ensure the success and integrity of the Program for the benefit of its students, the school, and the sponsors.

6-4 Bus Policy

The Corporate Internship Program provides transportation to and from work. The student has the responsibility to be on time for the morning and afternoon bus. If the student misses the bus, she/he is responsible for getting to work in the morning and must notify the CIP office if they are in need of a ride home. If a student misses their morning transportation to work, a parent or guardian should take the intern to work. If a parent is unable to provide transportation and a staff member is required to take the student, a \$15 fine will be assessed to the tuition account.

If a student is more than 15 minutes late for the afternoon bus, the bus will leave without her/him, and she/he will be responsible for getting home on her/his own.

If a student and family would rather have their student be picked up by a family member or take TriMet home, **the family is required to turn in a signed permission form located in the CIP office for De La Salle to keep on record.**

If a student needs to be picked up by a family member when they usually take the CIP bus, it is MANDATORY that someone communicates this to the CIP office staff.

Weather and traffic can have unpredictable consequences on the afternoon bus schedule. A student should contact the CIP staff if they have waited 10-15 minutes beyond the typical pick-up time.

For the safety of all students, negative incidents on the bus will be taken very seriously. Each incident will be dealt with on an individual basis. In an emergency, students are encouraged to work together with the other students who work that day to ensure everyone's safety.

6-5 Career Preparation

The Corporate Internship Program was originally designed to make private college-preparatory education accessible by allowing students to earn a portion of their tuition. However, experience has shown that students also gain valuable experiences and relationships that will benefit them in any future career. When appropriate and possible, students may

be placed in a position that directly relates to their career goals; but this is not typical because the student may not yet have a defined career goal or because applicable positions are not available. Nonetheless, all students gain transferable skills such as time management, communication skills, professional etiquette, and more. Students also develop relationships that may serve as references and make professional contacts to rely on in the future. Students are encouraged to take advantage of this valuable opportunity to expand their horizons by learning as much as they can where they are placed.

6-6 Communication with Sponsors

The CIP staff meets with the corporate sponsors twice each year to discuss student performance. The staff also makes periodic phone calls to get updates on student progress. Sponsors vary in their level of communication. The CIP staff will do as much as possible to keep interns and families informed of any problems in the workplace. Students are strongly encouraged to be proactive and meet with their sponsors periodically to check on their performance. This can prevent a lot of surprises. While not preferable, we respect the company's right to end employment at any time.

➤ Parents should NOT contact the sponsors directly.

De La Salle North Catholic employs the students (as a temporary agency) and acts as the liaison between the student intern and the company. Contact from families confuses the sponsor and puts them in an awkward position. De La Salle promotes the program as a legitimate employment option for companies and parental interference jeopardizes the appeal of the program. Any concerns should be directed to the CIP staff.

6-7 Complaints

Learning to handle conflict in the workplace effectively and appropriately and in a professional manner is one of the most important skills students can gain in the internship program. Inevitably, interns will be confronted with unpleasant situations, co-workers, or tasks. The most important thing students can do is maintain open communication about the issue with the CIP staff. The following steps are recommended in dealing with complaints:

1. Reflect on the situation and examine one's own performance, attitude, and behavior in the workplace. Make sure that you are not adding to the problem.
2. Speak with the CIP staff about the issue. They will assist in developing a strategy to deal with the issue.
3. Set up a meeting with your supervisor and a CIP staff member to discuss the issue.

If the issue is a matter of safety, harassment, or another serious matter please contact the CIP office immediately. These issues are taken very seriously and are dealt with on an individual basis.

If a student or parent has any problems or complaints about the Corporate Internship Program or with any of its administrators, she/he and her/his families are encouraged to address them with Matthew Powell, President of De La Salle.

6-8 Contraband

Students should not bring or use any item that will distract them while on the job. Student use or possession of sunglasses, CD players, iPods, pagers, cellular phones (phones may be taken to work but must be turned OFF during the workday), and any other electronic devices, games or any items not necessary for participation in the CIP are strictly prohibited. In addition, the CIP reserves the right to permanently confiscate any item. Gum-chewing at work is not allowed.

6-9 Dismissal from work

Performance, attitude, and integrity are the student's responsibility at work. If a company is dissatisfied with an intern, they may choose to dismiss a student from the worksite. Dismissal from a worksite is equivalent to a firing and is treated very seriously. Families and students will meet with CIP staff to discuss the issue. Depending on the cause of dismissal the student may be allowed to re-commit to the program by going through a re-training program. Because the work program is critical to the operation of the school, a second dismissal from a worksite over a student's career at De La Salle would typically result in an expulsion.

6-10 Drug Testing

Some Sponsors require drug testing of employees. The Corporate Internship Program reserves the right to drug test any and/or all students at any time at its discretion. Negative results of testing may be made available to Sponsors (in strict confidence) at their request. Positive results may be grounds for dismissal from the Corporate Internship Program.

6-11 Grading and Credit

Students receive one credit for each successfully completed year in the Corporate Internship Program. Students will receive grades each semester. The student's final grade at the end of the year will determine her/his eligibility to receive credit. A no-pass grade will result in zero credit for that particular semester. Grades will be based on both a student's individual performance reviews from their sponsor and CIP staff assessment of the student's accordance with policies such as dress-code and timeliness.

➤ Students who are terminated from their position receive a no-pass (NP) grade for that semester. If a student completes the re-training program, is re-employed, and receives a favorable review the student will regain credit for the following semester.

6-12 Incidents on the Job

Incidents involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs are very serious and should be reported immediately to a member of the CIP staff. Students and/or families will meet with CIP staff to discuss the incident. Based on the circumstances, an appropriate plan will be developed and could include such things as mediation with the sponsor, temporary or permanent removal from the jobsite, or other suitable solutions.

Any student with behavioral problems occurring at work will be dealt with on an individual basis. The student is expected to behave herself/himself in a professional manner—a manner worthy of De La Salle. Remember, the student is a representative of the Corporate Internship Program and the school, and her/his actions and demeanor not only reflect on her/him personally but also reflect on the school. The Corporate Internship Program is an integral component of the students' education at De La Salle; therefore, negative incidents at the work place will be treated very seriously.

Students will be held to the highest standards of honesty and integrity. Remember that use of a sponsor's telephone, office equipment, office services (such as internet access or other services) or office materials without a supervisor's approval is the equivalent to stealing and will not be tolerated.

Students are employees of the Corporate Internship Program and not employees of the Sponsors. Sponsor employees may be eligible for certain benefits from their employers but students are not eligible for these same benefits or perks unless specifically told by their supervisor. If a student feels unsure of a situation or there are benefits that they would like to see apply to them, they must check in with the CIP office staff. Students should never presume availability.

The Corporate Internship Program reserves the right to communicate and coordinate any disciplinary action with the Dean of Students of De La Salle.

6-13 Internet and phone usage at work

Inappropriate use of electronic devices is a constant temptation in the workplace. Use of these devices is unprofessional and inappropriate in the work setting. As students are ultimately employees of the Corporate Internship Program and not the individual sponsor, they are to follow the De La Salle policy even if fellow employees are not accountable to the same standards. Students are expected to exercise self-control and self-discipline regarding the use of technology by signing and adhering to the De La Salle North Catholic Internet and phone usage contract. The contract states the following:

- No listening to music (CD player, I-Pod, Internet)
- No playing games
- No web surfing
- No instant messaging
- No text messaging
- No visiting chat rooms or non-work related web sites (Facebook, MySpace, adult related sites etc.)

- No checking e-mail (unless work related)
- No personal calls while at work (this includes cell phones, two way pagers, etc.)

In many companies use of the internet is monitored and recorded and viewed as a misuse of company resources. Failure to comply with these terms may result in dismissal from her/his work site as well as additional disciplinary actions.

6-14 Mentoring

Corporate sponsors are paying a considerable amount of money by choosing to employ De La Salle students. In return, they are expected to receive a hard-working employee. Sponsors are not required to provide mentors at the work site anymore than they would do for a regular employee. Nevertheless, informal mentoring often occurs between a supervisor or co-worker and the interns. If a student needs mentoring in the workplace and it is not available from co-workers, the CIP staff is always available for job mentoring and on-site coaching. Students are encouraged to contact a CIP staff member if they are struggling or just want to improve overall performance.

6-15 Performance Reviews

Part of the learning experience for students in the Corporate Internship Program is that they will be treated as adult employees. Two performance reviews will be conducted during the year. The student's supervisor will complete the mid-year review at the end of the first semester. Students will be allowed to view their written evaluation and are encouraged to do so. The first performance review will assist the students in gauging their performance, identifying areas in which they are strong and weak, and allowing them to further improve their performance before their second review. The second performance review serves as the student's final review for the year. Final performance reviews will be available for student viewing during the final week of school.

A copy of the Performance Review form is available to all students. The form evaluates students in a number of areas including attitude, willingness to work and take direction, self-motivation, willingness to ask questions, quality of work, and respect for co-workers and property.

The students will also have the opportunity to review their sponsor. One sponsor review will be conducted at the same time that the students are being reviewed. These reviews will assist the sponsors in gauging their performance, identifying areas in which they are weak, and allowing them to make changes to ensure the student's success. Students are asked to be honest and objective, while also professional and tactful. These reviews are shared with the sponsor.

6-16 School Activities and Sports

Student participation in team sports and activities is strongly encouraged. However, a student may not miss any work or leave early in order to participate in extracurricular activities. Students may not ask their supervisor for an exception under any circumstance. Skipping work or leaving work early to participate in an extra-curricular event will result in exclusion from participation in the event and may result in more severe penalties or disciplinary action. The student's responsibility is to her/his job.

In the event that a student qualifies for a championship-qualifying or championship event, the CIP staff will work with the sponsor to accommodate participation. The CIP staff will only consider this exception after evaluating the student's CIP performance and attendance record. If a student has no more than one absence per semester with CIP and there are no concerns about the students work performance based on sponsor reviews, the CIP staff will work with the sponsor to arrange a make-up day in place of the scheduled work day. It is critical that students are always doing their best so that should the occasion arise, they have laid a positive foundation for this exception.

6-17 School Holidays

The Corporate Internship Program is a real world experience. Often, schools have holidays that businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work each and every weekday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CIP staff if they do not have to work on a particular school holiday.

6-18 Sponsor Holidays

On extremely rare occasions, a Sponsor may have a business holiday or special meeting day when a student's services are not required. In this event, the student should report to school on that day and a special work task will be assigned by the CIP staff. Students must work at school unless specified otherwise. A student who does not come to school to work on a "Sponsor holiday" will be considered absent from work. A Sponsor holiday is not a day off for the student.

6-19 Sponsor Assignments

The Corporate Internship Program determines all sponsor assignments for students and reserves the right to move students to other jobs at any time for any reason. For incoming students, sponsor assignments are chosen based on skills observed during summer training. Thereafter, sponsor assignments are chosen based on past performance reviews, available openings, and skills that the student has demonstrated. Student preferences are considered when all other things are equal (i.e. their skills fit the job and there is an opening that matches their interest).

When a student is assigned to a particular Sponsor, she/he will receive a job description, address information, directions from the bus, supervisor's name and telephone number. Students should keep a copy of this information at home and a copy of it with them on their workday. If the student or parent/guardian has any questions or would like any other information regarding the Sponsor, she/he should contact the CIP office directly.

6-20 Team Concerns

Students are responsible for working together as a team in each of their jobs. This means leaving notes or correspondence about where the intern left off and where the next one should pick up with work projects. Students are responsible for ensuring consistently acceptable performance from the team as a whole. Problems or concerns within a team which cannot be worked out by the team should be brought to the attention of the CIP staff and will be dealt with confidentially.

6-21 Time Sheets

All students must complete and turn in a daily time sheet on their workday. This is a tool for students to use to receive regular feedback about their performance and hopefully to initiate conversations about how they can improve performance. It also allows the CIP office to receive daily communication from the CIP sponsors about attendance and performance.

- Time sheets may be faxed directly to the CIP office at 503-296-2366, brought to the CIP office, or given to the CIP driver at the end of the work day.

Some sponsors may prefer to communicate this information privately to the CIP staff without student involvement. In these cases the student may be excused from the time sheet requirement; however they are encouraged to check in with their supervisor on a periodic basis so there are no surprises about their performance.

6-22 Types of Work

Most of the jobs available to our students are entry-level office positions. Typical tasks include filing, sorting & delivering mail, photocopying, answering phones, data entry, general office or conference room clean-up, re-stocking supplies, running errands, helping with projects, and generally providing any assistance needed to the full time employees. Due to the nature of the program and the fact that each student is working five days a month, it can be difficult for companies to provide more interesting or long-range projects, but exceptional workers have proven their ability to handle higher level tasks.

A small percentage of the CIP jobs available are in retail and customer service. These jobs also demand high quality interactions, attention to detail, and customer service.

A small percentage of the students, about 5-10%, are employed by non-paying sponsors with the understanding that should an opening in a paid position become available, the student will be moved. This provides companies with the assurance that they will have an employee should a student transfer or be asked to leave the school. These positions are treated the same as any other internship position with regard to expectations, attendance, and adherence to all policies. Education funding for those students working in non-paying positions is provided by outside donors.

CORPORATE INTERNSHIP PROGRAM DRESS CODE

Introduction

Students and families share the responsibility for proper dress and grooming. De La Salle has a unique dress code due to the unique nature of the school. This manner of attire helps to create a serious educational and professional environment. Students are required to dress in uniform attire provided by **Lands' End School Uniform** four days a week. **The Logo is MANDATORY on all collard shirts.**

Mondays are casual dress days; however, **MONDAY'S CASUAL DRESS NOT APPLY TO CIP STUDENTS THAT ARE GOING TO WORK.**

Uniforms can be ordered through Sears at Clackamas Mall, Vancouver Mall, or Washington Square Mall, by catalog, or by visiting www.landsend.com/school

The Dean of Students is responsible for the application of the dress code and judgments concerning violations. Dress code regulations are in effect during the entire school day, including lunch.

Lands' End Uniform Attire for all Students

Girls Shirts w/ mandatory DLS Logo:

Woven Oxford Shirt

-Long-Sleeve- White/Chamois/French Blue

-Three-Quarter Sleeve- White/Chamois/French Blue

No Iron-Pinpoint

-Long-Sleeve- White

No more than two(2) buttons unbuttoned from the collar at maximum.

Boys Shirts w/ mandatory DLS Logo:

Woven Oxford Shirt

-Long-Sleeve- White/Chamois/French Blue

No Iron-Pinpoint

-Long-Sleeve- White/Chamois/French Blue

Girls Pants:

-Feminine Fit Plain-Front Chinos- Khaki

-Feminine Fit Stretch Plain- Front Flare Chinos- Khaki

-Stretch Stain-Resist Plain Front Chinos - Khaki

-Stretch Stain-Resist Flares- Khaki

-Plain-Font Chinos- Khaki/Black

-Pleated-Font Chinos- Khaki/Black

-Elastic-waist Chinos- Khaki/Black

NO "SKINNY" pants/black jeans

Boys Pants:

-Plain-Front Chinos- Khaki/Black

-Pleated-Font Chinos- Khaki/Black

-Elastic-waist Chinos- Khaki/Black

-Stain-Resist Plain-Front Chinos- Khaki

-Stain-Resist Pleated-Front Chinos- Khaki

NO sagging or studded belts

Skirts:

-Pleated Skirt- Khaki/Black

-A-Line Skirt- Khaki/Black

-Plaid A-Line Skirt- Clear Blue Plaid

-Plaid Pleated Skirt- Clear Blue Plaid

Skirts must be of appropriate length. If deemed unprofessional by staff; students will be asked to change.

Ties:

Boys Ties (optional item for Girls):

*-Solid Navy Blue OR Clear Blue Plaid (*the solid Navy Blue tie may be purchased at a local store)*

Optional Land's End Items:

Boys Only:

-Drifter Sweater Vest- Navy/ Burgundy

Boys and Girls:

-V-Neck Drifter- Navy/Burgundy

-Button-Front V-Neck Cardigan- Navy/ Burgundy

-Zip-Front Cardigan- Navy/ Burgundy

-Men's and Women's Navy Blazer

The following items may be purchased through Lands' End or local stores but MUST adhere to the outlined items:

Boys Socks:

-Black or Blue: non-athletic professional socks must be worn

Girls Socks:

-Black or Blue: non-athletic professional socks must be worn

Girls Leg wear (optional items):

*-Girls Tights: White, Blue or Black- **NO fishnet stockings; NO leggings; NO Spandex***

-Girls Nylons: Nude, Black, or Navy

-Girls Knee Highs: White, Navy, or Black

Boys Shoes:

-Black: NON-ATHLETIC, Business Work Shoe. NO sandals or slides. NO Uggs or slippers.

Girls Shoes and Boots:

-Black: NON-ATHLETIC, Business Work Shoe

Heels may not be no higher than 2", professional dress flats are acceptable. Professional open-toed shoes with or without a back strap with heels no higher than 2" for women are also acceptable.

NO sandals, slides, gladiators, Uggs or slippers.

Boys and Girls Undershirts:

*-Plain White t-shirt or tank top **ONLY**. Undershirts should not be seen.*

Belts:

-All belts must be solid black leather and no wider than 2". No studs or jewel embellishments.

Accessories, Piercings, and Tattoos:

-All accessories such as belts, shoes, jewelry, and scarves MUST coordinate with the uniform attire – no flashy, excessive jewelry pieces are allowed. If deemed unprofessional by staff; students will be asked to remove them.

-No gages are permitted

-Men and Women: Earrings must be studs ½ karat or smaller in size.

*-NO visible body piercings may be worn during the school/work day other than in the ears, however girls may wear a nose piercing ⅛ karat or smaller. **No nose rings are permitted** -NO visible tattoos*

Hair:

-Hair must be a natural color.

-Hair must be a length suitable for a professional setting. *Men are not permitted to wear braids, cornrows, dreadlocks, etc.*

-Men must be clean-shaven or have neatly trimmed facial hair. This includes what is often referred to as “*peach fuzz*”.

Makeup:

- *Makeup must remain professional for the workplace. Heavy eyeliner, bright colored eye shadow, bright and/or dark lipstick or false eyelashes that are deemed distracting or unprofessional by a staff member MUST be removed.*

CIP Work Related Dress Code Exemptions

There may be a tie and dress shirt exemption for some worksites. These include but are not limited to the following worksites:

- NIKE
- Xerox
- Goodwill Industries
- McMenamins-Kennedy School
- New Seasons Markets
- University of Portland

Please check in with CIP staff for an updated roster of dress code exemption worksites.

Students who work at dress code exemption worksites are REQUIRED to wear the De La Salle polo. If you do not have a De La Salle polo, you must contact the CIP office to be issued a polo or you will be sent home to change.

De La Salle’s uniform dress code supersedes any company set dress code, meaning that students must dress in CIP attire even if the sponsor’s dress code is more casual. The school is the student’s employer and students must conform to De La Salle dress code. If the employer requests an alternate dress code, it must first be approved by the CIP Director. Even if a sponsor recognizes a casual dress day (i.e., “casual Friday”) it does NOT apply to the student intern. This includes and is not limited to the wear of jeans.

If a job requires special clothing such as gym shoes or jeans due to the nature of the work, a Sponsor must provide the school with written documentation requesting a change in the dress code. Once approval is received, the student may continue to wear the amended attire until further notice.

- Students must remain in proper attire (i.e. shirts tucked in properly, ties tied, shoes laced) from arrival to school until departure from the worksite.

Students must report to morning check-in dressed in proper dress code and are not to change into different clothes AT ANY TIME throughout the day.

Out of Dress Code Consequences

- If a student arrives for school or work improperly dressed, she/he will need to change; sometimes, this may mean returning home. Repeated disregard of the school’s dress code may result in further disciplinary action.

Students will be responsible for getting home, changing into proper attire, and then getting to work or school on their own. If a student is sent home, she/he will automatically be marked absent and face the additional consequences for an absence including a fine if it is a workday. The student will be required to call the CIP office once she/he arrives at work and provide written verification from her/his supervisor to verify attendance and recoup the partial tuition credit.