



Competitive Employment Opportunities

2016

CEO Program Intern Manual

Tenacity. Poise. Initiative.

Division of Specialized Instruction
Transition Team

Competitive Employment Opportunities (CEO) Program Mission

We teach students with disabilities tenacity, poise and initiative to position them for paid internships in their fields of interest.

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I. Welcome to the CEO Program Mentoring and Internship Academy!

Congratulations on your selection for the CEO Program! You were chosen for the Mentoring and Internship Academy from over 140 applicants through a highly competitive selection process. Through an analysis of your online application, interview, and discussions with adult references at your school, the CEO Staff 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 every other week and run through the remainder of the school year. Additionally, you will collaborate with your mentor every other week to develop your Career-Focused Project. 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, Mr. Tennessee, and Ms. Roney

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II. CEO Mentoring and Internship Academy Calendar

Team Tuesday	Team Thursday	Class Number	Class Topic
1/5/16	1/7/16	--	Orientation: Tenacity, Poise, Initiative
	1/12/16	--	CEO Program Kickoff
1/19/16	1/21/16	Class 1	First Impressions with Poise
1/26/16	1/28/16	CFP 1	CFP Session 1
2/2/16	2/4/16	Class 2	Attitude-Turning it on
2/9/16	2/11/16	CFP 2	CFP Session 2
2/16/16	2/18/16	Class 3	Code Switching
2/23/16	2/25/16	CFP 3	CFP Session 3
3/1/16	3/3/16	Class 4	Self-Advocacy in the Workplace
3/8/16	3/10/16	CFP 4	CFP Session 4
3/15/16	3/17/16	Class 5	Personal Banking
3/22/16	3/24/16	CFP 5	CFP Session 5
--	--	NONE	SPRING BREAK
4/5/16	4/7/16	Class 6	Resume Workshop
4/12/16	4/14/16	CFP 6	CFP Session 6
4/19/16	4/21/16	Class 7	Interviewing Workshop
4/26/16	4/28/16	CFP 7	CFP Session 7
5/3/16	5/5/16	Class 8	Public Speaking
5/10/16	5/12/16	CFP 8	CFP Presentation Rehearsal
5/17/16	5/19/16	CFP 9	CFP Presentations Day 1
5/24/16	5/26/16	CFP 10	CFP Presentations Day 2
5/31/16	6/2/16	--	Summer Work Orientation
	6/7/16	--	Summer Work Kickoff
	6/20/16	--	Summer Work Begins
	7/31/16	--	Summer Work Ends

III. Requirements of the CEO Program Mentoring and Internship Academy

Requirement	Team Tuesday Dates	Team Thursday Dates
Attend Intern Orientation	January 5	January 7
Attend CEO Kickoff Celebration		January 12
Attend all Intern Professional Developments	Every Tuesday, January 19-May 5	Every Thursday, January 21-June 2
Attend all Career-Focused Project (CFP) Sessions	Every Tuesday, January 26-May 24	Every Thursday, January 28-May 26
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 7
Complete 80-hour Summer Internship		June 22-July 31

A. Student Payments Paperwork

CEO is a paid professional opportunity for students. These payments come from the Rehabilitative Services Administration (RSA), a DC government agency that provides employment services for individuals with disabilities. *It is critical that all student-interns complete the paperwork required by RSA in order to receive their payments.* Students failing to complete the paperwork in a timely fashion will not receive their payments. Each student will receive a packet from either the CEO staff or the Workforce Development Coordinator at their school. All of the information contained in that packet needs to be completed.

Payments will come through direct deposit. Therefore, *students will need a bank account*. If a student needs to open a bank account, CEO staff will assist. The additional information required, all of which is contained in the packet referenced in the above paragraph, includes the following:

1. Complete and submit an application to DC Rehabilitation Services Administration (RSA) (if the student has not already been referred to RSA)
2. Complete and submit NAI application with supporting documentation
3. Complete a D-4 Withholding Allowance Certificate

CEO staff and the Workforce Development Coordinators will be happy to assist students and families in the process.

Completed packets can either be given directly to Mr. Duling, or to the Workforce Development Coordinator at your school.

B. Intern Orientation

You are required to attend Intern Orientation.

- For Team Tuesday, Orientation takes place Tuesday, January 5, 2016 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 7, 2016 from 4:30PM - 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

C. CEO Kickoff Celebration

You are required to attend the CEO 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.

- The CEO Kickoff Celebration takes place Tuesday, January 12, from 6:00-7:30PM at *School Without Walls High School*, located at 2130 G Street NW. Mr. Duling will provide more detailed directions to you.

D. Intern Professional Developments

You are required to attend all Intern Professional Developments. Mr. Duling teaches the professional developments. They focus on building your skills in a variety of areas, particularly on the development of three character traits that are critical to professional success: tenacity, poise and initiative. You will compile your work from these sessions in a binder that is your CEO Portfolio.

- For Team Tuesday, Intern Professional Developments 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 Professional Developments 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.

E. 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, and CEO staff. 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).

F. Summer Work Orientation

If you successfully complete all of the above requirements (Career-Focused Project Sessions and Professional Developments), then you will be invited to attend the Summer Work Orientation.

- For Team Tuesday, Summer Work Orientation takes place Tuesday, May 31, 2016 from 4:30PM – 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC).
- For Team Thursday, Orientation takes place Thursday, June 2, 2016 from 4:30PM - 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC).

G. Summer Work Kickoff Celebration

For students who earn their summer work internship, you, your friends and family are invited and encouraged to attend the Summer Work Kickoff Celebration. You will receive your certificate of achievement for completing all intern professional developments, and other awards will be presented. Refreshments will be provided.

- Summer Work Kickoff Celebration takes place Tuesday, June 7, 2016 from 6:00PM –7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC).

H. Summer Work

If you successfully complete all of the above requirements, you will be invited to intern at your mentor's place of employment 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. Travel Training and Support

Students will need to travel to the National Youth Transitions Center (NYTC) in Foggy Bottom at 2013 H Street NW for CEO Professional Developments and Career-Focused Project sessions. Additionally, students will need to travel to their internship sites during the summertime. CEO Program staff provides students with direct and personalized assistance related to their travel needs. This includes assistance with directions and navigating Metrorail and bus routes. We will do what's necessary to ensure every student feels capable of reaching NYTC and their internship site. Students should have DC One Cards that allow them to ride Metrorail and bus for free (if you do not have a DC One Card, consult with CEO staff to arrange for one).

To use your DC One Card to ride Metro trains for free, students need to register their card at this site: <https://idmsprdweb.dc.gov/manage/registration/index.jsf>

B. Stipend payments

As a CEO intern, you will be paid for your time spent completing all requirements of the CEO Program. You will be paid monthly, and payments come through direct deposit to your bank account. See pages 6 and 7 for requirements regarding the account setup for stipend payments. Paid time includes your work during the professional developments, the Career-Focused Project sessions, as well as the 80-hour summer internship.

C. Build your resume with a paid professional experience

CEO is a paid professional experience that you can put on your resume as work experience. Work experience is the most critical factor in obtaining future employment. Thus, CEO gives each intern a chance to start building a quality resume that they can use for securing future jobs.

D. CAAB Savings Accounts

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 of matched funding.

E. CEO Alumni Program

Upon completion of the CEO Program, you will become an alumnus of the CEO Program. CEO staff is available to CEO alumni to provide a variety of services. 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

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.

CEO Program intern training and internships rules 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 CEO staff and/or your mentor.
- **Third violation:** Stay after class or work and participate in a conference with CEO staff, and/or your mentor, discussing options for your continued participation in the CEO Program.

In the case of severe misbehavior, CEO staff 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 adapt your schedule accordingly, or 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 (202-480-0839). If he does not answer, leave a voice message.
- 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. There are rare exceptions to this policy, and all such instances need to be cleared with Mr. Duling first.

- **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 (LinkedIn is the one possible exception).

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: _____