



Phoenixville Area High School

Class of 2018 Senior Career Study Program Site Supervisor Guidelines

Thank you for agreeing to become a Site Supervisor for Phoenixville Area High School's Senior Career Study Program. The goal of our program is to provide the student with a meaningful program of experiences by offering a realistic perspective of the student's area of interest. **All Site Supervisors must complete background clearances as required by the PA Child Protective Services Law for interns under 18 years of age.***

The expectations are:

- Students must complete 30 hours each week.
 - These hours can include weekend hours if the company/organization works on the weekend.
- Students must be given a lunch time that is consistent with what current employees of the company receive.
- The program will run Monday, May 14th- Friday, June 1st.
- The Site Supervisor will need to sign off on time verification logs each week and reply to a school employee's weekly check-in email.
- The supervisor will complete an evaluation of the student's experience at the conclusion of the program.

***PA CLEARANCE REQUIREMENT: It is a Pennsylvania state requirement that a Site Supervisor working with a student under 18 years of age have background clearances as outlined in the Child Protective Services Law.**

Required Clearances:

- Pennsylvania State Police Clearance <https://epatch.state.pa.us/Home.jsp> (free)
- Pennsylvania Child Abuse Clearance
<https://www.compass.state.pa.us/CWIS/Public/Home> (free)
- Federal Clearance <https://uenroll.identogo.com> **Note: Your service code for the federal clearance site is 1KG6Y3**

All clearances must be submitted to PAHS before May 14, 2018.



Site Supervisor Agreement 2018

I have read the Site Supervisor Guidelines containing information about Phoenixville Area High School's Senior Internship Program. I have met and discussed the program, including goals and expectations, with the student. I understand the purpose of the program and will endeavor to provide experiences which will promote the development of a realistic perspective of this area of interest for the student. I agree to serve as the Site Supervisor for:

Student: _____ Birthdate: _____ from
May 14 through June 1, 2018, in the career area of: _____.

If student is under 18 as of May 14, 2018, I have completed the necessary Background
Clearances to be eligible to accept this student intern, who is under 18 years of age as of 5/14/18.
_____ (initial)

Site Supervisor Name: _____

Site Supervisor Signature: _____

Business or Institution: _____

Work Address:

Contact Phone: _____

Contact Email: _____