

2015

CEO Program Intern Manual

Version 3.0
Office 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.

Table of Contents

I. Welcome to the CEO Program!	4
II. CEO Calendar	5
III. Requirements of the CEO Program	6
A. Intern Orientation	6
B. Intern Training Kickoff Celebration	6
C. Intern Training Classes	7
D. Career Focused Project Sessions and Project Presentation	7
E. Summer Work Orientation.....	8
F. Summer Work Kickoff Celebration.....	8
G. Summer Work.....	8
IV. Benefits of the CEO Program	9
A. Paid Transportation To and From CEO Program Meeting Place	9
B. Salary and Performance-Based Pay Increases	9
C. Citibank and CAAB Savings Accounts.....	9
D. CEO Alumni Program	10
V. CEO Program Rules and Policies.....	11
A. Rules and Consequences	11
B. Attendance Policy	11
C. Mentor-Intern Contact Policy	13
VI. CEO Program Intern Contract	15

I. Welcome to the CEO Program!

Congratulations on your selection into the CEO Program! You were chosen from over 140 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,

Mr. Duling and Mr. Hutchison

Mr. Sean Duling
CEO Program Intern Training Class Teacher
Phone: 202-480-0839
Email: sean.duling@dc.gov

Mr. Raymond Hutchison
CEO Program Manager
Phone: 585-315-9674
Email: raymond.hutchison@dc.gov

II. CEO Calendar

Team Tuesday	Team Thursday	Class Number	Class Topic
1/6/15	1/8/15	--	Orientation
1/13/15	1/13/15	--	CEO Program Kickoff
1/20/15	1/22/15	Class 1	Professionalism 101: Attitudes and Actions
1/27/15	1/29/15	CFP 1	CFP Session 1
2/3/15	2/5/15	Class 2	Self-Advocacy in the Workplace
2/10/15	2/12/15	CFP 2	CFP Session 2
2/17/15	2/19/15	Class 3	Conflict Resolution
2/24/15	2/26/15	CFP 3	CFP Session 3
3/3/15	3/5/15	Class 4	Basics of Banking
3/10/15	3/12/15	CFP 4	CFP Session 4
3/17/15	3/19/15	Class 5	Netiquette
3/24/15	3/26/15	CFP 5	CFP Session 5
3/31/15	4/2/15	Class 6	Resume Workshop
4/7/15	4/9/15	CFP 6	CFP Session 6
--	--	NONE	SPRING BREAK
4/21/15	4/23/15	Class 7	Interviewing Workshop
4/28/15	4/30/15	CFP 7	CFP Session 7
5/5/15	5/7/15	Class 8	Public Speaking
5/12/15	5/14/15	CFP 8	CFP Presentation Rehearsal
5/19/15	5/21/15	CFP 9	CFP Presentations Day 1
5/26/15	5/28/15	CFP 10	CFP Presentations Day 2
6/2/15	6/4/15	--	Summer Work Orientation
6/9/15	6/9/15	--	Summer Work Kickoff
6/22/15	6/22/15	--	Summer Work Begins
7/31/15	7/31/15	--	Summer Work Ends

III. Requirements of the CEO Program

Requirement	Team Tuesday Dates	Team Thursday Dates
Attend Intern Orientation	January 6	January 8
Attend Intern Training Kickoff Celebration	January 13	January 13
Attend all Intern Training Classes	Every Tuesday, January 20-May 5	Every Thursday, January 22-May 7
Attend all Career-Focused Project (CFP) Sessions	Every Tuesday, January 27-May 26	Every Thursday, January 29-May 28
Give CFP Presentation	Either May 19 or May 26	Either May 21 or May 28
Attend Summer Work Orientation	June 2	June 4
Attend Summer Work Kickoff Celebration	June 9	June 9
Complete 80-hour Summer Internship	June 22-July 31	June 22-July 31

A. Intern Orientation

You are required to attend Intern Orientation.

- For Team Tuesday, Orientation takes place Tuesday, January 6, 2015 from 4:30PM – 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.
- For Team Thursday, Orientation takes place Thursday, January 8, 2015 from 4:30PM - 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

B. Intern Training Kickoff Celebration

You are required to attend the Intern Training Kickoff 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. Dinner will be provided.

- Intern Training Kickoff Celebration takes place Tuesday, January 13, from 6:00-7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

C. Intern Training Classes

You are required to attend all Intern Training Classes. The Intern Training Classes are taught by Mr. Duling. They focus on developing your professional skills in a variety of areas. At the end of each Intern Training 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 Training Classes take place every other Tuesday that school is in session, from 4:30PM – 6:00PM, in the second floor classroom at the National Youth Transition Center (NYTC).
- For Team Thursday, Intern Training Classes take place every other Thursday that school is in session, from 4:30PM – 6:00PM, in the second floor classroom at the National Youth Transition Center (NYTC).

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, mentors, Mr. Duling, and Mr. Hutchison. 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. Mr. Duling will provide help and direction as you work with your mentor to complete your project.

- For Team Tuesday, Career Focused Project Sessions take place every other Tuesday that school is in session, from 4:30PM – 6:00PM, in the second floor classroom at the National Youth Transition Center (NYTC).
- For Team Thursday, Career Focused Project Sessions take place every other Thursday that school is in session, from 4:30PM – 6:00PM, in the second floor classroom at the National Youth Transition Center (NYTC).

A \$250 scholarship prize will be given to the intern on each team who gives the best project presentation, as determined by a panel of judges.

E. Summer Work Orientation

If you successfully complete all of the above requirements, you will be invited to attend the Summer Work Orientation.

- For Team Tuesday, Summer Work Orientation takes place Tuesday, June 2, 2015 from 4:30PM – 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.
- For Team Thursday, Orientation takes place Thursday, June 4, 2015 from 4:30PM - 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

F. Summer Work Kickoff Celebration

If you successfully complete all of the above requirements, you will be invited to attend the Summer Work Kickoff Celebration. Your friends and family are also invited and encouraged to attend. You will receive your certificate of achievement for completing all intern training classes, and other awards will be presented as well. Refreshments will be provided.

- Summer Work Kickoff Celebration takes place Tuesday, June 9, 2015 from 6:00PM –7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

G. Summer Work

If you successfully complete all of the above requirements, you will be invited to intern at your mentor's office for 80 hours over the summer. More details about the internship will be provided at Summer Work Orientation.

IV. Benefits of the CEO Program

A. Paid Transportation To and From CEO Program Meeting Place

Upon your request, you will be provided with farecards to take the metro to and from our meeting place at the National Youth Transitions Center, and to and from your mentor's office for your internship. DCPS students can also ride Metrobus free with their DOne card from 5:30-9AM and from 2-8PM on weekdays during the school year. While we cannot provide you with transportation to and from the CEO Program meeting place, we can work with you to help you feel comfortable taking public transportation from your school to the NYTC and from the NYTC to your home.

B. Salary and Performance-Based Pay Increases

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 monthly, at a starting rate of \$10 per hour. At the end of the school year, Mr. Duling and your mentor will complete a performance evaluation that rates your attendance, tardies, professionalism, participation, and evaluation activities. You may receive a performance-based pay increase based on your scores on the evaluation. The maximum pay increase each month is \$1.50 per hour. Ultimately, a person who received perfect scores in each category on each evaluation would earn \$120 more than a person who received no raise based on their evaluations.

C. Citibank and CAAB Savings Accounts

- Capitol One Savings Accounts: All CEO interns who do not currently have a personal savings account are **strongly encouraged** to open a no-fee savings account with Capitol One.
- CAAB (Capital Area Asset Builders) Savings Accounts: All CEO interns are encouraged to discuss the possibility of opening a CAAB matched-savings account with their parents or guardians. After six months of saving, interns with CAAB accounts receive up to a 1000.00 of matched funding for educational spending after high school.

- To qualify for a CAAB account, an intern’s household income cannot exceed 85% of DC’s median income. Refer to the chart below for the maximum allowable income for households are various sizes.

Household Size	Maximum Household Income
2	\$41,350
3	\$46,500
4	\$51,700
5	\$55,800
6	\$59,950
7	\$64,100
8	\$68,200

D. CEO Alumni Program

Upon completion of the CEO Program, you will automatically become enrolled in the CEO Alumni Program. CEO alumni check-in with Mr. Duling at least three times per year. Mr. Duling then identifies what types of services or other assistance DCPS can provide to alumni to help them achieve their professional and educational goals. Examples of services that CEO alumni can receive include...

- Resume building and editing
- Interview training and practice
- Professional networking
- Job searching
- Research about postsecondary education options, including college and/or training programs
- Assistance with applications to postsecondary education institutions
- Opportunities to get involved in the community

All alumni will receive a Google Form three times per year called the “CEO Alumni Check-In.” It asks for basic information about your current activities related to school and work, as well as your updated contact information. This ensures that we maintain contact with all of our CEO alumni in a systematic way. You will be introduced to the Google Form procedure during your exit interview at the end of the program.

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.

Mr. Duling’s rules for CEO Program intern training and internships are as follows:

Rules:

1. Use Professional Communication at all times
2. Arrive on time, prepared, and ready to work.
3. Follow directions the first time they are given.

Consequences:

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

In the case of severe misbehavior, Mr. Duling 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, club meeting, 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 Mr. Duling and speak to him or leave a voicemail message. Call 202-480-0839.
- You or a responsible adult can text Mr. Duling: 202-480-0839.
- You or a responsible adult can email Mr. Duling: sean.duling@dc.gov.

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 Mr. Duling 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 agreement
 - 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, you will be marked tardy at 4:35PM, by Mr. Duling's watch.

- Consequences of Unexcused Tardies:
 - First unexcused tardy: Stay after class and talk to Mr. Duling
 - 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 Mr. Duling + 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 Mr. Duling 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 Mr. Duling.

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: _____