

EASTERN's Paid Internship Program

Responsibilities of Employer, School, & Student

Employer Responsibilities

The employer will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages and worker's compensation.

The employer will adhere to all State and Federal COVID-19 guidelines.

1. The internship site must have and provide a copy of their COVID -19 plan discuss policies and procedures at the worksite in regard to COVID-19 preparedness, response and employee safety.
2. The student will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
5. The training sponsor will provide necessary safety instruction throughout the student training period.
6. Employer will not employ a student to displace a regular worker.
7. Exposure to the hazardous work will be incidental to the students' training and that any such work will be intermittent and under the DIRECT supervision of an experienced, qualified person.
8. The employer is not liable to the unemployment compensation fund for wages paid to the student learner while under the paid internship program. This is provided in Section 4(1) (4) (10) (C) of the Pennsylvania Unemployment Compensation Law

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STUDENT RESPONSIBILITIES:

1. The student agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student agrees to report job problems to the training supervisor and cooperative education coordinator.
3. The student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student must be regular in attendance at school and on the job. If unable to report to work, the student will notify the employer and coordinator before the start of the normal workday.
5. The student's employment will be terminated upon withdrawal from school.
6. The student will report to school for designated meetings and related instruction, participate in Microsoft Team assignments and submit weekly time sheets to their instructor.
7. The student will follow school rules at the work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.

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SCHOOL RESPONSIBILITIES:

1. The program is under the direct supervision of a certified cooperative education coordinator.
2. The student will receive related instruction and safety instruction from the occupational instructor prior to job placement.
3. The coordinator and instructor will visit the student and training supervisor once per month at the internship site.
4. The coordinator will investigate compatibility of job circumstances with requirements for student attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. The school will maintain signed copies of the written training agreement and plan for each student participating in the program for three years from the date of enrollment in the program.
6. The training site supervisor will review their COVID-19 plan with the student, parent, and coordinator prior to placement. The school will maintain a copy of the training site COVID-19 plan and parent waiver in the student file.
7. Student transportation, insurance and attendance at school and work will be covered by school policy.