



2022-2023
LiftOff BCPS Internship Program (LOIP)
BUSINESS PARTNER Agreement Form

Career, Technical, Adult, and Community Education



Broward County Public Schools

BCPS Form
February 2023
Page 1 of 2

Business Name: _____

Business Address: _____

Head of Business Name: _____

Head of Business Position: _____

Head of Business Email: _____

Head of Business Phone #: _____

Internship Site Supervisor Name: _____

Internship Site Supervisor Position: _____

Internship Site Supervisor Email: _____

Internship Site Supervisor Phone #: _____

Intern Compensation Option (please choose one)

- Student Interns will be paid directly by us, the Employer.**
 - o *Student Interns will receive a minimum wage of no less than \$11 per hour*
 - o *Business Partners must provide coverage for the student under Worker's Compensation Act and honor applicable provisions of the Federal and State Child Labor Laws and the Federal Fair Labor Standards Act (FLSA)*
- Our Business will be sponsoring an internship position(s).**
 - o *A donation of \$1,500 per student will be made from our company to Broward Education Foundation (BEF)*
- Our Business is requesting grant funds to pay for our Student Intern(s) this school year.**

The BUSINESS/INTERNSHIP PARTNER shall fulfill the following responsibilities

- To provide the student intern with a minimum of a 120-hour paid internship from **June 12th, 2023, through July 23rd, 2023 - 6 Weeks / 20 Hours Per Week**
- To attend the LiftOff Internship Provider Training event on **February 15, 2023**.
- Must provide the intern with an office location. **The intern cannot report to work in a home office.**
- To appoint an Internship Site Supervisor(s) within their Business that will perform tasks named on the Internship Site Supervisor Responsibilities section of this agreement form.
- To establish a process to interview and select prospective intern(s).
- To provide the student with training regarding workplace procedures and a variety of valuable work experiences.
- To permit the BCPS Internship Instructional Supervisor to contact the Internship Site Supervisor and review the progress of the student via in-person, Microsoft Teams, Zoom, or phone conference.
- To not allow the student intern to engage in "hazardous occupations."
- To adhere to all State and Federal Regulations regarding employment, Child Labor Laws, and minimum wage, and will not discriminate in employment policies, educational programs, or activities for reasons of age, color,

disability, gender identity, gender expression, national origin, marital status, race, religion, sex, or sexual orientation.

- BCPS Student Interns are participating in a co-curricular activity approved by their parent/guardian. Student Interns are covered by Broward County Public School's Liability Insurance Policy.

The INTERNSHIP WORKSITE SUPERVISOR shall fulfill the following responsibilities

- To attend the LiftOff Internship Business Partner Training event in February 2023.
- To ensure Worksite Supervisor is not a direct family member of the Student Intern.
- To serve as the primary point of contact for the LiftOff Internship Program.
- To use Transeo Portal and advertise internship position(s).
- To schedule student interviews and make final candidate selections via Transeo Portal.
- To hire student intern(s) and confirm internship placement via Transeo Portal.
- To conduct a Welcome Orientation for all Intern hires.
- To build positive relationships with the Student Intern to support learning and standards of professional practice.
- To provide vocational guidance and mentoring to the student intern.
- To support the Student Intern's learning and provide feedback on what they are doing well and where they need to improve.
- To verify Student Intern attendance and notify the *BCPS Internship Instructional Supervisor* when the Student Intern is absent without prior approval or for any other situation requiring attention.
- To verify internship time logs and complete evaluations via Transeo Portal
- To complete a final evaluation survey so that the student will get credit for the internship
- To communicate as needed with the assigned *BCPS Internship Instructional Supervisor* via email, phone, text, or online video conferencing throughout the internship experience.

AGREEMENT

We, the undersigned, agree that we have read and understood the purpose and intent of this Agreement.

Head of Business Name (Print):	_____	Date:	_____
Head of Business Signature:	_____	Date:	_____
Internship Site Supervisor Name (Print):	_____	Date:	_____
Internship Site Supervisor Signature:	_____	Date:	_____