



**Competitive  
Employment  
Opportunities**

# Intern Manual

2024

**Tenacity. Poise. Initiative.**

Division of Specialized Instruction  
Transition Team

## **Competitive Employment Opportunities (CEO) Program Mission**

Our mission is to ensure that every DCPS student with a disability is exposed to the world of competitive employment, is prepared to join the workforce, and is inspired to strive for excellence.

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## **I. Welcome to the CEO Program!**

Congratulations on your selection into the CEO Program! You were chosen from over 187 applicants through a highly competitive selection process. In reviewing your online application, speaking with you during interviews, and talking with adult references at your school, the CEO Selection Team took note of your determination, dedication, and genuine interest in exploring careers in highly competitive fields. It is these qualities that will make your CEO experience a success.

We are excited for you to join us on a journey of career exploration and professional skill building. CEO begins in January with professional development sessions that occur once per week and run through the remainder of the school year. For those of you who successfully complete all CEO Program requirements, your experience will culminate in an 80-hour summer internship at your mentor's place of employment.

This manual will answer your basic questions about CEO Program requirements, benefits of program participation, and our rules, policies, and expectations. You are asked to review this information and sign the "CEO Program Intern Contract" at the end of the manual.

Welcome to the CEO Program, and we hope you are as excited as we are about everything you will accomplish this semester, and in the summer ahead.

Sincerely,

CEO Program Staff

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**CEO Program Coordinator**  
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## II. CEO Calendar

Team	Team	Class	Class Topic
<u>Tuesday</u>	<u>Thursday</u>	<u>Number</u>	
1/9/24	1/11/24	--	Orientation Tuesday & Thursday
<b>1/17/24</b>	<b>Kick-off</b>	<b>6:00pm</b>	<b>Kick-off Celebration</b>
1/23/24	1/25/24	Class 1	Self-Advocacy and Disability Disclosure
1/30/24	2/1/24	CFP 1	<i>Career Focused Project with Mentors</i>
2/6/24	2/8/24	Class 2	Conflict Resolution
2/13/24	2/15/24	CFP 2	<i>Career Focused Project with Mentors</i>
2/20/24	2/22/24	Class 3	Personal Finance
2/27/24	2/29/24	Class 4	Netiquette
3/5/24	3/7/24	CFP 3	<i>Career Focused Project with Mentors</i>
3/12/24	<b>3/13/24</b>	Class 5	Public Speaking
3/19/24	3/21/24	CFP 4	<i>Career Focused Project with Mentors</i>
3/26/24	3/28/24	Class 6	Resume Workshop
4/2/24	4/4/24	CFP 5	<i>Career Focused Project with Mentors</i>
4/9/24	4/11/24	Class 7	Interview Workshop
4/16/24	4/18/24	----	<b>Spring Break</b>
4/23/24	4/25/24	CFP 6	<i>Career Focused Project with Mentors</i>
<b>4/30/24</b>	<b>5/2/24</b>	<b>Class 8</b>	<b>Mock Interviews</b>
5/7/24	5/9/24	CFP 7	<i>Career Focused Project with Mentors</i>
5/14/24	5/16/24	Class 9	Internships Overview
5/21/24	5/23/24	CFP 8	<i>Career Focused Project with Mentors</i>
<b>5/28/24</b>	<b>5/30/24</b>	<b>CFP</b>	<b>Presentations Week 1</b>
<b>6/4/24</b>	<b>6/6/24</b>	<b>CFP</b>	<b>Presentations Week 2</b>
<b>6/12/24</b>	Graduation		<b>CEO Graduation Celebration</b>

### III. Requirements of the CEO Program

Requirement	Team Tuesday Dates	Team Thursday Dates
Attend Intern Orientation	Tuesday, January 9	Thursday, January 11
Attend CEO Kick-off Celebration	Wednesday, January 17	Wednesday, January 17
Attend all Intern Professional Development Classes	Every Tuesday, January 23 - June 4	Every Thursday, January 25 – June 6
Attend all Career-Focused Project (CFP) Sessions	Every Tuesday, January 30 - June 4	Every Thursday, February 1 - June 6
Give CFP Presentation	Either May 28 or June 4	Either May 30 or June 6
Attend CEO Graduation Celebration	June 12	June 12
Complete 80-hour Summer Internship	June 18 – August 23	June 18 – August 23

#### A. Intern Orientation

You are required to attend Intern Orientation.

- For Team Tuesday, Orientation takes place Tuesday, January 9, 2024 from 4:30PM – 6:00PM at DCPS Central Office, 1200 First St NE Washington, DC 20002; 10<sup>th</sup> Floor.
- For Team Thursday, Orientation takes place Thursday January 11, 2024 from 4:30PM - 6:00PM at DCPS Central Office, 1200 First St. NE Washington, DC 20002, 10<sup>th</sup> Floor.

#### B. CEO Kick-off Celebration

You are required to attend the CEO Kick-off Celebration. Your friends and family are also invited and encouraged to attend. You will meet your mentor for the first time, and you will have a chance to socialize with interns from both Team Tuesday and Team Thursday.

### **C. Intern Professional Development Classes**

You are required to attend all Intern Professional Development Classes. The intern professional development classes are taught by the CEO Program Coordinator. They focus on developing your professional skills in a variety of areas. At the end of each intern PD class you will produce a product to put in your professional portfolio. You must complete each portfolio product to proceed to your summer internship.

- For Team Tuesday, Intern PD Classes take place starting Tuesday January 23<sup>rd</sup> until June 4<sup>th</sup>. There are no classes during spring break. Classes alternate with CFP sessions. All classes are from 4:30PM – 6:00PM, at DC Public Schools Central Office, located at 1200 First St. NE.
- For Team Thursday, Intern PD Classes take place starting Tuesday January 25<sup>th</sup> until June 6<sup>th</sup>. There are no classes during spring break. Classes alternate with CFP sessions. All classes are from 4:30PM – 6:00PM, at DC Public Schools Central Office, located at 1200 First St. NE.

See the “CEO Calendar” on page 5 of this Manual for a listing of the class topics.

### **D. Career Focused Project Sessions and Project Presentation**

You are required to attend all Career Focused Project Sessions and to give a 5–10 minute presentation of your Career Focused Project to an audience consisting of your classmates, CEO Program Staff, Mentors and program supporters. The Career Focused Project Sessions are opportunities to collaborate with your mentor on a project that develops the skills and/or the knowledge necessary for success in your mentor’s job. The CEO Program Coordinator will provide help and direction as you work with your mentor to complete your project.

- For Team Tuesday, Career Focused Project Sessions will begin January 30<sup>th</sup> – June 4<sup>th</sup>. CFP Sessions will alternate with PD classes. All CFP sessions with mentors are from 4:30PM – 6:00PM, at DC Public Schools Central Office, located at 1200 First St. NE.
- For Team Thursday, Career Focused Project Sessions will February 1<sup>st</sup> - June 6<sup>th</sup>. CFP Sessions will alternate with PD classes. All CFP sessions with mentors are from 4:30PM – 6:00PM, at DC Public Schools Central Office, located at 1200 First St. NE.

An award will be given to the intern on each team who gives the best project presentation, as determined by a panel of judge

### **E. Summer Work**

If you successfully complete all the above requirements, you will be invited to intern at your mentor's office for 80 hours over the summer. Summer internships begin June 18<sup>th</sup> and end by August 23<sup>rd</sup>. Students will work at their mentor's organization for up to 80 hours over the summer. If a mentor is unable to provide a summer internship, the CEO coordinator will find placement at a different organization.

Summer internship schedules will vary depending on internship sites. Students will receive their internship schedule by CEO graduation on June 12<sup>th</sup>



## **IV. Benefits of the CEO Program**

### **A. Transportation to and from CEO meeting place**

All DCPS students are eligible for the Kids Ride Free (KRF) program. The KRF program allows students to ride for free on Metrobus, Metrorail, and the DC Circulator while traveling within the District. Students can collect a KRF metro card from their school's ID administrator. While we cannot provide you with transportation to and from the DCPS Central Office or to and from your mentor's place of employment, we can work with you to help you feel comfortable taking public transportation. Please reach out to our team for assistance with travel.

### **B. Training Wage**

As a CEO intern, you will be paid for your time spent completing all requirements of the CEO Program listed above. You will be paid biweekly, at a training wage of \$17 per hour. Students will be paid through our partners at The Midtown Group.

### **C. CEO Alumni Program**

Upon completion of the CEO Program, you will automatically become enrolled in the CEO Alumni Program. You can reach out to the CEO coordinator at anytime to receive help achieving you professional and educational goals. Examples of services that CEO alumni can receive include...

- Resume building and editing
- Interview training and practice
- Job searching
- Research about postsecondary education options, including college and/or training programs
- Assistance with applications to postsecondary education institutions

## **V. CEO Program Rules and Policies**

### **A. Rules and Consequences**

The CEO Program abides by the DCPS Student Discipline Policy found in Chapter 25 of the DC Municipal Regulations. For your reference, the policy can be found in

its entirety at: <http://dcps.dc.gov> >About DCPS>Strategic Documents>DCPS Policies>Chapter 25 – Student Discipline.

The CEO Program Coordinator's rules for CEO Program intern training and internships are as follows:

Rules:

1. Follow directions the first time they are given.
2. Use polite and respectful language.
3. Arrive on time, prepared, and ready to work.

Consequences:

- **First Violation:** Verbal warning.
- **Second violation:** Stay after class or work and complete a written plan for improvement with the CEO Program Coordinator or your mentor.
- **Third violation:** Stay after class or work and participate in a conference with the Program Coordinator, and/or the Program Manager, and/or your mentor, discussing options for your continued participation in the CEO Program.

In the case of severe misbehavior, the CEO Program Coordinator reserves the right to immediately terminate your employment with the CEO Program.

## **B. Attendance Policy**

1. We expect attending the CEO Program and arriving on time to be your top priority on the night of your class. The most successful interns are those who

come on time to every class. If you know that you will have a conflicting obligation on the night of your class (e.g. basketball practice, play rehearsal, clubmeeting, work at another job, babysitting or childcare responsibilities), please withdraw from the program immediately so another student can take advantage of the opportunity to participate.

2. However, we know that true emergencies do happen. **In an emergency, there are three ways to properly excuse an absence or a tardy:**

- You or a responsible adult can call or text the Program Coordinator: 202-997-3005.
- You or a responsible adult can email [Anna.Schneid@k12.dc.gov](mailto:Anna.Schneid@k12.dc.gov).
- You or a responsible adult can message the Program Coordinator on Remind.

3. You must excuse your absence or tardy BEFORE class time (4:30PM) on the day of your class.

- If you do not excuse your absence or tardy before class time, it will be counted as unexcused until a responsible adult contacts Program Staff with an explanation.

4. **If you have excessive absences, either excused or unexcused, you will be dismissed from the CEO Program.**

- Consequences of Unexcused Absences from CEO classes:
  - First unexcused absence: Call to parents/guardians.
  - Second unexcused absence: Call to parents/guardians + signed attendance agreement
  - Third unexcused absence: Dismissal from CEO Program
- Consequences of Excused Absences from CEO Classes:
  - First excused absence: Acceptable
  - Second excused absence: Call to parents/guardians
  - Third excused absence: Call to parents/guardians + signed attendance 11agreement.
  - Fourth excused absence: Dismissal from CEO Program

**\*\*A combination of four unexcused and excused absences (e.g. two unexcused and two excused) results in dismissal from the CEO Program.\*\***

**5. If you are not in class at 4:35PM, you will be marked tardy.**

- Consequences of Unexcused Tardies:
  - First unexcused tardy: Stay after class and talk to the Program Coordinator.
  - Second unexcused tardy: Signed tardiness agreement
  - Third unexcused tardy: Three unexcused tardies equal one unexcused absence
- Consequences of Excused Tardies:
  - First excused tardy: Acceptable
  - Second excused tardy: Stay after class and talk to Program Coordinator + signed tardiness agreement
  - Third excused tardy: Three excused tardies equal one excused absence.

**\*\*A combination of three unexcused and excused tardies (e.g. one unexcused and two excused) equals one absence.\*\***

**6. You must be present at school during the day to be present in CEO class at night.**

- If you cannot attend CEO class because you did not attend school, this will be counted as an unexcused absence from CEO class.
- If you attend CEO class and CEO Program Staff later learns that you did not attend school on the day of that class, this will be counted as an unexcused absence from CEO class, regardless of your attendance.
- You may attend CEO class if:
  - Your school absence was school-related, e.g. a field trip
  - Your school absence was excused
- You were serving an in-school suspension you may NOT attend CEO class if:
  - Your school absence was unexcused
  - You were serving an out-of-school suspension

### **C. Mentor-Intern Contact Policy**

- **In-Person Meetings:** You must not meet with your mentor in person outside of regularly scheduled Career Focused Project Sessions or summer internship work hours.
- **Phone Calls and Text Messaging:** You can choose whether to exchange your mobile and/or home phone numbers with your mentor for the purposes of connecting by phone or text.
- **Email:** You must communicate with your mentor by email in accordance with the requirements of the CEO Program. You can choose whether to communicate with your mentor by email more frequently than required.
- **Social Media:** You must not connect with your mentor on social media without first discussing the professional purpose of this connection with the CEO Program Coordinator.

## VI. CEO Program Intern Contract

I hereby state that I have read and understood the CEO Program Intern Manual. I agree to complete all requirements of the CEO Program. I understand that if I do not complete all requirements, I will be dismissed from the CEO Program. I agree to comply with the CEO Program rules and policies. I understand that if I do not comply with the CEO Program rules and policies, I will face consequences, including being dismissed from the CEO Program. I agree to participate to the fullest of my abilities throughout the CEO Program.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_