



**2017 - 2018**

**Professional Internship  
Handbook**

# **Department of Supplemental Programs (DOSP)**

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## INTRODUCTION

Thank you for your interest in interning with the Howard University Middle School of Mathematics and Science! We would not find success without the support of our community members and school stakeholders who take the time to work with our students and faculty.

From classroom support to lead instructors, interns help to nourish the vision of this department and the school's mission. (MS)<sup>2</sup> students benefit a great deal from your presence. They look up to you! So it is our expectation that you come with full intent to add value to our organization by your commitment and dedication to the program.

Furthermore, we expect you to maintain your obligation to Howard University by sustaining good academic standing. Past interns have proven that academic success is achievable by using time strategically. You have been selected because we believe that you will do what is necessary to uphold the name of Howard University both at the middle school and university level. We are glad to have you on board and look forward to a great year!

This guide will provide you with an overview of the internship programs and guidelines for working once you're in the building. Please review all of this information prior to reporting to your internship site.

## WORKING AT THE MIDDLE SCHOOL

### Purpose of Internships in Academic Programs

The HU (MS)<sup>2</sup> Internship Program helps Howard University students obtain practical experience in their respective fields of study. Many employers are now looking for college graduates who have completed an internship.

### Internship Application Process

All applicants for the internship program are required to complete a (MS)<sup>2</sup> Internship Application, which can be found and submitted online. Each applicant must attach a copy of his/her updated resume completed application. Interns must also submit a copy of their current Web Transcript to the (MS)<sup>2</sup> Human Resources Department to determine their pay rate for the year. While applications are accepted throughout the school year, most interns are hired at the beginning of the Fall Semester.

### Intern Responsibilities

As professionals, we must give our best to the educational system in which we work. We are the direct link to the success of our students. We must never be satisfied with anything less than excellence in what we do or what our students do. We have responsibilities to ourselves as well as to our students in the way we work and in the way we conduct ourselves. The following are traits we look for in our professionals:

- Model a professional attitude within the work environment
- Facilitate small group learning
- Provide tutorial assistance
- Actively participate in school operations
- Plan and facilitate engaging activities for Mid-Day block
- Monitor students during lunch, transition, and end-of-the-day dismissal
- Encouraging students to do their best and believing in every child
- Promoting school rules, policies, and procedures
- Providing all school stakeholders with exceptional customer service

Strive to develop worthy habits, qualities of leadership, initiative, and good judgment. With these traits, each of us can be a better person, a better educator, and a better professional.

### Customer Service

Exceptional customer service will be the mark that we leave on Howard University Middle School of Mathematics and Science. It is our brand. **We believe that everyone who enters our school deserves to receive high quality service. Interns will be expected to take ownership of the school and work with professionalism at all times.** Our department will seek to

exceed the expectations of all our customers and to provide each person that we serve with a memorable experience. **All of our efforts in providing exceptional customer service should be undertaken for the purposes of improving and increasing student academic achievement.**

### **Active Supervision**

Interns must be observant at all times, whether in the classroom, cafeteria, auditorium, or outside the building. At no point should any Intern be observed sitting, talking/texting on cell phones, or socializing with another intern while they are supposed to be supervising students. Students are always our priority. Failure to adhere to this policy will result in a disciplinary action.

### **Intern-Student Interaction**

Although students and interns are close in age, it is very important that interns set clear boundaries. Interns should not have inappropriate conversations (please refer to the “Inappropriate Conversations” section) or physical contact with any students. If you are unclear of what may be deemed inappropriate, please see your supervisor for clarification.

### **Intern-Staff/Intern-Intern Interaction**

All interaction between interns and other staff members should be kept on a professional level. Both staff and interns must remain aware that we work in a school environment and any inappropriate interactions consequently can impact our students. Any uncomfortable interactions must be reported to Human Resources.

### **Inappropriate Conversations**

Conversations concerning topics unrelated to (MS)<sup>2</sup> could be deemed inappropriate. This includes, but is not limited to, conversations about sex, inappropriate weekend activities, and public discussions about another intern, teacher, or staff member. Interns who are approached by students attempting to initiate inappropriate conversation, must report that conversation to the school counselor and their supervisor.

## WORKPLACE EXPECTATIONS

### Dress Code

All Interns are required to dress in professional attire, including the (MS)<sup>2</sup> ID Badge. Below you will find a description of this policy with specifications in regards to gender.

The requirements for MALE attire are as follows: all attire should be neat and without wrinkles, all shirts must have a collar/neckline and sleeve (collars/necklines should be no lower than one (1) inch past the underarm), shirts must be tucked in at all times, bottoms must be worn above the waist, a belt must be worn if there are belt loops, and all footwear must cover the foot.

The requirements for FEMALE attire are as follows: all attire should be neat and without wrinkles, all shirts must have a collar/neckline (collars/necklines should be no lower than one (1) inch past the underarm and must not show any cleavage and cover at least fifty percent (50%) of each shoulder), shirts must be tucked in at all times, bottoms must be worn above the waist and come no higher than two (2) inches above the knee, a belt must be worn if there are belt loops, and all footwear must cover the foot.

RESTRICTIONS on attire for both MALES and FEMALES include, but are not limited to, the following: shirts/tops exposing the upper body—with exception to arms—(i.e. maxi dresses, tube/halter/strapless/racerback tops, spaghetti strap shirts, or tops that show the midriff and/or cleavage), clothing with inappropriate language or graphics, clothing that is fitted to the skin (i.e. spandex/leggings), athletic wear (i.e. sweatpants, hoodies, sweatshirts, jerseys etc.), jean/denim bottoms, cargo shorts, Bermuda shorts, hats (with exceptions to those worn for religious purposes), do-rags, stocking or wave caps, slippers, flip flops, thongs sandals, crocs, and sneakers (with exception to Auxiliary and Physical Education Interns in regards to sneakers).

### ID Badge Policy

All interns will be issued an official (MS)<sup>2</sup> ID Badge. The ID badge is required as part of the Attire Policy. It should be worn around the neck with the issued badge holder and lanyard. To receive the badge, one must sign the ID Badge Policy stating that all rules and requirements concerning the ID are understood. All lost/misplaced badges must be reported IMMEDIATELY (within 24-hours) to the Director. The intern will have to pay \$10 for a replacement badge prior to the next pay period. Checks cannot be picked up without presenting the (MS)<sup>2</sup> ID badge. Failure to report a lost/misplaced ID badge will result in disciplinary action. Failure to wear ID badge will result in disciplinary action and/or the Intern being sent home. All ID badges must be returned at the end of employment to receive the last check.

## **Meetings and Professional Development**

Any meetings or professional development opportunities will be announced at least one week in advance. Interns may be mandated to attend based on their availability.

## **School Rules**

Interns are responsible for enforcing all school rules (please see “Discipline Protocol” section). Please refer to a copy of the (MS)<sup>2</sup> School Handbook for a list of rules and infractions.

## **Discipline Protocol/Incident Reports**

Interns are not trained nor required to handle disciplinary issues. All discipline issues should first be reported to the student’s teacher and/or floor level Associate Dean. All incidents and disciplinary issues, no matter how big or small, must be reported to the DOSP office using the appropriate referral form.

## **Intern Conduct On-Site And Off-Site**

All Interns must remember that their behavior in and away from the school influences our students. Our students live in the Howard University community, so interns must be conscious of their conduct outside of the building. Inappropriate behavior and/or language observed and reported to the school can result in suspension or termination.

## **Lunch**

The school provides lunch for the students daily. While there are times when there is extra food for the (MS)<sup>2</sup> staff and interns, **NO ONE IS ENTITLED TO THE LUNCH**. No intern should be eating lunch or making plates of food while on the clock. Failure to adhere to this policy will result in disciplinary action. Interns are expected to make provisions for their own lunch while on their lunch break. \*NOTE: Interns are not allowed to retrieve lunch from the cafeteria for any faculty or staff member.

## **Electronics/Internet Policy**

Interns should not be on the Internet for any reason that does not pertain to (MS)<sup>2</sup>. Anyone caught on sites such as Facebook, Instagram, Twitter, personal email etc., will be given a demerit and will be in jeopardy of having hours reduced.

## **Payroll Procedures**

All interns are required to submit a timesheet at the end of each pay period (timesheets must be filled out in black or blue ink only). All payroll concerns must be submitted formally, in writing, to the Ms. Metts with a copy of the pay stub attached to the document. Requests for time verification must also be submitted in writing 48hours (two business days) in advance.

## **INTERN POLICIES & PROCEDURES**

### **Violating Contractual Obligations**

All interns are expected to abide by all rules and regulations set forth by (MS)<sup>2</sup> and DOSP. Failure to do so will result in demerits.

1 <sup>st</sup> Offense:	Verbal Warning	4 <sup>th</sup> Offense:	Probation
2 <sup>nd</sup> Offense:	Written Warning	5 <sup>th</sup> Offense:	Termination
3 <sup>rd</sup> Offense:	Conference		

### **Entering And Exiting The Building**

All interns are required to use the front door when entering and exiting (MS)<sup>2</sup>. Anyone using the side door (except in cases involving a Physical Education class or an emergency evacuation) will be referred to the Director of Supplemental Programs for a demerit for violating contractual obligations.

### **Signing In And Out**

All interns are required to sign in and out upon entering and exiting the building using the online Intern Portal. There should be no point when an intern exits the building without clocking out. Not clocking in or out will result in penalties ranging from being docked 0.25 hours to not being paid for the day.

### **Reporting to Work Late**

All interns are expected to report to work by their scheduled time. Anyone reporting to work five or more minutes late without submitting a 48-hour notice form will receive the following demerits:

1 <sup>st</sup> Offense:	Verbal Warning	3 <sup>rd</sup> Offense:	Conference/Probation
2 <sup>nd</sup> Offense:	Written Warning	4 <sup>th</sup> Offense:	Termination

\*Failure to report to work without giving any notice will also result in a demerit for violating contractual obligations.\*



## FORMS & DESCRIPTIONS

### **48-Hour Request Form\***

This form is used to request days off, late arrival, or early departure from work. As stated by the title of the form it MUST be submitted at least 48-hours (2 business days) before the day(s) requested. As with any request, submission of this form does not mean that the request will be acknowledged.

### **Extra Hours Request Form**

This form is to be used to request to work extra hours. Undergraduate interns will not be allowed to work more than fifteen (15) hours per week. For those who do not take advantage of the maximum hours, this form can be filled out to request extra hours during the university's breaks/holidays, such as Spring Break, Christmas Break, Reading Period, Final Exams, and at the end of the University school term in May.

### **Schedule Change Request Form**

At the end of the University's Fall Semester, interns will be required to submit this form reflecting their class schedule and availability for the Spring Semester. This form can also be used if the intern has to change his or her schedule (permanently or temporarily).

### **Holiday/Spring Break Request Form**

(MS)<sup>2</sup> operates on a schedule similar but not identical to Howard University's schedule. This form is to be used to inform DOSP of each intern's schedule with regards to holidays and Spring Break. Dates requested off during this time will not affect the number of requests off designated.

### **Time Sheet**

This form is to be filled out at the end of each pay period. Interns must have their immediate departmental supervisor sign it on the top right hand corner above the word "Time Sheet", before it is paid out.

All request forms will be available online via the DOSP Intern Google Drive folder and must be submitted by noon at least 48-hours (2 business days) in advance. The Director will approve or deny each request and interns will receive email notification of the request status.

*\*Interns are hourly employees and all days off are unpaid.*

## **SCHOOL ADMINISTRATION**

Kathryn Procope, *Head of School*

Corbet Houston, *Assistant Principal*

Chelsia Berry, *STEM Coordinator*

Lee Vason, *Dean of Students*

Natasha Metts, *Director of Strategy & Logistics*

Gloria Mobley, *Director of Development*

Leslie Boler, *Director of Human Resources*

Leo Manukure, *Director of Technology*

Leslie Finley, *Director of Special Education*

Candice Smith, *Data Manager*

Tiffany Edmonds, *Executive Assistant to the Head of School*

Geraldine Rawlinson, *Parent Liaison*

Sherri Cox, *Receptionist*

## **CONTACT INFORMATION**

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