

Off-Campus Placement Information

Introduction

As students at Blackstone Academy Charter School, you will have the opportunity to enrich your educational experiences by actively engaging in the community. Each year you will grow in your community knowledge and skills as a community member whether you are part of a Community Improvement Project, an intern, or working on your Senior Project. We hope you will have enjoyable learning experiences.

The following outlines important things that you need to know when you go off campus.

Responsibilities of Blackstone Academy Students

- **Attendance**
 - You are expected to attend your placement **promptly** on all agreed upon dates and times as outlined in your Memorandum of Agreement (MoA).
- **Dress & Conduct**
 - At minimum, you are expected to adhere to all standards and policies in the BACS Handbook at all times, but keep in mind that many worksites will expect that you dress more formally than at school.
 - **Professional dress guidelines:**
 - Male: Preferred business suit or sport coat, acceptable- dress shirt and pants with a tie. **No jeans** or hats; no sneakers unless you do not have other shoes; hair neat and clean; no earrings or noticeable body piercing
 - Female: minimum blouse and skirt or nice pants with jacket. No jeans, tank tops or oversized sweaters; no sneakers; no mini skirts or shorts of any length; no very large jewelry or noticeable body piercing; hair neat; no heavy make- up
 - **Conduct:** Shake hands when you meet people. Say thank you when you leave.
- **Memorandum of Agreement**
 - The MoA ensures that you, your advisor, and your supervisor all agree on what is expected from each other. This helps prevent problems and increases the likelihood of a positive experience. A copy will be sent to your parents.

Responsibilities of Host Sites and Supervisors

- **Orientation & Training**
 - Supervisors will provide you with an orientation of the organization. S/he will also provide any necessary training, including safety training, for you to perform the task(s) you are assigned.
- **Assessment of Student Internship Performance**
 - Supervisors will complete a written evaluation of your performance at the end of your placement.
- **Internship Supervision**
 - Supervisors will check and sign your time sheet regularly.
 - Supervisors are instructed to hold students to the standards of conduct of BACS.
 - Supervisors will report any violations of policy to BACS staff immediately and appropriate disciplinary measures will be taken by the school.

Frequently Asked Questions

1. What is a job shadow?

A job shadow aims to expose students to a career that they are interested in by spending time with a professional, observing and asking questions to see what a typical work day consists of and what types of skills and interests are fitting for the job.

Ideally you will have an orientation and brief tour of the facility, then you will “shadow” an employer-host, observing first hand his/ her daily routines and activities. You should interview the host. An extensive on-site interview may be sufficient. BACS will determine if a job shadow has been completed based on the knowledge gained by the student. The hours it takes to complete a job shadow may vary and may be dictated by the employer. Students are **encouraged** to complete **multiple job shadows** if they would like to explore different areas of interest.

2. What is an internship?

An internship is more extensive than a job shadow. It is on- the-job training in which the students will spend time observing their supervisor as well as developing skills by doing tasks. A student should spend a minimum of 20 hours or enough time to gain a good understanding of life in the workplace and complete what is asked of them from the site. Students are encouraged to spend more than 20 hours if the experience is mutually beneficial to both the student and the employer.

3. What if the placement does not seem to be working?

Placements are not always perfect the first week and it often takes a 3 or 4 visits to become comfortable at the host site. **If you have concerns about your placement, please discuss them with your advisor immediately.** Your advisor will determine the appropriate actions. If these actions do not improve the situation, we will help you find a new placement.

4. What do I do if I am running late or can't make it on a scheduled day?

If you are running late, you must call your supervisor at the worksite. If you are at school, you may call from the office. If lateness becomes a chronic problem, you should discuss with your advisor and supervisor a change in your scheduled hours. **If you can't make it on a scheduled day, you should notify your supervisor by phone or email as soon as you know you will be absent.**

5. How will my BACS advisor know if I have successfully completed a job shadow or internship? How can I optimize my experience?

- Prepare a list of questions you want to know the answers to by the end of the shadow/ internship.
- Write a reflection that demonstrates your understanding of the job, the background of the employers you are working with and the education/ training necessary to work in that field. Be prepared to discuss this during your level 2 and 3 portfolio presentations.