

Employer and Student Handbook 2025-26

Our Commitment to Each Other

<https://www.portofmorrow.com/workforce-training/mchs-internship>





This handbook is intended for students, internship site supervisors, MCSD and Ione School District faculty and staff, IMESD and Port of Morrow Workforce Development staff, as a guide and resource for the internship process.

Equal Access/Equal Opportunity

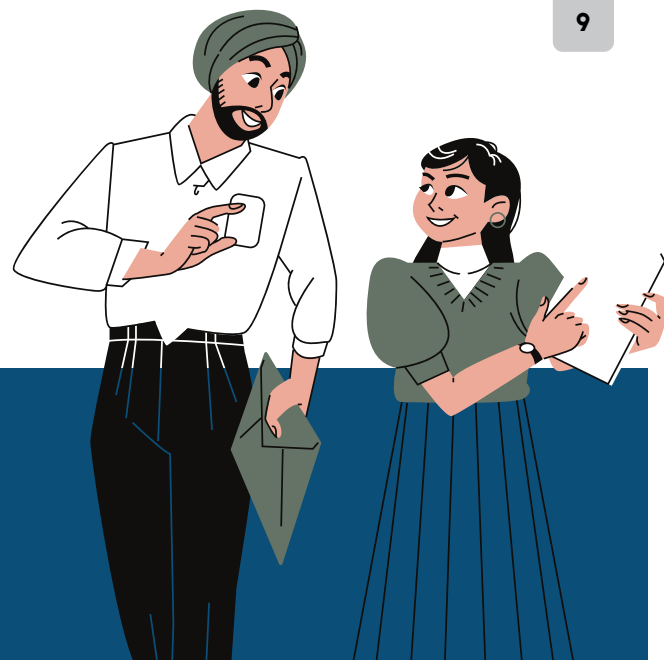
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INTRODUCTION

The purpose of this handbook is to clarify the requirements of the internship and the responsibilities of the interns and the employers. This handbook will be the primary resource for the student intern during the internship process. Students are responsible for following all guidelines and processes as outlined in this handbook.

Although some sections of this handbook are written specifically for the student intern and some are specifically for the employer, it is important for all intern participants to understand their roles and responsibilities to assure a safe and positive experience for all.

Internship Site Supervisor

Thank you for your support and partnership with Port of Morrow Workforce Development and the Morrow County High School Internship Program.

As the internship supervisor you will be helping student interns achieve their academic and career goals by providing insightful, rewarding experiences and guidance that will allow the student to become closer to reaching their intended goals.

Before the student begins their internship with you, please read and sign the Internship Terms and Conditions. At mid-semester and end of the school year, we ask that you complete a student evaluation, which you will receive by email. We will also request feedback from you at the end of the internship experience on how we can improve our process.

While this handbook is offered to assist in developing quality internship practices that are mutually beneficial to the student and organization, the Workforce Development Department is also available to help. Questions, concerns, and feedback are welcome and encouraged.

Specific sections will be outlined for the site supervisor to review

“***The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. - Steve Jobs***”



VISION AND MISSION

Our History

Over 60 internships are available to juniors and seniors across the Morrow County high schools. Students are able to apply for internships in various sectors. This program started 5 years ago and has nearly 50 businesses enrolled and over 255 interns have participated.

Our Vision

To grow, support and sustain a skilled workforce in Morrow County that contributes to individual, community and state prosperity.

Our Mission

Provide workforce development solutions that create opportunities for individual career advancement and support industry growth.



DESCRIPTION OF A SUCCESSFUL INTERNSHIP



A successful internship is outlined by the student's success at performing the job responsibilities of the internship position. This success allows the student to build meaningful work experiences, strengthen resumes, and many times attract the employers interest in hiring them after graduation.

Performance is both the student's ability to achieve results and their behaviors demonstrated on the job. The Employer's Midterm Evaluation and Final Evaluation take both of these factors into account. Both students and the internship supervisors should review the criteria of these evaluations to understand the expectations for success.

Job responsibilities are what the students need to get done. The site supervisor and the student intern need to work together to make sure these responsibilities are clearly defined. These are defined on the Goals and Learning Outcomes form at the beginning of the internship.

Critical competencies are how students succeed at their responsibilities. Examples of critical competencies include working with people, organizational effectiveness, applied learning and encouraging open communication. Although many of these can be learned in a classroom environment, there is no question that the student intern will receive the most benefit by developing these competencies in the real-world environment during their internship.

PROCESS OVERVIEW

Internships allow students the opportunity to apply and develop their knowledge, skills and abilities to real work experiences while also strengthening their resume before entering the workforce. They help students explore environments that align with their personal identity, values, and interests. Students will explore career options that fit who they are and match their skills to the needs of the world – either clarifying or opening their minds to pathways to pursue after graduation.



We are here to help. The student intern will have the support of their site supervisor and the Workforce Training Coordinator during their entire internship experience. The site supervisor will also have the support of the Workforce Training Coordinator during the process. We want to maintain open communication throughout the internship experience to guarantee success for both the student intern and the site supervisor.

When things go wrong, talk about it sooner rather than later. If your expectations of the internship are not aligning, have an honest conversation with your internship supervisor. Clear up any confusion or miscommunication or let your concerns be known. If you are struggling to communicate with your internship supervisor, reach out to the Workforce Training Coordinator to help you navigate communication with your supervisor so that you can have a fulfilling internship.

STEPS IN THE INTERNSHIP PROCESS

Pre-Internship (First Week of School):

- Confirm class schedule.
- Review extracurricular commitments.
- Determine work availability, then contact employer to review work schedule and confirm start date

During the Internship:

- Start and complete the internship hours based on the agreed upon schedule (5-15 hours per week).
- Follow all attendance policies, including 90% attendance rate both at school and work.
- Meet with your internship supervisor and complete the Goals and Learning Outcomes form.
- Complete your timesheet accurately and email them to the Workforce Training Coordinator timely.

THE INTERNSHIP FROM THE EMPLOYER'S PERSPECTIVE

An internship is an extremely flexible program of benefit to the employing company as well as the intern. The internship is an on-the-job assignment, which integrates the concepts from formal classwork to hands on experience.

It is important to point out the benefits for the employer involved in internship programs:

1. The students involved are highly motivated, eager to learn, and aspiring employees whose enthusiasm can motivate present employees. These students choose to dedicate time to complete these internships.
2. The employer can experiment with new positions without making expensive, long-range commitments.
3. Internship programs provide an excellent source of skilled, temporary personnel.
4. Internship programs provide an effective and economical recruiting device for obtaining proven talent.
5. Small and medium size companies can make internships the basis for management development programs. Graduates who have interned with a company show the need for less job orientation and training, have reduced turnover rates, are more loyal, and progress faster and further than graduates who have not interned.
6. It is a way of keeping up with new methods, theories, and concepts related to the employer's business area.
7. Closer and better relationships and communication between the academic and economic sectors of our society can be developed.

THE INTERNS RESPONSIBILITIES

On the Job

While on the job, the intern will be regarded as a regular employee of the company by which he/she is employed. All company regulations, all conditions of health and safety, and all legal requirements will apply to the intern.

Each intern is expected to act in a professional manner which reflects his/her status as an employee and in the best interest of fellow employees. Unethical or undesirable conduct exhibited while on the internship assignment may result in dismissal from the internship program. This includes not following OSAA guidelines outside of school and the workplace as well.

Goals and Learning Outcomes

It is the intern's responsibility to meet with their internship supervisor and complete the Goals and Learning Outcomes Form before beginning the internship but no later than the completion of the first week of work. If the job responsibilities change substantially, the form can be modified accordingly.



The Goals and Learning Outcomes form is for the benefit of all involved. It provides the groundwork for a well thought out experience. The goals included on this form will help both the intern and employer understand the nature of the internship and how it relates to the industry. It should also be used by the intern in order to get a rewarding experience and understand what is expected of them.

Student Evaluation of Internship

Each intern is to complete the Student Evaluation of Internship summarizing, evaluating, and discussing the internship experience. Items addressed on the Student Evaluation of Internship include:

1. Supervision
2. Project accountability and outcomes
3. Opportunity to learn technical and/or managerial skills.
4. Suggestions for improvement
5. Overall rating of the internship

Timesheet Submission

It is the intern's responsibility to submit their timesheet by the due date (every 6th of the month) Failure to submit two timesheets in a row with ZERO communication to the Workforce Training Coordinator will result in dismissal from the program.

THE EMPLOYERS RESPONSIBILITIES

There is no binding contract, and the intern is not obligated in any way to accept employment within the company upon graduation. Neither is the company obligated to offer employment to the intern upon completion of the internship or at graduation.

The intern is to be considered an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All company regulations, all conditions of health and safety, and all legal requirements apply, and any company policy violations should be handled in the usual manner.

The greater the variety of work experience for the intern, the greater the opportunity will be for learning. Scheduled job rotations and involvement in special projects are a desired means of acquiring wide experiences during limited employment.

Goals and Learning Outcomes Form

The purpose of this form is to define the job responsibilities and set clear expectations for the student in the internship.



INSTRUCTIONS FOR COMPLETING THE FORMS



Goals and Learning Outcomes Form

Meet with the site supervisor and complete the Goals and Learning Outcomes form before the beginning of the internship but no later than the completion of the first week of work. If these job responsibilities change during the internship, please make every effort to keep this document up to date.

Employer's Midterm and Final Evaluation Forms

The Workforce Training Coordinator will send out these documents via JotForm and provide sufficient time for thoughtful and complete evaluation of the student. The Midterm Evaluation should be completed approximately halfway through the internship after the first semester. This evaluation along with intern discussion will determine if the intern can continue on to the second semester of the internship. The Final Evaluation should be completed near the end of the internship and before the last day of the intern's employment.

Student Evaluation of Internship

Mid semester evaluations will take place with the Workforce Development Manager and the Workforce Training Coordinator. This discussion, along with the employer's evaluation will determine whether the intern will continue through second semester. The Intern is also responsible for completing an evaluation mid semester and a final evaluation after the last day of the internship, via JotForm.



Intern Timesheet

Interns should be completing their timesheets accurately and submitting them timely. The criterion for timesheets is listed below:

1. Make sure your timesheet has the correct pay period, which starts from the 6th of the month to the 5th of the following month.

EX: October 6th-November 5th. Any hours after Nov 5th will begin on a new timesheet for next month.

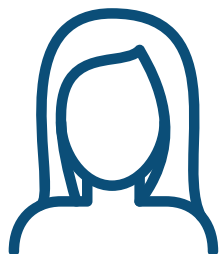
2. Timesheets are due by every 6th of the month; they need to be submitted via JotForm, you can find the link on our website, <https://www.portofmorrow.com/workforce/student-guide>
3. Make sure all parts of your timesheet are complete including your name, employee number, pay period, job site, school and all three signatures at the bottom. You will need signatures from your supervisor, school representative (counselor/principal/teacher) and your own signature as well.
4. Timesheets need to be submitted in PDF format. Refrain from simply taking a picture from your phone as JotForm will not allow any other submission but in PDF format. You can scan it from your copier at school or intern place of business. If you have a smart phone, you can also scan a picture as a PDF, Files app for iPhone, and Google drive for an Android (step by step was handed out during onboarding but you can also find a copy on our website).

Student Guide

Reference the student guide on our website for the link to timesheet submission, monthly pay periods, and any additional resources you may need.

<https://www.portofmorrow.com/workforce/student-guide>

MEET THE TEAM

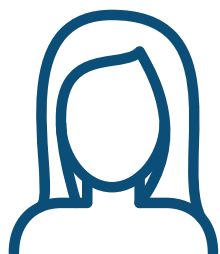


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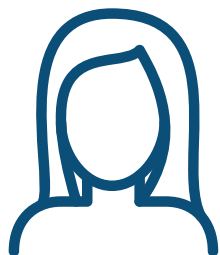


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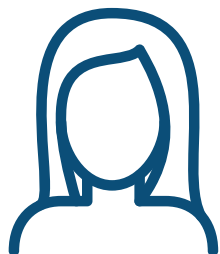


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