

1 Great Falls School District

2
3 **INSTRUCTION**

2600

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5 Work Experience/Internship Program

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7 The Board recognizes that education should be making classroom experiences a meaningful
8 process of learning about all practical aspects of life. The Board believes that the inclusion of
9 career education in the basic curriculum will provide students with information about the many
10 career opportunities available and will be establish a relationship between what is taught in the
11 classroom and the world of work.

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13 Work Experience/Internship must provide all participating students with on-the-job experience
14 and training along with career and complimentary vocational/technical classroom instruction to
15 contribute to each student's employability. The students' classroom activities and on-the-job
16 experiences must be planned and supervised by the school and the employer to ensure that both
17 activities contribute to the student's employability. Students enrolled in a Work
18 Experience/Internship program must receive credit for related classroom instruction and on-the-
19 job training. In the absence of a proficiency model, the time requirement for students in Work
20 Experience/Internship must be converted and is equivalent to the time requirement for credit to
21 be earned.

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23 Students may submit a proposal for a tailored Work Experience/Internship program that divides
24 their time between instruction in a school and specific learning at a job. Each proposed program
25 will be planned by Work Experience/Internship coordinators and the employer (or employer
26 groups) and shall be in accordance with state and federal laws and regulations governing
27 employment of students under the age of 18. The Work Experience/Internship coordinators will
28 communicate with the employers on a monthly basis and will visit work sites to determine if the
29 placement is appropriate for student employment.

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31 The particular program designed for each student shall be set forth in a written protocol approved
32 by the students, his or her parents or guardians, the work-experience coordinator and the
33 employer. This shall stipulate the terms of employment and the provision for academic credit, the
34 student's work experience/internship goals, prioritizing the student's academic commitments,
35 assessment of the work experience/internship goals.

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37 The Work Experience/Internship coordinator shall make such arrangements as necessary with
38 employers for evaluating the student's on-the-job performance and for keeping records of job
39 attendance.

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41 The employer or supervisor shall complete a District Volunteer Agreement form and satisfy a
42 name-based and fingerprint criminal background check in accordance with District Policies 5120
43 and 5122. The employee and District shall also complete workers compensation insurance and
44 general liability insurance requirements in accordance with the attached procedure in a manner
45 consistent with the Work Experience/Internship opportunity provided to student.

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1 Cross References:

2 2600F Work Experience/Internship Affiliation Agreement and Consent
3 Form

4 2600P Work Experience/Internship Procedures

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6 Legal References:

7 Chapter 247 2021 General Legislative Session

8 Section 39-71-118(7), MCA Employee, Worker, Volunteer, Volunteer Firefighter, and
9 Volunteer Emergency Care Provider Defined – Election of
10 Coverage

11 Title 41 Chapter 2, MCA Child Labor

12 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.

13 Chapter 477 (2023) Work Based Learning

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15 Policy History:

16 Adopted on: August 23, 2021

17 Revised on: September 11, 2023

18 Revised on:

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