

Louisiana Department of Education Summer Internship Program

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Agenda

- Objectives
- LDOE Internship Objectives
- Conversations with Legal and HR
- Internship Agreement/MOU
- Selling the Program
- Samples of LDOE Internship Opportunities
- System Responsibilities
- Applications and Interviews



Objective



Session Objective

Participants will gain knowledge of the processes and procedures LDOE has gone through as an employer to create internship opportunities for students.



LDOE Objectives



LDOE Internship Objectives

The LDOE will hire up to 10 interns to work in the various offices around LDOE in the summer to complete specific projects outlined by the Department offices to exemplify the value of work-based learning at the state level.

Students will be participating in real life work experiences to gain knowledge of occupations and work related to the various offices at the LDOE.



Initial Questions

Can our agency employ minors?

How do we employ minors?

What type of work can they do?

Who will manage the interns?



Conversations with Leadership, Human Resources, and Legal Team



Conversations with Leadership Team

Buy in from senior leadership is important.

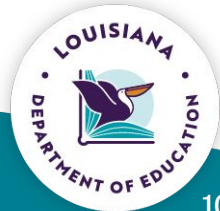
Senior leadership was presented with a basic proposal to gain buy-in. This included determining the funding source for the program.



Conversations with Department Leadership

The Career and College Readiness team staff pitched the idea to the agency's Chiefs of Staff at their weekly meetings to access interest in hiring high school interns.

All offices at LDOE will have the opportunity to engage with interns during the summer.



Conversations with Human Resources

The work-based learning team first had to ensure that the agency could employ minors.

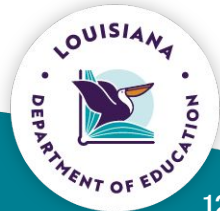
LDOE interns will be hired as student workers.



Conversations with Legal Team

Next, the work-based learning team had to determine if the agency would employ or contract with the interns.

They offered up some advice and standard language for wording the MOU.



Samples of LDOE Internship Opportunities



Samples of LDOE Internship Opportunities

The **Public Affairs** team will employ an intern to complete a project that will involve creating marketing materials for students to spark interest in participating in internship programs.

The **Governmental Affairs** Office will employ an intern that will complete an analyses of legislative items and well as data analysis.

The **Career and College Readiness** Office will hire an intern specifically to work in Child Welfare and Attendance that will complete a project of creating materials to encourage attendance and do data entry specifically related to attendance and chronic absenteeism.



Internship Agreement/MOU



Internship Agreement (MOU)

The work-based learning team and legal team developed an MOU to utilize across the agency for Departments employing interns as part of this initiative.

Each department hiring an intern will have to include the individual job tasks that students will be required to complete in that individual department.



Internship Agreement (MOU)

The MOU is structured into 4 key areas:

1. Introduction
2. Responsibilities of the Employer
3. Specific Tasks to be Accomplished by the Intern
4. Responsibilities of the Local Education Agency
5. Responsibilities of the Work-Based Learning Instruction



Introduction

The purpose of this MOU is to develop a mutually beneficial partnership between the Louisiana Department of Education sometimes referred to herein as the Employer and <<Local Educational Agency>> for the purposes of implementing an internship program.

The terms of this agreement will cover the timeframe in which the high school student enrolled at <<School Name>> will be employed by the Employer. The employment will begin June 16, 2025 and end July 14, 2025. Interns will work Monday-Friday, 8 hours per day with July 4 as a state holiday. Day 1, June 16, 2025, will be an orientation day and day 20, July 14, 2025, will be a debriefing day. For each day of employment interns will report to <<Claiborne Building, Employer Satellite Building, or School System Central Office>>.

Interns will be paid \$10 per hour. Interns will be paid bi-weekly by the employer. This position will be domiciled in East Baton Rouge Parish and requires the intern to work at the Claiborne building in Baton Rouge.

Should the employer determine that the intern has failed to meet the standards of the internship and the employee is terminated, the <<Local Educational Agency>> contact will be notified.



Introduction

The student intern shall be assigned to a special project in LDOE's <<Division Office Name>>. The internship program manager will be Stephanie Marcum. The intern's direct manager to whom the intern will report is <<Name of Intern Manager>>.

The MOU details the responsibilities of the Employer and <<Local Educational Agency>>. Prior to the start of the internship, the employer internship program manager, the intern's direct manager, and the point of contact for <<Local Educational Agency>> shall meet to review child labor laws as they pertain to the worksite. The <<Local Educational Agency>> shall inform the intern and intern's guardian of the applicable child labor laws.



Responsibilities of the Employer

- Conduct an orientation that includes a tour of the facilities highlighting key areas relevant to the intern; an introduction to staff members including key contacts for operational and safety inquiries; completion of all state required training; safety training; emergency protocols, and communication of behavioral expectations while on-site.
- Provide appropriate training, equipment, materials and work area for interns prior to interns performing assigned tasks.
- Facilitate weekly touchpoints between interns and the employer's internship program manager, to debrief on performance.

Responsibilities of the Employer

- List of competencies to be covered by employer:
 - Time Management: Encourage efficient time management to meet deadlines for deliverables and projects.
 - Team Collaboration: Promote effective teamwork by fostering collaboration, positive group dynamics, and the achievement of collective goals.
- Provide the work-based learning instructor with a report on the intern's performance and an evaluation at least twice a month during the internship.

Specific Tasks to be Accomplished by the Intern

- Division of <<Name of Division>> competencies to be performed by the intern:
 - Explore education policy in Louisiana *(same on all MOUs)*
 - <<Insert division specific tasks
 - e.g. Support the development of guidance encouraging attendance
 - e.g. Analyze data related to attendance>>

Responsibilities of the Local Education Agency

- Designate a primary point of contact for <<Local Education Agency>> and a teacher for the classroom portion of instruction. to serve as the primary point of contact with the employer during the internship program. The instructor is <<Name of Instructor>>.
- Provide at least 26.55 hours of virtual classroom instruction, occurring at least once a week for the duration of the internship.
- Cover the following competencies during classroom instruction:
 - Career Navigation: Guide students in exploring career options, setting career goals, and developing strategies for career advancement.
 - Financial Literacy: Educate students on managing personal finances, including budgeting, savings, investments, and debt management.

Responsibilities of the Local Education Agency

- Workplace Behavioral Competencies:
 - Communication: Train students in effective verbal and written communication skills, including active listening, clarity in expression, and adapting communication styles.
 - Teamwork: Teach techniques for collaborating effectively within teams, understanding roles and responsibilities, promoting inclusivity, and resolving conflicts constructively.
 - Leadership: Develop leadership qualities such as decision-making, delegation, motivating others, and taking initiative in achieving team goals.
 - Problem Solving: Provide strategies for identifying, analyzing, and solving complex problems using critical thinking, creativity, and systematic approaches.



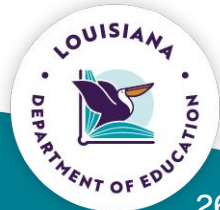
Responsibilities of the Local Education Agency

- Incorporate additional lessons to develop and refine skills if the employer identifies areas where the intern needs further support.
- Conduct at least two worksite visits during the internship to observe the student at work, confer with the employer, and obtain an evaluation of the intern's performance.
- Support the intern in securing an employment certificate.
- Ensure that the internship is documented on the student's Individual Graduation Plan.



Internship Agreement (MOU)

- A description of the mode and frequency of evaluation of the intern
 - The intern must be evaluated a minimum of two times over the summer and four times during the school year. Our program is in the summer so the MOU is reflective.



Applications and Interviews



Applications and Interviews

- As an employer, the LDOE has a standard application for all student workers.
- There is also a question asking why the student wants to work at the LDOE.
- There is a section where the applicant can identify a specific office in which they have interest.
- Students must interview for positions to find suitable candidates.
- The interviews will take into account that interns are high school students, most with limited work experience.



PII/Media Release

- Students that are of legal age or parents will sign a media release to allow the LDOE to highlight the work of interns
- The is will allow the include a PII release to include the names and schools that students attend and information about the students and what they are accomplishing as a part of the internship.



Questions



Contact Information

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