



ZCSD Internship Program Overview Presentation

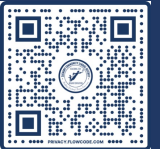


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Agenda

- Purpose
- Zachary Forward
- Post-Secondary Options for Students
- ZCSD Career Pathway Data Overview
- LDOE Internship Program Overview
- Internship Roles and Responsibilities
- Internship Program Timeline
- Questions and Considerations



Purpose

To provide students with relevant job-embedded experiences and networking opportunities that will prepare them for post-secondary careers





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Perceived Post-Secondary Options for Students

Later High
School
12th Grade
And
Post-Graduate

Post Secondary
Options

College (4 Year)

Community College (2 Year)

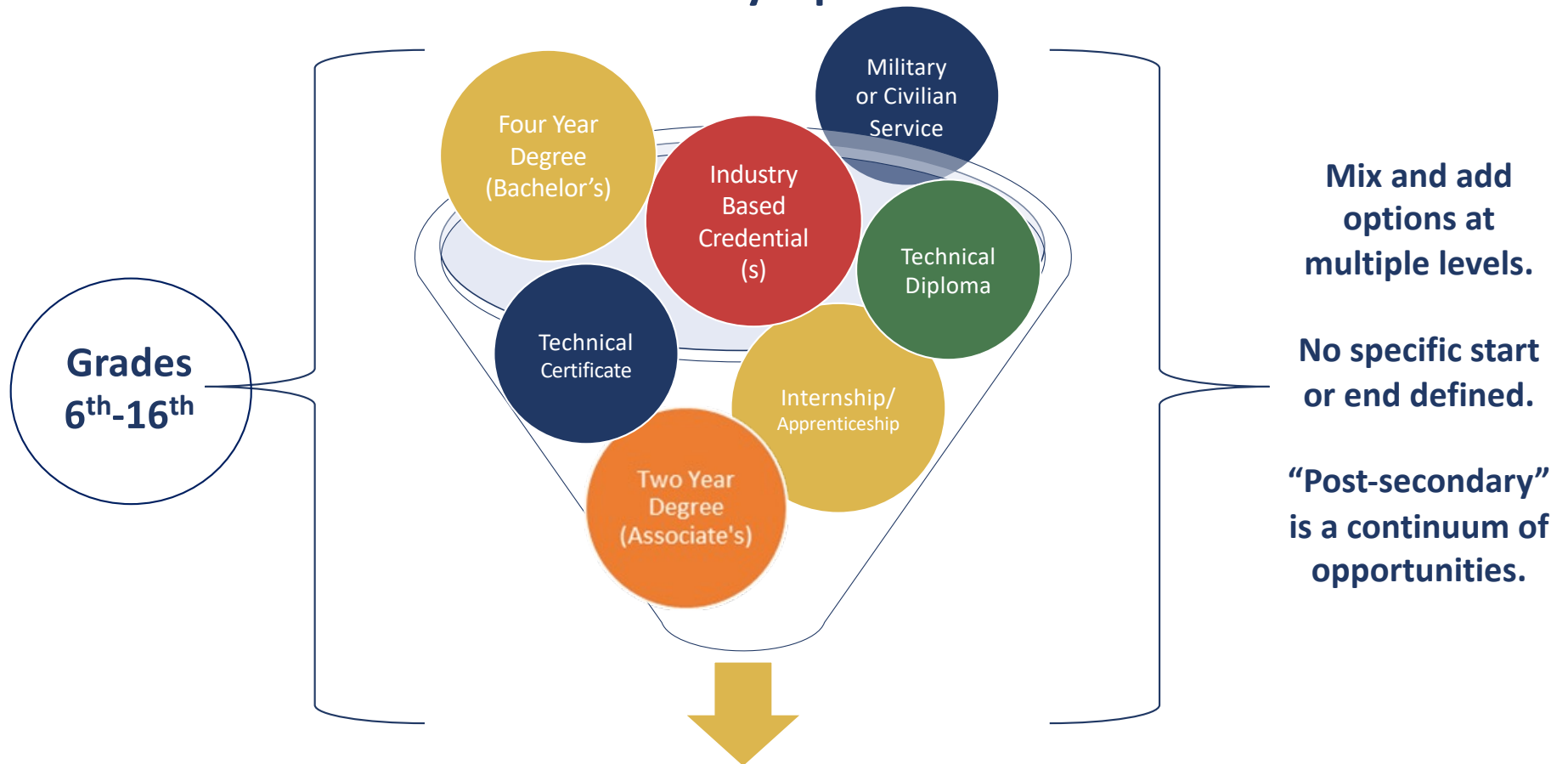
*For students who did not qualify initially
for a (4 Year) option but “will transfer”

Work? or Military
Service

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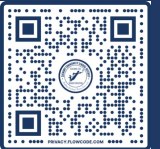


Current Post-Secondary Options for Students



Preparing Students for Success after K-12

- **47 career awareness or technical courses are offered** between Copper Mill Elementary, Northwestern Middle School, and Zachary High School
 - **1,931** CTE course seats at CME, NMS, and ZHS combined
- **88% of 2022 Seniors earned at least 1 certification** (College AND Career Ready, not College or Career Ready)
- **389 dual enrollment college course seats filled** this year at ZHS
 - **11** dual enrollment courses offered at ZHS
- **828 Advanced Placement® course seats filled** this year at ZHS
 - **18** Advanced Placement® courses offered at ZHS
- **45 Extracurricular and athletic opportunities** at ZHS
- **Variety of other programs and opportunities** (e.g., Gifted, Talented, Honors, etc.)



ZCSD College and Career Course List Opportunties 23-24

Career Pathway Course Name
ADVANCED CHILD DEVELOPMENT (1/2 CREDIT)
ADVANCED NUTRITION AND FOOD (1/2 CREDIT)
ADVANCED TELEVISION BROADCASTING I (1 CREDIT)
AG LEADERSHIP (1 CREDIT)
AGRISCIENCE I
AGRISCIENCE II
AGRISCIENCE III
ASSISTIVE TECHNOLOGY FOR THE VISUALLY IMPAIRED (1 CREDIT)
BUSINESS MATH
CHILD DEVELOPMENT (1/2 CREDIT)
COMPUTER ELECTRONICS I (1 CREDIT)
COOPERATIVE MARKETING EDUCATION I (3 CREDITS)
CUSTOMER SERVICE (1 CREDIT)
DIGITAL MEDIA II (1 CREDIT)
DIGITAL MEDIA III (1 CREDIT)
DIGITAL STORY TELLING: LSU PARTNERSHIP
ENGINEERING DESIGN AND DEVELOPMENT (LSU PARTNERSHIP)
ENTREPRENEURSHIP (MARKETING)
FAMILY AND CONSUMER SCIENCES I (1 CREDIT)
FAMILY AND CONSUMER SCIENCES II (1 CREDIT)
FIRST RESPONDER/EMERGENCY MEDICAL RESPONDER (1 CREDIT)
FOUNDATIONS OF EDUCATION
INTRODUCTION TO ENGINEERING DESIGN (LSU PARTNERSHIP)

Career Pathway Course Name
INTRODUCTION TO HEALTH OCCUPATIONS (1 CREDIT)
INTROTO BUS COMP APPS
KEYBOARDING
MEDICAL ASSISTANT I (1 CREDIT)
MEDICAL TERMINOLOGY (1 CREDIT)
MULTICULTURAL LEARNING COMMUNITIES
NCCER WELDING TECHNOLOGY I (2 CREDITS)
NCCER WELDING TECHNOLOGY II (2 CREDITS)
NCCER WELDING TECHNOLOGY III (2 CREDITS)
NUTRITION AND FOOD (1/2 CREDIT)
PERSONAL FINANCE
PHOTOGRAPHY I (1 CREDIT)
PRINCIPLES OF BUSINESS
PRINCIPLES OF ENGINEERING (LSU PARTNERSHIP)
PRINCIPLES OF VISUAL DESIGN
QUEST FOR SUCCESS
SPORTS MEDICINE I (1/2 CREDIT)
SPORTS MEDICINE II(1/2 CREDIT)
SPORTS MEDICINE III (1 CREDIT)
TELEVISION PRODUCTION I (1 CREDIT)
TELEVISION PRODUCTION II (1 CREDIT)
VIDEO GAME DESIGN: LSU PARTNERSHIP
WEB DESIGN (1/2 CREDIT)
WORKPLACE SAFETY (1 CREDIT)

AP Course Name
BIOLOGY II AP Count
CALCULUS AP - AB Count
CALCULUS AP - BC Count
CHEMISTRY II AP Count
ENG III GIFT AP Count
ENG IV GIFT AP Count
ENGLISH III - AP Count
ENGLISH IV - AP Count
ENVIR SCIENCE AP Count
EURO HIST AP Count
FRENCH AP Count
GOVERNMENT AP Count
HUMAN GEOG. - AP Count
PHYSICS AP I Count
PROB AND STAT-AP Count
PSYCHOLOGY AP Count
US HISTORY - AP Count
WORLD HISTORY-AP Count

DE Course Name
CALC INTEGRAL DE Count
CALCULUS DIFF DE Count
COLL ALGEBRA DE Count
ENG FICTION DE Count
ENG III DE 1013 Count
ENG INTR POET DE Count
ENG IV DE 1013 Count
ENG IV DE 1023 Count
TRIGONOMETRY DE Count
WORLD HIST I DE Count
WORLD HIST II DE Count

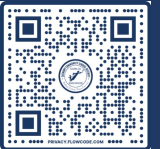
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Internship Requirements and Timelines

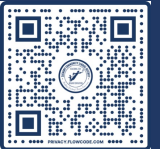
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LDOE Internships Credit Opportunity Requirements

- Internships are work-based activities where students work with an employer to learn about a particular occupation or industry. The workplace activities involved with an internship could include special projects, a sample of tasks from different jobs, or tasks from a single occupation. An internship agreement is set up prior to the experience that outlines the expected objectives to be accomplished by the student.
 - *Internships must include financial compensation for a high school credit to be offered
 - Internship students shall be juniors or seniors
 - Internships must incorporate classroom instruction and on-the-job training
 - The classroom phase must include 26.55 hours of classroom instruction
 - The on-the-job training phase must include a minimum of 106.2 hours for a 1-credit course or a minimum of 335 hours for a 2-credit course throughout the course
- Teacher-coordinators must be scheduled for classroom instruction and on-the-job supervision

LDOE Work-Based Learning Guidance Page – LDOE Website linked [here](#)



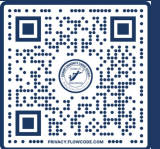
Internship Responsibilities by Role

Student	CTE/CTIE Teacher and District Staff	Industry Partner Point of Contact
<ul style="list-style-type: none"> <input type="checkbox"/> Students will participate in internships during no classroom times, weekends, or holidays <input type="checkbox"/> Students must have access to transportation to and from the job site <input type="checkbox"/> Students complete 100% of required hours and training opportunities <input type="checkbox"/> Students attend internships on time and follow all employee regulations, practices, and guidelines <input type="checkbox"/> Students remain in good standing with their internship partner <input type="checkbox"/> Students log hours and documents activities 	<ul style="list-style-type: none"> <input type="checkbox"/> Serves as the teacher of record for the internship credit course <input type="checkbox"/> Provides students with additional instruction on soft-skills and employability skills <input type="checkbox"/> Supports students as they build resumes and conduct mock interviews <input type="checkbox"/> Cultivates partnerships with business contacts and develops future internship opportunities <input type="checkbox"/> Offers industry partners guest lecture or speaking opportunities (Virtual and Live) <input type="checkbox"/> Teachers scheduled for classroom instruction and on-the-job supervision <input type="checkbox"/> Monitors student level internship data and documentation <input type="checkbox"/> Provides training and support to the industry partners as they prepare to on-board student interns <input type="checkbox"/> Serves as a liaison and communicates with all stakeholders <input type="checkbox"/> Works with school level counselors to upload earned internship credits on transcripts 	<ul style="list-style-type: none"> <input type="checkbox"/> Commits to 155 hours of on-the-job training for students to earn 1 Carnegie credit, or 335 hours for 2 Carnegie credits <input type="checkbox"/> Commits to the stipend or rate of pay appropriate for their business or organization <input type="checkbox"/> Provides authentic and career relevant experiences for internship students <input type="checkbox"/> Offer guidance and mentorship to students <input type="checkbox"/> Provide a safe workplace with required supplies and training <input type="checkbox"/> Evaluates internship student performance <input type="checkbox"/> Communicates and provides documentation to ZCSD staff as needed



Internship Program Timeline

Timeline	Activities and Action Items
Spring 2025	<input checked="" type="checkbox"/> Solicit Interested Internship Business Partners via Social Media and Presentation Opportunities
Summer 2025	<input checked="" type="checkbox"/> Complete business partner onboarding and overview meeting <input type="checkbox"/> Begin recruiting students for internship opportunities (ZHS Seniors / Juniors)
August 2025	<input type="checkbox"/> Complete business partner onboarding training session(s) <input type="checkbox"/> Finalize student internship cohort counts and assignments (CTE Teacher, Counselor, and school team support) <input type="checkbox"/> Students meet with potential business or organization sponsor
September 2025	<input type="checkbox"/> Begin student internships NLT September <input type="checkbox"/> Internship clock hours begin / teams log hours <input type="checkbox"/> Students participate in internships / monitor student progress
Fall and Spring 2025-2026	<input type="checkbox"/> Continue 1 st Semester Internships and Begin 2 nd Semester Internships <input type="checkbox"/> Continue to monitor hours and add credit to transcripts as students complete appropriate hours





Questions and Considerations

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