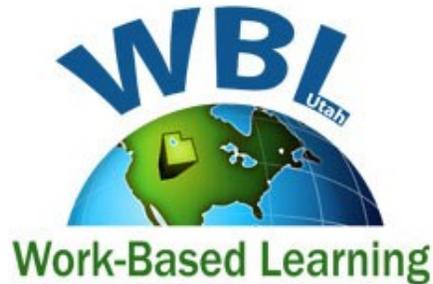




We appreciate your willingness to be a business mentor. You are an important part of our learning community.

What we have to learn to do, we learn by doing.
-Aristotle



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**Workplace Skills
& Internship**

Career Exploration For Youth

A Business Mentor Guide

Murray High School

Business

The intern program at Murray High School is designed to help students transition from school to career. Learning takes place both at the workplace and in the classroom. The participation of the business/mentor site helps the student develop transferable skills—mostly soft skills—and learn about the professional workplace.

Suggestions for working with your intern:

Communicate Clearly

Be clear and direct about what is expected of the student: attendance, punctuality, skills, tasks. Please collaborate with your internship student and set meaningful learning goals.

Be Sensitive and Understanding

If a student seems to be having difficulty with job performance, it could be misunderstandings about the job or expectations. If a problem persists, please don't hesitate to call the Work-Based Learning coordinator.

Be Positive and Encouraging

A mentor's professional advice and encouragement could mean a change in direction for a student's education and life choices.

Requirements beyond mentoring: sign time sheets, help student fill out skills grid, complete evaluation of student intern.

Student

Schedule: MHS is on a block schedule. Your intern will give you a calendar indicating the days he/she will be interning with your business: 2/3 of total internship will be at the internship site (approx. 45 hours) and 1/3 will be instruction time in the classroom (approx. 22 hours). Most students will be at the site alternating Wed. Fri. one week and Thurs. the next week.

Time Sheets & Skills Grids: The student will record hours on a monthly basis; the business mentor will verify with a signature. Skills grids track student learning. Students are responsible for completing this sheet.

Student Intern Evaluation: The student will ask the mentor to complete an evaluation of performance each term (2 total). This feedback is crucial for learning and reflection. The WBL coordinator/teacher will discuss this evaluation with the student.

Classroom: Class will be held at MHS. Instruction involves soft skills training, resume writing, mock interviews, oral reports, and other workplace skills. Class usually meets Mon. or Tues. depending on the block schedule.

Site Visit or Contact: Chantel Olsen, WBL Coordinator, will call or visit your business once per term to check on student intern.

Laws

Tips for Employers:

- Review your worksite to ensure equipment is safe and legal
- Provide training so the teen feels competent
- Provide supervision/mentor
- Stress safety
- Encourage teen to ask questions
- Keep a drug-free work environment
- Interns are not to replace employees
- DO NOT have intern solely do repetitive tasking
- He/she should be learning about the career field as a whole

Hours permitted to work for 16 & 17 year olds:

- No restrictions in hours as long as the job is not hazardous

16 & 17 Year Olds MAY:

- Perform any work that does not involve a Hazardous Occupation where exemptions do not apply

16 & 17 Year Olds MAY NOT:

- Perform any driving.

For more information:

**U.S. Department of Labor OSHA
Occupational Safety & Health Administration
www.osha.gov**