



# **CREST**

**(The Center for Research in Engineering, Science and Technology)**

## **Internship Program Business Mentor Manual**

**Paradise Valley High School  
3950 E. Bell Road  
Phoenix, AZ 85032  
(602) 449-2102**

## **School and Program Descriptor:**

CREST (Center for Research in Engineering, Science and Technology) is a program of studies focusing on the practical application of knowledge in three separate areas of scientific research; Engineering, Biotechnology and Environmental Sustainability. The small specialty school is located on the campus of Paradise Valley High School in Phoenix, Arizona. High school students from the Paradise Valley Unified School District as well as across the north Valley of Maricopa County may enroll in this school to participate in a focused curriculum of study accompanied by a complete array of honors courses, electives, and traditional school activities. This unique program, was initiated with funding from a City of Phoenix block grant to support small learning communities focusing on STEM (Science, Technology, Engineering, and Mathematics) initiatives. The goals of the school are supported by several university and *business mentor/ partnerships* that will enhance the curriculum and provide relevant learning opportunities for students.

The learning experiences of the students will involve interdisciplinary studies, real-world problem solving, product development, and practical internships. A technologically rich environment will provide abundant opportunities for collaboration with other educational institutions as well as business/industry practitioners from around the world. CREST graduates will be prepared for further studies at the university level, therefore preparing and recruiting an educated workforce that will build a strong foundation for addressing the demands of the knowledge-based economy envisioned for America in the 21<sup>st</sup> Century.

Students register for their Internship in either fall or spring for the one-semester/two block course facilitated by the CREST staff and supported by the business community. Students work with local businesses each week to observe and integrate classroom skills in a “real world” setting.

Students receive high school credit for the course. Grades are based on work attendance, written reflections of their experience, business mentor assessments, and a final presentation.

## **Roles and Responsibilities**

### **The Student will:**

- Complete a minimum of 200 hours of internship service.
- Maintain high level of attendance and performance at both the school and the work site.
- Notify workplace mentor and internship facilitators prior to absences or when they are going to be late.
- Demonstrate that they are meeting or exceeding expectations consistently in all courses.
- Consult Internship Facilitators and workplace mentor about any concerns or problems.
- Use transportation approved and/or provided by parent.
- Dress appropriately for the work site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative and collaborative attitude, proper grooming and dress, electronic etiquette (phones, computers, etc.), and willingness to learn.
- Conform to rules, regulations, and safety standards of the school and work site.

- Maintain confidentiality of work place information.
- Complete required assignments, and furnish necessary information, reflections and time sheets
- Be a positive, mature, and responsible ambassador of PVHS-CREST.

**The Work-Place Mentor/ Supervisor will:**

- Discuss student placement with CREST Internship Coordinator.
- Complete the Internship Agreement. The Internship Agreement establishes a partnership between the student, parent/guardian, school, and business mentor.
- Complete an evaluation every three weeks during the internship and a final assessment upon internship completion.
- Review progress with student on a quarterly basis, conferring with student to provide feedback on strengths and areas for improvement.
- Sign completed time cards to document student's work hours and provide constructive comments. The intern must submit these cards **weekly** to the CREST Internship Coordinator.
- Provide appropriate orientation, training, and a safe workplace.
- Provide a challenging internship experience; increasing student intern responsibilities as student demonstrates capacity to assume more responsibility.
- Provide intern with a broad view of the entire operation, spectrum of job possibilities, and educational requirements.
- Consult Internship Coordinator regarding problems or concerns related to the work experience.
- Verify attendance and/or time records.
- Work with student to coordinate work and school schedules.
- Complete an evaluation of the internship program and provide suggestions for improvement.

**The PVHS-CREST Internship Coordinator will:**

- Serve as coordinator to all parties involved in the internship experience.
- Issue grade for successful completion of requirements.
- Ensure all written work and forms are complete and received.
- Conduct monthly work site visits and/or work site contacts.
- Complete necessary paperwork and monitor student progress in cooperation with student and work site mentor/supervisor.
- Verify safety standards in the work place.
- Monitor student internship hours regularly.
- Maintain open communication with student, parent and employer.
- Work closely with student, parent and community partners to secure an internship placement appropriate to students' interests and preparedness.

**MEMORANDUM OF UNDERSTANDING BETWEEN:**  
Paradise Valley Unified School District NO. 69  
The Center for Research in Engineering, Science and Technology (CREST)  
Signature Program  
AND the City of Glendale, Arizona:

This Memorandum of Understanding (the "Agreement") is made and entered into between the Paradise Valley Unified School District NO. 69 (hereinafter "District") and the City of Glendale (hereinafter "Facility").

Whereas the District, operates the *CREST Biotechnology/Engineering/Environmental Sustainability Signature Program*: hereinafter called the "Program";

Whereas the Facility is willing to offer an on-site internship opportunity ("Internship") to educate students enrolled in the Program.

Now, therefore in consideration of the mutual covenants and conditions hereafter contained, the parties agree as follows:

- **PERIOD OF AGREEMENT**

The term of this agreement shall be from March 1, 2014, until June 30, 2017, although the parties may mutually agree to extend the term of this agreement for one (1) year unless the Agreement is otherwise terminated as provided in this Agreement. Such extensions, if exercised, will be made in writing, will occur no more than twice and may be executed by the Glendale city manager or his/her designee and by such person as is deemed appropriate by District.

- **GENERAL DUTIES OF THE PROGRAM**

The Program shall: (a) select and evaluate all students for the Internship; (b) provide curriculum and instructional materials relevant to the clinical facility assignment; (c) provide evidence of general liability insurance coverage to Facility reasonably sufficient to Facility prior to any student's placement in the program; and (d) designate a Program/Internship Coordinator to assist in the implementation of this Agreement.

- **GENERAL DUTIES OF THE FACILITY**

The Facility shall: (a) provide supervision of students' performance while participating in the Internship; (b) provide evidence of general liability insurance for the Facility to Program prior to any student's placement in the Internship; (b) provide such experience and observational opportunities that are of educational value; (c) provide competency based skills that will lead to entry level employment in laboratories or offices, and/or preparation for skills necessary for post-secondary education; (d) provide supervision and instruction of the students in specific tasks related to the occupations they are learning.

- **MEDICAL AID**

Medical Aid: The Facility shall contact a designated representative of the Program in the event of any Student injury. The Facility shall provide first-aid treatment as necessary, including contacting emergency medical services when necessary, to a student needing such care, but shall not be obligated to furnish any other medical or surgical service to any student. The school nurse under the guidelines of the Paradise Valley Unified School District No. 69 Health Services shall clear students who return from an absence caused by an illness or injury.

- **STUDENT INSURANCE**

Each student shall be required to show to Facility and District evidence of a family insurance carrier signed by parent/guardian and student prior to placement at the Facility. Students not having evidence of a family insurance carrier shall be required to purchase a school health insurance policy prior to placement at the Facility. All expenses incurred from first-aid treatment of the student by the Facility will be the sole responsibility of the student.

- **CURRICULUM**

The Program/Internship Coordinator shall plan the days and hours of the Internship for all students in cooperation with Facility personnel.

- **DISCONTINUANCE OF STUDENT ASSIGNMENTS**

The Program or Facility may discontinue the assignment of any student at any time whenever it deems such action necessary or appropriate.

- **SUPERVISION OF STUDENTS**

Each student shall be subject to the rules and regulations of the Facility and the Program. Each student will complete any required orientation and pre-internship information requirements and packets that are offered by the Facility. The Facility shall provide each student with orientation and training concerning the Facility's emergency plans, blood borne pathogens, and any other work place safety policies or procedures. The Facility shall provide each student with any necessary personal protective equipment.

- **TRANSPORTATION OF STUDENTS**

Students are responsible for providing their own transportation to the Facility. In some circumstances, District busing is available for those students without private transportation.

- **INDEMNIFICATION**

To the extent permitted by law each Party shall defend, indemnify and hold harmless the other Party and its departments, officers, employees and agents from all losses, damages, claims, liabilities and expenses (including reasonable attorneys' fees) for damages to property or for injury to or death of persons which relate to the performance of this Agreement and which result from any act, omission or negligence of the indemnifying Party or its departments, officers, employees or agents. Nothing in this Agreement or in its performance shall be construed to

result in any person being the office, agent, employee or servant of either party when such person, absent of this Agreement and the performance thereof, would not in law have had such status. Nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture by the parties hereto.

- **VOLUNTEER DEPARTMENT ASSOCIATION**

Each student and instructor shall meet the requirements established by the volunteer department regarding physical requirements, tuberculin testing, Facility regulations and recording of hours. It will further be required that students shall meet the same physical requirements as those applied to the Facility's employees in the area where the student(s) is (are) placed. In addition to the previously listed health requirements, the following will also be required: Hepatitis B immunization or documentation to waive immunization, appropriate cardiopulmonary resuscitation certification (CPR) for the health provider, and education in the area of Blood Borne Pathogens. All expenses incurred to meet these requirements will be the sole responsibility of the student.

- **TERMINATION**

Unless otherwise provided herein, this Agreement may be terminated without cause by either party by thirty (30) days prior written notice to the other party. The District or Facility may immediately cancel this Agreement if necessary to comply with A.R.S. § 38-511.

- **NONDISCRIMINATION**

Both parties agree to comply with all applicable provisions of state and federal laws and regulations, including the Americans with Disabilities Act and Executive Order 99-4, which is incorporated herein by reference, mandating non-discrimination and requiring that all persons, regardless of race, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunity.

- **APPLICABLE LAW AND VENUE**

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. All disputes shall be resolved by a court of competent jurisdiction in the State of Arizona.

- **ENTIRE AGREEMENT**

This Agreement comprises the entire agreement of the parties and supersedes any and all other agreements or understandings, oral and written, whether previous to the execution hereof or contemporaneous herewith. Any amendments or modifications to this Agreement shall be made only in writing and signed by the parties to this Agreement.

- **FINGERPRINTING REQUIREMENTS**

The parties shall comply with the fingerprinting requirements of A.R.S. § 15- 512 unless otherwise exempted.

- **CONFIDENTIALITY OF STUDENT RECORDS**

The Parties will ensure that the dissemination and disposition of educational records complies at all times with the Family Educational Rights and Privacy Act of 1974 and any subsequent amendments thereto.

- **NOTICE**

Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to District:

Paradise Valley Unified School District  
15002 N. 32<sup>nd</sup> St.  
Phoenix AZ 85032

Attn:

Dr. Patrick Sweeney

If to Facility:

City of Glendale  
Human Resources  
5850 W. Glendale Ave., Ste. B56  
Glendale, Arizona 85301

With a copy to:

City of Glendale  
City Attorney  
5850 W. Glendale Ave., Ste. 450  
Glendale, Arizona 85301

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day.

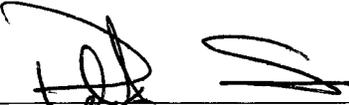
- **COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

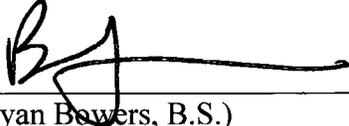
• **AUTHORITY**

The individuals signing below on behalf of the parties hereby represent and warrant that they are duly authorized to execute and deliver this Agreement on behalf of each respective party and that this Agreement is binding upon the parties in accordance with its terms.

Signed this 11<sup>th</sup> day of April, 2014

  
\_\_\_\_\_  
Dr. Patrick Sweeney, Assistant Superintendent,  
Instructional Support Secondary

  
\_\_\_\_\_  
Jack Clark, B.S., M.Ed.  
CREST Coordinator

  
\_\_\_\_\_  
(Bryan Bowers, B.S.)  
CREST Internship Coordinator

  
\_\_\_\_\_  
Brenda S. Fischer  
Glendale City Manager

ATTEST:  
  
\_\_\_\_\_  
City Clerk

Approved as to form

  
\_\_\_\_\_  
City Attorney