**Internship Sequence / Best Practices**

1. **Screening and Selecting Students:** Students request or accept an invitation to apply for a paid or unpaid internship placement. School generally screens the student based on the following or similar:
	1. Application form
	2. School Interviews and Recommendations
	3. Academic criteria (on track for graduation, GPA, performance / sociability in class)
	4. Completion of volunteer / service learning requirements
	5. Participation in extra-curricular activities (in-school clubs, work readiness workshops sponsored by external programs such as NAF, VE, JRC, etc.)

*Best Practices / Payroll Forms:*
As soon as they show interest, ask students to complete the following documents and hold in a file until a paid internship is provided or denied, *using Best Practices Checklist to keep track of all submitted materials*

1. **SIF 1 – Parental Consent & Internship Information (with optional photo consent)** (*includes Internship Placement Information)*
2. **SIF 2 – Training Plan** – (For clarification, what was formerly the Learning Goals is now the Training Plan.) Fill in student information, and based on negotiation with host, develop one or more Job Descriptions and Learning Goals for the site. This information can help when matching students to an organization, and save time once a student is placed
3. **I9 Documentation** (Working Papers, Social Security Card, etc.) – Coordinator must have seen and verified that they are up to date, accurate and complete. Copies need not be made
4. **Develop Site:** External organization is engaged and agrees to host one or more student interns. This can be done by a school WBL Coordinator or teacher, or an intermediary program. Internal intermediaries include NYC Academies office, Virtual Enterprises office, Justice Resource Center, Scholars at Work; external intermediaries include CCAP for culinary programs, city agencies such as NYC Fleet or Department of Probation, etc.

*Best Practices / Payroll Forms:*
	1. **Internship Host Agreement:** As soon as organization agrees to host interns, ask a representative to sign and submit an Internship Host Agreement to wblbox@schools.nyc.gov. This ensures time for legal review if host requests it, and avoids delays in submitting student for payroll.
	2. **Internship Host Agreement:** If the host organization already works with CTE interns, check with WBLRC to see if they may already have an agreement on file to avoid duplicate requests.
	3. **Internship Host Agreement:** must be renewed every September, to incorporate any new provisions from Legal, and ensure the organization is aware of the agreement through any staff turnover
5. **Matching Students to Sites:** School or partner selects which student will be placed at each site.
	1. **Work Based Learning Coordinator confirms there are enough hours available and budgets hours to support each** placement

*Best Practices / Payroll Forms:*

1. **SIF 1 – Parental Consent and Placement Information:** complete Internship Parameters: Total Hours Budgeted per student, Start / End Date, Hours Per Week, Credit or Non-Credit, Provider and Supervisor Information, Job Title, and Job Description
2. **SIF 2 –** **Training Plan:** Fill in Learning Goals. Use template created when recruiting host, and / or individualize based on student’s interests and educational needs.
3. **Nominating Students for Payroll:** Once placement is confirmed, complete Excel template for each student, and email to WBL Resource Center with copies of completed SIF 1 and SIF 2 forms. Applications or Nomination Templates missing any information will be returned

*Best Practices / Payroll Forms:*

Make sure that all forms are completely filled in. If possible, **please send each student’s application materials as an individual file and include the student’s name in the file name for each document emailed**. SIF 1 and SIF 2 may be sent as a PDF or a picture. The Nomination Template must be sent as an Excel file.

* 1. **Internship Nomination Template: *Please send as live Excel document!*** Ensure accuracy of Social Security # and student E-mail; typos or missing information will delay payroll completion / start date. Make sure to include hours budgeted for each student’s placement
	2. **SIF 1 –** Parental Consent and Placement Information – complete and signed
	3. **SIF 2 –** Training Plan
	To remember:
		1. Every student must have a Training Plan
		2. We must have a copy of it in our office, completed and signed by the student and the WBL Coordinator in order for the student to be nominated
		3. You can use ours, or you can use yours. It really doesn’t matter, as long as there are clear goals and it’s signed by the Student and the WBL Coordinator
		4. You are responsible for ensuring that the Host understands, and signs off on, the plan, and for keeping a signed copy on file for auditing purposes.
	4. **I-**9 Documentation –no longer needs to be sent to our office, but must be verified by Coordinator before student can be nominated/invited to an Onboarding Event
	5. We will return copies of your Nomination Template with color coding to indicate who is in the system. Please keep and re-use this master copy. When nominating additional students, just add to the bottom and resend to us.
	6. Once our office has reviewed all documents, students will be entered in the database, and sent instructions for the Applicant Gateway and an invitation to an Onboarding Event
1. **Applicant Gateway:** Student is nominated in the Applicant Gateway and receives e-mail instructions and an invitation to a mandatory Onboarding Event. All students must bring ***all*** of their I-9 documentation with them. Staff will be present to verify documentation for HR and help students through the onboarding process

*Best Practices / Payroll Forms:*
	1. All students must attend an event to be put on payroll. No student may leave an event before staff verifies their on-line portion of the application has been done.
	2. Please make sure students bring all of their I-9 documentation with them. Students who do not bring their documentation to the event will be sent back to their Coordinator and not processed for work
2. **HR – Final Approval / Start Date:** WBLRC submits student I-9 to HR for final approval and an Effective Date. Once received, we notify the student and they can start working. (Once our office marks all items complete, it usually takes 1-3 days for H R to provide an Effective Date – sometimes longer).

*Best Practices / Payroll Forms:*
	1. Communicate clearly to the student that they may not start work or be paid for hours worked prior to the official Effective Date from WBL RC / HR. ***There will be no exceptions to this rule.***