

2014

CEO Program Intern Manual

Version 2.0
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.

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I. Welcome to the CEO Program!

Congratulations on being selected to participate in the CEO Program! Selection is highly competitive. Many students applied, but only a few of you were selected. You should be proud that you were chosen! We believe that you are among the most capable, dedicated, driven, and professional young people in the District of Columbia. We are excited to have you join us on a journey of career exploration and professional skill building that will culminate in a summer internship for those of you who successfully complete all CEO Program requirements.

This manual will be your guide to CEO Program requirements, benefits of participating in the program, and our rules, policies, and expectations. It is designed as something for you to refer back to when you have questions about the program.

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,

Ms. Johnson and Mr. H

Ms. Megan Johnson

CEO Program Intern Training Class Teacher

Personal iPhone: 785-393-9182 **Preferred contact number**

Work Blackberry: 202-421-1612

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Mr. Raymond Hutchison

CEO Program Manager

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II. Requirements of the CEO Program

A. Intern Orientation

You are required to attend Intern Orientation.

- For Team Tuesday, Orientation takes place Tuesday, January 7, 2014 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 9, 2014 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. Refreshments will be provided.

- Intern Training Kickoff Celebration takes place Tuesday, January 14, 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 Ms. Johnson. They focus on developing your professional skills in a variety of areas. Each Intern Training Class ends with an evaluation activity that will be graded Advanced, Proficient, Basic, or Unacceptable. You must complete each activity with a grade of Basic or higher in order to proceed to your summer internship. You will be allowed to revise an activity graded Unacceptable until you raise your grade on it to Basic. At the end of Intern Training Classes, you will receive a certificate of achievement listing your grade in each class.

- 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).

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, Ms. Johnson, and Mr. H. 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. Ms. Johnson 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).

Below is the schedule of all Intern Training Classes and Career Focused Project Sessions:

Date	Class Number	Class Topic
Week of 1/20/14	Class 1	Professionalism 101: Attitude and Actions, Resume and References
Week of 1/27/14	CFP 1	CFP Session 1
Week of 2/3/14	Class 2	Self-Advocacy and Disability Awareness
Week of 2/10/14	CFP 2	CFP Session 2
Week of 2/17/14	Class 3	Basics of Banking
Week of 2/24/14	CFP 3	CFP Session 3
Week of 3/3/14	Class 4	Netiquette and Reliable Online Research
Week of 3/10/14	CFP 4	CFP Session 4
Week of 3/17/14	Class 5	Career Exploration Panel
Week of 3/24/14	CFP 5	CFP Session 5
Week of 3/31/14	Class 6	Networking
Week of 4/7/14	CFP 6	CFP Session 6
Week of 4/14/14	NONE	SPRING BREAK
Week of 4/21/14	Class 7	Job Search Skills: Search, Apply, Interview
Week of 4/28/14	CFP 7	CFP Session 7
Week of 5/5/14	Class 8	Professionalism 202: Dressing for Success, Troubleshooting the Workplace
Week of 5/12/14	CFP 8	CFP Presentation Rehearsals
Week of 5/19/14	CFP 9	CFP Presentations Day 1
Week of 5/26/14	CFP 10	CFP Presentations Day 2

E. Professional Email Requirement

At the end of each Career Focused Project Session, you will work with your mentor to complete your professional email requirement. You will draft and send an email to a person who works at your mentor’s office. You will be provided with a list of suggested topics for discussion. You will also be provided with one highlighted business writing skill per session.

You must send your professional email through your personal CEO Program Gmail account. Ms. Johnson will provide you with the email address and password for that account. You must not change the password during the CEO Program. After you complete the CEO Program, you may keep the account as your professional email, and you may change the password if you like.

When you send your email to the person who works at your mentor's office, you must CC your mentor and Ms. Johnson.

F. **Summer Work Kickoff Celebration**

If you successfully complete all of the above requirements, you will be invited to attend the Intern Training 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 3 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. **80-Hour Summer Internship**

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 an Internship Orientation that will be held during our regular meeting hours the week of 5/12/14.

III. 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 DCOne 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 each month, Ms. Johnson 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 \$0.25 per hour. Ultimately, a person who received perfect scores in each category on each evaluation would earn nearly \$100 more than a person who received no raises based on their evaluations.

C. Citibank and CAAB Savings Accounts

- Citibank 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 Citibank.
- 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. For interns who meet the eligibility requirements to open a CAAB account, who fill out all paperwork and provide a parent's tax return and two pay stubs, who complete the necessary financial education requirements, who make monthly deposits of at least \$25, and who save a total of at least \$1000, CAAB will match the

savings in the account dollar-for-dollar. For instance, if a intern saves \$1000, CAAB will contribute \$1000 in matching funds, for a total of \$2000 in the account. Funds in the CAAB account may then be withdrawn to make purchases related to post-secondary education or training (e.g. ACT/SAT registration or prep course fees, college or trade school application fees, tuition, a computer, books, school supplies).

- To qualify for CAAB, a 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. If your household has more than 8 members, please let Ms. Johnson know so she can calculate your maximum allowable income.

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

Interns who successfully complete all requirements of the CEO Program will become CEO Alumni. As a CEO Program alumnus, you will have access to resources designed to assist you in planning for post-secondary education and training, or for a transition into the workforce.

IV. 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.

Ms. Johnson’s rules for CEO Program intern training and internships are as follows:

Rules:

1. Respect yourself and others.
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 Ms. Johnson or your mentor.

Third violation: Stay after class or work and participate in a conference with Ms. Johnson, and/or Mr. H, and/or your mentor, discussing options for your continued participation in the CEO Program.

In the case of severe misbehavior, Ms. Johnson 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 #1 priority on the night of your class. The most successful interns, and the ones who develop the best relationships with their mentors, are the ones 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 Ms. Johnson and speak to her or leave a voicemail message. Call 785-393-9182 (preferred number) or 202-421-1612.
- You or a responsible adult can email Ms. Johnson. Email megan.johnson2@dc.gov.
- You or a responsible adult can text Ms. Johnson. Text 785-393-9182.

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 Ms. Johnson 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: Call to parents/guardians + signed attendance probation
 - Fourth 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: Call to parents/guardians + signed attendance probation

- Fifth 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 Ms. Johnson's watch.

- Consequences of Unexcused Tardies:
 - First unexcused tardy: Stay after class and talk to Ms. Johnson
 - 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 Ms. Johnson + 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) equal 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 Ms. Johnson 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 Ms. Johnson.

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: _____