


KEY LARGO FIRE DEPARTMENT STANDARD OPERATING PROCEDURES		
	Section 100: RULES AND REGULATIONS	
	Subject: High School Intern Program	S.O.P. 105.01
	Effective: 1/1/05	Revised:
	Approved By: Donald Bock, Fire Chief	
	Forms Required:	

I. Purpose:

- A) To describe the responsibilities of the Key Largo Fire Department in the participation of the High School Intern Program.
- B) To present an environment of learning and experiences for a possible future career.

II. Responsibilities:

A) Intern Students:

1. Adhere to all fire department rules and regulations and act in an ethical manner at all times.
2. Be punctual and in attendance at the OJT/Internship site and for the bi-monthly seminars held at the high school.
3. Complete all reading and research projects assigned by the Fire Department.

B) Shift Lieutenant:

1. It shall be the responsibility of the on duty Shift Lieutenant to assure a degree of training for the intern(s) that day.
2. The Shift Lieutenant may elect to directly supervise or delegate the training to an available member of the staff on duty.
3. The Shift Lieutenant will be responsible for signing the student(s) Daily Log Sheet **after** the student(s) has completed it. If the student(s) cannot complete the Daily Log Sheet before leaving or the duty crew must leave for duties, the student(s) will have the next days Shift Lieutenant sign.

C) Chief:

1. It shall be the responsibility of the Chief to sign the Weekly Certification of Daily Journal.
2. Shall oversee the entire program for completeness.

D) On Duty Crew:

1. The On Duty Crew will assist the Shift Lieutenant, if so tasked, in the training/interning of the student(s). This is not to interfere with the daily duties of said Crew.

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III. General:

- A) It shall be the policy of this department to abide by all Florida Child Labor Laws.
- B) This Internship is available to High School Students of good standing who meet the requirements set forth by the Internship Coordinator and School Policy.
- C) The Key Largo Fire Department Department agrees to:
 1. Intern/OJT the student for a minimum of 9 days in a two-week period and for the entire 18-week school term. The student will be placed for an agreed amount of class period(s) per day during the term. If the periods available on the student's schedule are not consecutive then the OJT/Internship Provider will allow split times for the student to be at work, allowing the student to complete assigned classes at school, or arrange for the internship to be continued before or after school, or on weekends. If this is the case then a written agreement between the student, OJT/Internship Provider, parent, and program coordinator will be accomplished to show the schedule and insure that the student is producing the required hours at the job/internship site.
 2. Provide training of the student in accordance with the Training Program established by the OJT/Internship Provider, the internship coordinator at Coral Shores High School and the student.
 3. Provide instruction in a safe and correct manner while supervising the student's work.
 4. Work with the coordinator at Coral Shores High School to insure the best possible training within the intern's career choice.
 5. Insure interns are present daily and are on time. The internship provider will notify the school coordinator if the intern is not showing up on time or has more than 2 absences per nine weeks from the internship. Call the Internship provider at 852-3222 Ext 377 if there are any problems in this area. Do not allow students to skip or leave the internship without permission of the school.
 6. Evaluate the student's performance on a regular basis. OJT/Internship Provider input will be used by the coordinator in determining the student's grade for that term.
 7. Consult with the OJT/internship coordinator if dismissal or layoff is anticipated. Conferences about any unsatisfactory situations should be held to avoid dismissals, if possible.

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8. Permit the Internship coordinator, school officials, or their representatives to regularly review the progress of the student at the job/internship site. The coordinator will make routine unannounced visits to the OJT/Internship site.
9. Allow interns to return to the high school once each bi-monthly period for a reflective class on their internship experiences.

D) The Student agrees to:

1. Abide by all the stipulations set forth by the Coral Shores High School Personal, Career, and School Development Student's Agreement. Any violations of these agreements may result in immediate reassignment of the student to a class on campus and could result in a failing grade.
2. Work for the internship provider and follow their instructions in order to receive training and experience from the OJT/Internship experience.
3. Adhere to all rules and regulations of the business and act in an ethical manner at all times.
4. Inform the OJT/internship provider and the school coordinator in the event of illness, school activity, or emergency that prevents attendance. This includes showing at the internship at the specified time daily unless excused by the OJT/Internship teacher. Students will sign out of school for off campus appointments scheduled during the OJT/Internship period.
5. Develop the knowledge and skills necessary to become an effective intern of the business.
6. Be punctual and in attendance at the OJT/Internship site and for the bi-monthly seminars held at the high school.
7. Not voluntarily quit/resign an OJT/Internship without previous authorization from the OJT/Internship Provider and the teacher/coordinator. If the student does so without proper authorization, he/she will be automatically withdrawn from the program and/or will receive a failing grade for the class.
8. Attend a bi-monthly seminar class at Coral Shores High School to share and reflect on their internship experiences.
9. Maintain an accurate daily record of hours worked. This information includes details of the students' experiences on a daily basis and must be submitted to the coordinator during the bi-monthly seminar.
10. Understand that the internship coordinator is the recognized authority for making adjustments or changes in the internship training.

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E) The Personal, Career, and School Development Skills (Internship) Coordinator Agrees to:

1. Establish the Personal, Career, and School Development Skills program and the associated procedures. Develop required documentation and develop the procedures to be used within this program. Monitor and evaluate these procedures and make changes as needed. Develop grading criteria for the program. Solicit input from the internship providers to further improve the program and make it more meaningful for the student. Identify any problem areas and correct them as soon as possible.
2. Assist students in finding a workplace within their career choice, and help the student complete the required documents to start the program.
3. Establish a bi-monthly meeting with the students within the Internship program. This meeting will be used to review the past two weeks' events and as an opportunity for students to share their experiences at their workplaces, go over required paperwork, counsel interns and go over items of interest to all.
4. Make on site visits of all workplaces at least on a monthly basis.
5. Hold conferences with the internship provider/trainer and student to discuss the student's progress.
6. Offer any related instruction in school and coordinate the school activities for the program.
7. Insure that the program does not in any way interfere with the business's company policy.
8. Provide all documents/release forms required to students.
9. Provide an entire information packet complete with attachments to this department.

IV. Goals:

- A)** The goals of this department shall be to prepare students for a career in the Fire Department /E.M.S field for possible career consideration.
- B)** The goals of the student shall be to experience the field of Fire Department /E.M.S. for possible career and achieve the following basic certifications:
 1. Basic First Aid
 2. Basic CPR