

Project-Based Internships

A blueprint provided by the Kentucky Educational Development Corporation
Project-Based Internships | a **"Flipped" Internship Model**

This work experience is provided by an employer with planned and structured learning experiences that will be monitored by an employer, partnered with KEDC. This is a blueprint designed to expose youth to practical applications of their skills and knowledge.

Within this model, your immediate supervisor is your YCC point of contact at your high school. Over the next several weeks, he/she will evaluate you on skill qualities and you will be remotely contacted by your employer. Your work can be related back to your academics from your Project Lead The Way courses or CTE program.

Your evaluation will come from several components that employers want from young employees. Most noted are problem solving, professionalism, communication skills, and teamwork. Specifically, you have skills that you will need to showcase. They are listed below. You should demonstrate the ability to:

- Work within a team structure
- Make decisions and solve problems
- Plan, organize, and prioritize work
- Verbally communicate with peers and with those in the organization
- Obtain and Process Information
- Analyze Quantitative Data
- Create and edit reports

For documentation and invoice purposes, this form will be used by the student, the YCC point of contact, and the employer to evaluate and show a structured system of learning and working. To show responsibility, the student will complete several items within this form. At the end of the internship, this form must be complete and turned in to the YCC point of contact to ensure completion and evidence for payment.



Attendance and Work Readiness Goals:

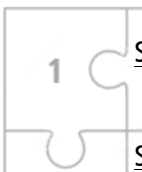
Using the chart below, you will record each day that you will work on your project. Estimate your progress on the project each day with a mark on the percentage line. Your first day would be less than 25%, but will increase over time. Your YCC point of contact will evaluate your performance *toward the end of the internship**.

Date:	Your Project Progress	Date:	Your Project Progress
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	0%-----10%-----25%-----		45%-----60%-----75%-----
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	30%-----45%-----60%-----		90%-----95%-----100%



Employer Contact:

Throughout your Project-Based Internship, you will be remotely contacted by your employer. Employers should review this tool with the youth on or prior to the first day of the work experience. Each youth should have a clear understanding of their expectations.



School:

Student Name:

Employer Name:

Worksite:

Start Date:

YCC Point of Contact:

Student Job Title:

Worksite Supervisor:



Performance Expectations | Overall Evaluation:

To be completed by the YCC point of Contact, and the Employer. The KEDC Project Director must review and approve for payment. The student must sign off below and meet the minimum total score (80%), in order for this to count toward an internship. Payment amounts are tied directly to your performance expectations. In order to receive the full stipend, students must get a total score of 100%. Anything less than 100% will be a deduction from the total stipend amount.

Sources: Tool content and design based on US Dept. of Labor – ETA sources and Work-Based Learning Manual, through the office of Career and Technical Education.

FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	RATING	
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	1 2 3 4 5	To meet work readiness skill attainment, the following must occur: <ol style="list-style-type: none"> 1. Employee must have an overall average score higher than 80% of the total categories listed. 2. Supervisor must verify that performance on job was satisfactory. 3. Career Counselor must verify that Internship was complete with employer.
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	1 2 3 4 5	
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	1 2 3 4 5	
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	1 2 3 4 5	
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	1 2 3 4 5	
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	1 2 3 4 5	
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	1 2 3 4 5	
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	1 2 3 4 5	
PROBLEM-SOLVING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	1 2 3 4 5	
WORKPLACE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	1 2 3 4 5	
CAREER PATHWAY APPLICATIONS	YCC Student made real-life connections with the workplace and was able to connect it back to their current career pathway in high school.	1 2 3 4 5	TOTAL SCORE =
ABILITY DEVELOPMENT	During this process, new abilities will be developed and your overall knowledge should increase.	1 2 3 4 5	Scale: 1 – Poor 2 – Needs Improvement 3 – Average 4 – Good 5 – Excellent
PROJECT LEAD THE WAY CTE APPLICATIONS	YCC Student applied methods and/or knowledge gained from their coursework in PLTW or CTE classes.	1 2 3 4 5	
YCC Employee had a satisfactory work performance and has met the minimum total score: Career Counselor or YCC Point of Contact Signature: _____ End Date: _____		Employer Signature: _____ Employee Signature: _____	

Review Comments: