

# Seattle Youth Employment Program

## Intern Handbook

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Seattle Youth Employment Program  
810 Third Ave. Suite 425  
Seattle, WA 98104



[SYEP@seattle.gov](mailto:SYEP@seattle.gov)  
Office: 206.386.1375

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*"One of the most satisfying things for me was the connections I made. The people I worked with were just kind and understanding, and that really made a difference...I picked up some skills in communication, problem-solving, and time management that I know will be useful no matter where I end up."*

**- an SYEP Intern**



**City of Seattle**  
Seattle Youth Employment Program

# Welcome to the Seattle Youth Employment Program (SYEP)

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## Mission Statement

*"The City of Seattle Youth Employment Program (SYEP) supports participants with comprehensive internship opportunities aimed at meeting the employment needs of our underserved youth and young adults in our community; promoting their work readiness ultimately strengthening their career development".*

## SYEP: Then & Now

For over 50 years, the City of Seattle has been dedicated to the success of our youth and young adults through employment programs, internships, career development/training and educational services such as academic support, GED attainment, and post-secondary support. SYEP remains dedicated to serving our underserved Seattle youth and young adults with an emphasis on employment that facilitates career development. Our internship placements are intended to provide participants with meaningful and educational work experiences. Participant interns benefit by developing new skills and establishing professional networks.

In keeping with the vision and values of SYEP, we have a set of workplace policies that guide how we perform our jobs, make decisions, interact with one another and manage our business. It is important that you familiarize yourself with policies and procedures, outlined in this manual. We are committed to providing a work environment in which all individuals are treated with respect and dignity. Every person has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

# What to Expect from SYEP

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## As an Intern

SYEP expects Interns to use sound judgment and adhere to program policies as well as the policies at their internship site.

At SYEP, we expect interns to:

- Communicate when late or unable to work (at any time)
- Adhere to safety and workplace regulations
- Collaborate with others to problem-solve issues

## Your Youth Development Counselor (YDC)

Your YDC will help you:

- Understand SYEP policies and procedures so you know who to talk to, what to expect, and what to do to be successful in your internship
- Work with your supervisor to resolve any challenges at your internship site

Your YDC will provide coaching, feedback, and guidance on your growth and areas of improvement. The weekly cohort meetings will provide you with skills to further support your career readiness. In addition, your YDC may meet with you and your supervisor to assess your performance or problem-solve any issues that arise.

## Your Supervisor & Internships

During your internship, you will work with your site supervisor to enhance your employment skills and develop 21st Century work skills that are transferable to future opportunities. At the end of your internship, you will be able to demonstrate personal responsibility, learn how to contribute to a high-performance workplace, and know how you contribute to a positive and safe work environment. We will support you to meet these goals by providing a quality internship experience.

Some important information:

- You can work a total of 150 hours during your internship, which will include onboarding, orientation and cohort meetings with your Youth Development Counselor. Scheduled hours depend on you and your internship's scheduling needs.
- You should not exceed 30 hours per week and do not have paid for vacation, sick time, or holidays.
- If you need to take time off, you must make a request with your internship supervisor beforehand and notify your Youth Development Counselor.



# Support Services

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There are job sites that require employees to have specific equipment/uniforms in order to be at the work site for different reasons such as safety, health, and so on (i.e. steel boots, helmets, scrubs, certifications, additional background checks, etc.). SYEP provides Support Services to cover these workplace requirements if the worksite noted this requirement in the job description or in an as needed basis.

## Food Handler's Permit and/or CPR Certification

Some internships require you to have a food handler permit and/or CPR certification. Please refer to your job description to see if your internship requires an additional permit or certification. SYEP will cover the costs of the tests or permits and will assist you in securing them. You cannot start your internship until these requirements are met.

## Tuberculosis (TB) Test

If a TB Test is required, you may choose to go to your primary doctor or pharmacy. If the internship site/supervisor requires you to give medical documentation, provide copies only. Always keep your original medical documents for future reference.

## ORCA Card

You can receive an ORCA card through SYEP if you are over 18 and need it to get to your internship. These cards are issued at orientation. Cards are loaded at the beginning of the month to cover your transportation cost between home and your internship site. Funds are discontinued at the end of the internship.

If your ORCA card is lost or stolen, you will be able to receive one free replacement from SYEP. If your ORCA card is lost or stolen more than one time, it will be the SYEP intern's responsibility to pay a \$3 replacement fee. To replace your card, please contact your YDC.

## Appropriate Work Attire

Prior to the first day, ensure that you have job-site appropriate clothing to meet your workplace dress code requirement. Please discuss dress code needs with your internship supervisor. Reach out to your YDC if you need support in this area.

# Being Successful in Your Internship

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## Communication

Communication skills are important to everyone - they are how we give and receive information and convey our ideas and opinions with those around us. Communication comes in many forms:

- verbal (sounds, language, and tone of voice)
- auditory (listening and hearing)
- non-verbal (facial expressions, body language, and posture)
- written (journals, emails, blogs, and text messages)
- visual (signs, symbols, and pictures)

Different types of communication might be used in different situations and environments. Language/communication varies by context so it's important to understand what might be expected in one setting may not be expected in another.

Also, it is important to develop a variety of skills for both communicating to others and learning how to interpret the information received from others. Knowing your audience and understanding how they need to receive information is equally important as knowing ourselves. To an employer, effective communication skills are essential. In fact, employers consistently rank good communication skills at the top of the list for potential employees.

## Problem Solving Strategies

Issue	What you can do	Example
<b>I have a big project to do but I don't really know where to start</b>	Ask for a checklist from your supervisor or create your own	"Hi _____, I am wondering if you can support me in creating a checklist for this project. I think that would really help me in getting started."



# Being Successful in Your Internship

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Issue	What you can do	Example
<b>I want to organize my internship project but am not sure how</b>	Use a calendar or a software like <a href="#">Trello</a> (which you can share with your YDC and supervisor if you would like!)	Your calendar could have major due dates within the project along with the smaller items you need to complete in order to have everything done in time. An example of this strategy is in the appendix.
<b>I am not sure what to do next; I think I finished all my tasks</b>	Double check that your work is completely done, then let your supervisor know that all your tasks are completed. If you have an idea of what you want to do next, this would be a great time to show initiative!	“Hi _____, I believe I have completed all my tasks and am wondering what I can do next.”
<b>I have an important call coming soon where I will need to step away</b>	Let your supervisor know that you may have to step away from work in order to take an important call. You can decide how much detail you would like to give them.	“Hi _____, I just want to let you know that I may need to step away from my desk. I am expecting an important phone call.”
<b>I want to work a half day or take a day off</b>	Let your supervisor know of your plans; ideally, two weeks in advance. They are likely counting on you working the full day, so it is important to let them know so they can figure out how they will move forward.	“Hi _____, I would like to take a personal day on August 10th and just wanted to check in with you that it is okay to move forward with that plan.”

# Being Successful in Your Internship

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Issue	What you can do	Example
<b>I want to network with more people</b>	We want you to be able to network, too! Make sure that you are reading all your emails, which may contain invites to events that would support you in networking. Also, you can ask your supervisor to suggest ideas or you can ask them for a formal informational interview.	“Hi _____, I was wondering if you can help me network more with people at the company. Do you have any suggestions?”
<b>I want to learn more during my internship</b>	It can be frustrating to feel like you are not learning enough. You can talk to your YDC about it so they can help you in coming up with a plan on how to talk to your supervisor about it. Also, you may want to set up a meeting with your supervisor to discuss what you do and don't like about the assignments / projects you're being given and offer potential solutions to resolve the problem.	“Hi _____, I am excited to learn more about _____ while I am here and am wondering if I could change my project slightly so I can do more learning around _____. Can we talk more about this possibility?”
<b>I am not sure if my supervisor thinks I am doing well</b>	Feedback is so important to your success! You may want to ask your supervisor for a one-on-one (1:1) to discuss. At the 1:1 you can say what you think you are doing well and where you need support; then hear from them.	“Hi _____, I am wondering if we can schedule a meeting to talk more about my strengths and areas for growth.”  An optional 1:1 template is in the appendix of this handbook.



# Being Successful in Your Internship

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## Stress Management

Starting a new job can be very stressful. Not knowing what to expect and meeting new people in a different environment can produce a level of anxiety. Stress is your body's reaction to situations that challenge you. It's your body's way of getting prepared to deal with the pressures you experience.

Most people think stress is all bad. However, there is bad stress and there is also good stress. Good stress can keep you focused and motivated to get things done. Bad stress is what you feel when you can't stop worrying about something and you feel overwhelmed all the time. Stress management can be a balancing act. There are many factors in your environment that help build resiliency and can support you in times of stress.

- Support from family or caring adults
- Positive peer groups
- Strong sense of self / self-esteem
- Future aspirations
- Engagement in school and community activities

If you are in need of mental health services, please contact your SYEP staff member for support.

## Conflict Management

Conflicts at work happens. It is inevitable whenever you have people with different expectations, personalities, etc. This makes conflict resolution critical in the workplace. Conflict can be resolved by applying a series of thoughtfully applied steps early in a discussion to diffuse anger and facilitate communication. You may try to resolve the conflict on your own with communication and problem-solving skills or talk to your supervisor. If you need further assistance, call your YDC. We are here to support both you and your work site!

## Time Management

Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Skills involved in managing your time include planning for the future, setting goals, prioritizing tasks, and monitoring where your time goes. Here are some tips you can use to ensure you are on time for your internship:

- Allow extra travel time in case the bus is late or there is a lot of traffic
- Practice the bus route before the first day of work
- Schedule appointments before or after work so that it doesn't affect your schedule
- Keep your internship supervisor or work site's number saved on you and contact them as soon as possible if you find that you have to miss work for any reason



# Being Successful in Your Internship

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It is important that you notify your site supervisor when you are late or not able to come to work because they are depending on you and are expecting you to be on time. Your supervisor and YDC are available to problem-solve solutions with you and other strategies can be found in the Problem-Solving section.

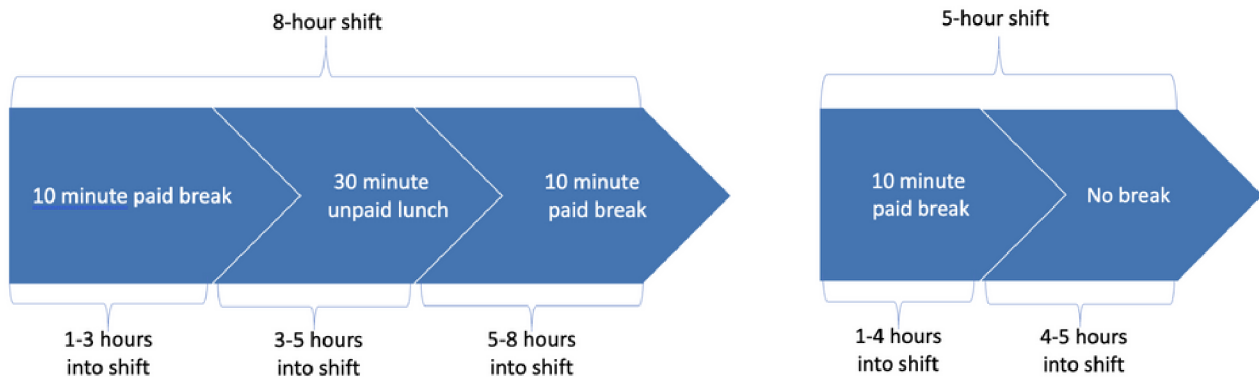
## Breaks and Lunch

Depending on your work schedule, you will be required to take breaks and lunches during your internship workday. Below is a bulleted list of what these lunch/break periods look like. Make sure to check your timesheet for accuracy regarding paid and unpaid breaks (i.e. 6.5 hours shift is 6 hours on your timesheet because of your unpaid lunch break; your paid breaks do count towards your hours worked).

- 3 hours into shift - One paid 10-minute break
- 5 hours into shift - One paid 10-minute break; one unpaid 30-minute lunch break if working more than 5 hours
- By the end of your shift – Two 10-minute breaks; one unpaid 30-minute lunch break

Please note that lunches are not paid. You cannot combine 10-minute breaks with lunches or other breaks.

If possible, make a break schedule with your supervisor so you know when to take your breaks.



# Payroll

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## Payroll Processing

There are a couple of documents you will need to complete to start your internship and receive your wages. We will cover these documents during your SYEP onboarding.

- IRS W-4: is used by your employer to withhold the proper amount of federal income tax from your paycheck. The IRS recommends that employees submit a new W-4 form for each year, or any time their personal or financial situation changes.
- USCIS 1-9: Employment Eligibility Verification Form is a U.S. Citizenship and Immigration Services form. It is used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States.
- Form W-9: is used by an employer to create an official record of a business relationship between a company and an individual who is not a regular employee.

## Lunch Stipend

Due to the timesheet and pay schedule, it can take several weeks to receive a first paycheck. To mitigate the effect of this, all interns will receive two distributions of a stipend that is calculated from the City of Seattle per diem rates.

## Paying Taxes

Everyone who works in the United States pays taxes to the government. A small amount of tax money is taken out of SYEP paychecks. A statement of SYEP wages and taxes, called W-2, will be mailed to your home address in January. Notify SYEP of any address changes to ensure the W-2 is sent to the correct address.

## Changes in Personal Information

You are responsible for making sure that your YDC has your current address. If at any point during your internship you change your address or contact information, please update your YDC.

## Employment Benefits

You are NOT eligible for unemployment benefits when you finish your internship. Your internship is a job training opportunity and not a regular job, so you do not qualify for unemployment benefits.

# Timesheets

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## Timesheet Deadline

Timesheets are due by 5 p.m. the day before the last day of the pay period (every other Monday). You can project your hours for Tuesday. Set a reminder in your phone or planner so you do not forget these dates. The only time this schedule will change is when a City holiday falls within the pay period. At the end of this manual, you will find a list of key payroll dates.

On your timesheet, you will record the time worked each day. At the end of the two-week pay period, you and your supervisor will review the timesheet to ensure you both agree with the total number of hours worked. Your YDC and supervisor will verify and submit your timesheet for processing. Timesheets that are incomplete or have errors will be returned and may result in a two-week delay in pay.

## Internship Hours

You will need to collaborate with your supervisor to decide your weekly schedule and how many hours per week you will work at your internship. You may work up to a total of 150 hours. Once you've reached your limit of 150 hours, your Internship will be complete. Your 150 hours include your time at your internship, but also your time at onboarding and orientation and time spent in cohort meetings.

## Completing Your Timesheet

During your orientation with SYEP, you will learn how to fill out and submit your biweekly timesheets. If you have questions, please reach out to your YDC.

# Key Dates & Deadlines: 2024

July 8	First day of internships
August 13	Capstone Celebration
August 15	Last Day of Internships

## Timesheet Schedule

Pay Period Dates	Intern Submits	Supervisor Approves	Payday
7/3/24 - 7/16/24	7/15/24	7/16/24	7/26/24
7/17/24 - 7/30/24	7/29/24	7/30/24	8/9/24
7/31/24 - 8/13/24	8/12/24	8/13/24	8/23/24
8/14/24 - 8/27/24	8/14/24	8/15/24	9/6/24

## SYEP Staff Contact Information

<b>Elijah Warren</b>	Senior Supervisor	Elijah.Warren@seattle.gov	206-580-5479
<b>Tara Vallimont</b>	Sr. Youth Development Counselor	Tara.Vallimont@seattle.gov	206-635-1498
<b>Madison Stehle</b>	Sr. Youth Development Counselor	Madison.Stehle@seattle.gov	206-531-4222
<b>Sarah Robertson</b>	Content and Curriculum Specialist	Sarah.Robertson@seattle.gov	206-806-1891
<b>Kamal De Campos</b>	Job Developer	Kamal.DeCampos@seattle.gov	206-580-7796
<b>Cindy Luong</b>	Human Services Coordinator	Cindy.Luong@seattle.gov	206-549-5101
<b>Thuy Dang</b>	Youth Development Counselor	Marie.Dang@seattle.gov	206-308-7670
<b>Jhileah Jackson</b>	Youth Development Counselor	Jhileah.Jackson@seattle.gov	206-915-5214
<b>Tamika Williams</b>	Youth Development Counselor	Tamika.Williams@seattle.gov	206-735-0603
<b>Lupe Wilson</b>	Youth Development Counselor	Lupe.Wilson@seattle.gov	206-482-3963



**City of Seattle**  
Seattle Youth Employment Program

# Accountability Process: Step by Step

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If there are any worksite issues or situations negatively impacting the internship on the part of the intern, a Youth Development Counselor (YDC), Site Supervisor, and additional staff may decide what action to take based on the situation, severity, and frequency of the issue. Please note that we hold you accountable while also providing support at every step of the process.

## Step 1. Problem Solving

Site Supervisor	SYEP Staff/YDC	Intern
<p>Review with the Intern what happened, why their actions may cause harm, and how the actions can be improved.</p> <p>Notify your Youth Development Counselor the same day that the conversation takes place.</p>	<p>Listen to concerns explained by the supervisor and make suggestions, if necessary.</p> <p>Connect with the intern to confirm intern’s understanding and agreement to the plan.</p> <p>Provide support that was agreed upon (e.g. bus pass).</p> <p>Follow up with supervisor to share any new information and/or support provided.</p>	<p>Meet with the supervisor and YDC to discuss the problem and possible solutions. This is an opportunity to share what led to the problem and to address any needs to prevent future reoccurrences.</p>

## Step 2. Problem-Solving Plan Follow-Up

Site Supervisor	SYEP Staff/YDC	Intern
<p>If the issue reoccurs, use the Problem-Solving to meet with the intern and document in Appendix C to document needed supports, goals and next steps.</p> <p>Notify the YDC the same day that the conversation takes place and sent them a photo of the Problem-Solving Plan.</p>	<p>Connect with the supervisor and intern to confirm any changes to the agreement.</p> <p>Provide any necessary assistance.</p> <p>Email the plan to the intern and supervisor for their records. Explain that this is a serious step and remind them that the next step is the plan for growth.</p>	<p>Connect with the supervisor and YDC to find a solution to the problem.</p> <p>Understand that while this step is serious, the supervisor and YDC will continue to provide support for a successful summer.</p>

# Accountability Process: Step by Step

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## Step 3. Plan for Growth

Site Supervisor	SYEP Staff/YDC	Intern
Notify the YDC before creating the plan.	Participate in the plan for growth with the intern and supervisor.	Participate in creating a plan for growth the supervisor and YDC.
Create a plan for growth with the intern and YDC. This is the next step towards fostering improvement so that the intern can continue to learn and grow.	Offer suggestions when requested or when necessary.  Ensure that the plan is emailed to the intern and the supervisor.	Work towards improvement in the specified areas.

## Step 4. Pause of Internship or Early Release (case by case)

Site Supervisor	SYEP Staff/YDC	Intern
<p>If the plan for growth has not yielded positive results, contact the YDC to discuss next steps.</p> <p>If the internship is paused, have another conversation with the intern to seek improvement. If the problem continues, contact the YDC to discuss early release for the intern. Please note that it is necessary to contact the YDC. The YDC will deliver the message of early release to the intern.</p>	<p>Based on areas of growth, determine whether YDC time and a pause of internship (no longer than 3 days) or early release from the program is the best course of action.</p> <p><i>For Pause Internship and YDC Time:</i> Meet with the intern and explain that this is the final opportunity for them to improve the areas outlined in Plan for Growth. Pause internship 1-3 days so they can decide how they will make the necessary changes.</p> <p>Inform supervisor of conversation and length of pause.</p> <p><i>For Early Release:</i> Communicate the decision with the supervisor and the intern, including by email for their records.</p>	<p>In case of pause internship, return to work after designated time and continue to work on plan for growth.</p> <p>In case of early release return any equipment loaned by program to YDC.</p>

# Accountability Process: Step by Step

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## Sending Interns Home

If an intern arrives to work under the influence of drugs and/or alcohol, or if they have drug paraphernalia, supervisors are requested to send the intern home and contact the YDC. The YDC will connect with the Intern to determine whether services are needed. The YDC will follow up with the supervisor to determine when or if the intern can return to the worksite. If the intern returns, a second occurrence could lead to immediate early release.



# Legal & Safety Information

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## Discrimination

SYEP participants, staff, and other employees at a work site have the right to work free from discrimination. This means that your employer cannot make job decisions based on your race, ethnicity, religion, sexual orientation, gender identity, national origin, disability, age (age 40 or older), or genetic information.

Examples of workplace discrimination:

- Teasing employees who speak with an accent
- Questions about your genetic information or medical information
- Not providing a workplace that you need because of your religious beliefs or disability

## Harassment

Harassment is a form of employment discrimination. Harassment is unwelcome conduct based on your race, ethnicity, religion, sexual orientation, gender identity, national origin, disability, or genetic information.

Sexual harassment is unwelcome conduct in the form of verbal, non-verbal, or physical behavior that creates a hostile or offensive work environment based on an individual's sex, sexual orientation, and/or gender identity. The unwelcome and/or offensive behavior can come from a supervisor, coworker, or a member of the public dealt with on a regular basis at the work site.

Examples of sexual harassment are:

- Frequent, offensive, and/or unwelcome comments about someone's gender identity and/or appearance
- Unwanted and repeated requests for dates
- Requests for sexual favors including pressure from a supervisor to engage in sexual activity as a real or implied condition of employment, or other decisions affecting a person's employment

Employers are Required to:

- Provide procedures for employees who have experienced sexual harassment to report complaints
- Thoroughly and promptly investigate complaints of sexual harassment
- Take prompt and effective action to eliminate further sexual harassment in the workplace

# Legal & Safety Information

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## Responding to Discrimination and Harassment

If you feel uncomfortable in a work situation due to discrimination or harassment directed at you or someone else, you should speak with your YDC and your supervisor if you feel comfortable. This is a serious situation and must be corrected. The City is committed to taking action to stop illegal harassment and discrimination as well as behavior that is not considered illegal but is inappropriate. For more information on discrimination or harassment, contact your YDC (contact information on page 20). If you want to explore other avenues, there are additional resources and contacts in the appendix.

## Grievance Procedures

In line with Title VII of the Civil Rights Act (SEC. 2000e-2, Section 703 [b]) "It shall be unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of his/her race, color, religion, sex, or national origin, or to classify or refer for employment any individual on the basis of his/her race, color, religion, sex, or national origin." If you feel your rights have been violated, are dissatisfied or have any complaints with the program the following steps are to be taken for resolution:

- Talk to your YDC (and supervisor if you are comfortable)
- If not resolved, connect with a SYEP Sr. Youth Development Counselor (contact information found on page 13)
- If not resolved, connect with the SYEP Director (contact information found on page 13)
- If the above procedures fail to address your concerns, proceed with the City of Seattle's grievance system and/or seek legal counsel

## Equal Employment Opportunity / Affirmative Action

The City of Seattle is an Equal Opportunity and Affirmative Action employer committed to creating an inclusive environment for all employees free of discrimination and harassment. The City of Seattle will not tolerate any form of discrimination or harassment based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, genetic information, disability, marital status, veteran or military status, or political ideology. Our goal is to be an inclusive workforce that is representative, at all job levels, of the people we serve.

# Legal & Safety Information

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## Workplace Accommodations

It is the policy of the City of Seattle to comply with all applicable Federal, state, and local disability related laws and laws prohibiting employment discrimination. The City of Seattle is dedicated to reasonably accommodating a qualified applicant or employee with a disability. No qualified individual with a disability shall be excluded from participating in, or benefiting from, services, programs, activities, or employment on the basis of such disability.

All City employees, temporary or regular, applicants, and candidates, with physical or mental conditions that substantially limits one or more major life activities or have a record of such a substantially limiting condition have a right to request a reasonable accommodation.

## Reasonable Accommodations

A reasonable accommodation is any reasonable change or adjustment to a job or work environment that does not create an undue hardship and permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

No specific form of accommodation is guaranteed for all employees with a particular disability. Rather, an effective, reasonable accommodation must be tailored to match the individual needs of the employee. Depending on the needs of the employee as outlined by their medical provider, the accommodation may be implemented temporarily or permanently.

The following provides a non-exhaustive list of the types of accommodations that may be reasonable, depending on the department's and the employee's needs:

- Provision of assistive devices and equipment (e.g., magnifying computer monitor screens, ergonomic furniture, enlarged type);
- Modification to existing facilities to make them accessible;
- Modification to work schedules or place of work;
- Job restructuring within the current classification, including redistributing marginal functions, or altering how or when an essential function is performed;
- Under certain circumstances, reassignment to a lateral or lower-level vacant position for which the employee is qualified and which they can perform, with or without reasonable accommodation;
- Clarification or modification of training materials or policies; and
- Provision of qualified readers or interpreters

To request an accommodation or for more information contact your YDC.

# Legal & Safety Information

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## Workplace Safety / Equipment

Safety is very important part of any internship whether working outside with machinery and sharp tools, or in an office. SYEP will give you safety/work equipment such as steel-toed boots, leather gloves, and goggles if you need this for your internship. City insurance only covers injuries during work hours, including break times. Injuries during commuting time and unpaid lunch times are NOT covered.

Carelessness, horseplay, or not wearing safety equipment cause most accidents. These accidents and injuries can be prevented by following the rules, using tools and equipment properly, and being alert when working. The following tips may also help to prevent workplace accidents:

### **Know what to do if there is a fire or natural disaster emergency**

Your site supervisor will review with you the emergency procedures for fires, earthquakes, and other natural disasters. You must report all injuries to the supervisor immediately.

### **Dress appropriately**

Depending on the job, dangling jewelry, loose clothing, or even long hair can get caught in machines, get in the way, or create a dangerous situation.

### **Prevent weather-related illnesses**

Dress for the weather conditions, drink plenty of water, and stay dry.

### **Be alert**

Look for potentially dangerous situations and inform your supervisor about anything that could cause injury.

### **No rowdiness or rough-housing on the job**

Horseplay can hurt someone. Goofing around will result in a disciplinary action and/or termination from the internship and/or program

# Legal & Safety Information

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## **Know and follow the child labor laws**

These laws may limit your contact with tools, equipment, chemicals, and machine use.

## **Use proper lifting techniques**

When lifting or reaching for heavy projects, use proper lifting techniques as advised by your supervisor.

## **Accident / Injury**

Please tell your supervisor about any injuries no matter how small or minor. Cuts, falls, and bruises are all examples of injuries that may not seem like a big deal at the time, but can become worse as time passes. Your supervisor will help to get immediate medical assistance. Your YDC or SYEP office must also be contacted immediately in order to provide additional support.

If treatment is necessary, your emergency contacts will be notified right away. SYEP, YDC or staff person, and site supervisor will be present at the medical facility.

For SYEP to pay for your medical expenses at any clinic, medical center, or hospital, you must be seen by a licensed physician within 24 hours of the accident. It is important to report injuries to the appropriate people immediately.

All of the necessary forms must be completed and turned into your YDC by the required time period. Late paperwork may result in a claim being rejected or delayed. Your site supervisor must complete an Incident Report and submit the report to SYEP within 24 hours of the incident. Contact your YDC for additional information or clarification.

## **Workers Compensation**

The City of Seattle insures SYEP interns. The City is self-insured and operated under the same laws as Washington State Industrial Insurance. The insurance may cover cost of treatment for work-related injuries.

# Work Regulations and Responsibilities

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## Assessments / Evaluation

Part of the SYEP internship is taking time to reflect with your supervisor on your growth and career goals over the six weeks. Assessments are NOT a grade and do not define your success! They are to monitor your progress and address the things you can work on to achieve your career goals.

There will be two assessments completed total: a pre-survey before your internship and a post-survey at the end of your internship to self-evaluate your experiences and progress. We encourage that you work with your supervisor to carve out some space on the last few days of their internship for them to complete it.

## Minor (Interns Under 18) Work Regulations

Washington State's Minor Work Permit Regulations describe what Interns under age 18 can and cannot do while working. The regulations state how many hours youth can work during the school year and over the summer.

Regulations limit interns under the age of 18 from working with certain machinery and hazardous substances. Internship sites must post copies of the Washington State Minor Work Permit regulations. Your organization is responsible for understanding and following all laws set forth by City, State, and Federal government. More information can be found on [L&I's website](#).

NOTE: All private and non-profit worksites need to have a valid Minor Work Permit and completed Parent Authorization Form on file before an Intern begins their internship.

## Exposure to Hazardous Chemicals

By law, youth who are 14-17 years old cannot be exposed to hazardous chemicals. Youth who are 18 years old and older have a right to know if they are using hazardous chemicals and should be trained in safety procedures.

# Appendix A: 1:1 Meeting Template

This is an optional template you can use for your 1:1 meeting with your supervisor

Name:	
Date:	
To be completed by SYEP Intern before meeting with the supervisor:	
What do you think is going well in your internship?	
What is an area of growth you are working on?	
How can I (intern supervisor) support you?	
To be completed by intern's supervisor:	
What do you think is my (intern's) biggest strength?	
What is one strategy you would recommend related to my area of growth? Or, what is one other area of growth you think I should work on?	
What are upcoming opportunities (e.g. networking, job shadows, informational interviews, etc.) I can be involved in?	
Intern Next Steps:	
Supervisor Next Steps:	

# Appendix B: Skills Assessment

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This is a skills assessment you can give your use to think more about your skills and what you would like to work on further.

**Communication Skills:** Think about all the ways you communicate in discussions, through your writing, or through your imagery. How well are you able to express ideas and thoughts using oral, written, visual and non-verbal communication skills?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

**Teamwork and Interpersonal Skills:** Think about all the times you have worked with a group to achieve a common goal. How well are you able to work with others on a team while managing conflicts?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

**Creativity and Problem-Solving:** Think about all the times you have used your critical thinking skills to make a decision. How well are you able to analyze issues to solve problems?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

**Time Management:** Think about all the times you had multiple projects going on at once. How well are you able to prioritize and manage your work while maintaining quality results?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

**Global Perspective:** Think about all the times you interact with people with identities similar and different from your own. How well are you able to appreciate, value, and learn from other cultures and perspectives?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill



# Appendix B: Skills Assessment

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**Self-Care:** Think about the times you needed to self-calm and take care of yourself when things were tough. How well are you able to use self-care strategies?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

**Growth Mindset:** Think about the times when you hit an obstacle or set back. How well are you able to gain perspective and persevere by having a growth mindset?

- I want to develop this skill
- I am continuing to grow this skill
- I am confident using this skill

# Appendix C: Plan for Growth Template

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Growth Area	Outcome	Action	Support	Success Criteria	Accountability
What is the skill that needs to grow?	What does the desired skill look or sound like?	What needs to be done in order to obtain the outcome?	How can others help you obtain this outcome?	How will you know you are successful in reaching your outcome? (S.M.A.R.T. goal)	How will you hold yourself accountable?

Intern Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Youth Development Counselor Signature (if applicable): \_\_\_\_\_

# Appendix D: Sample Calendar

For example: working at Woodland Park Zoo for 4 hours a day as a Public Relations Intern:

Monday	Tuesday	Wednesday	Thursday	Friday
7/8 Internship Begins!	7/9 Training continued...	7/10 Begin working on draft project proposal	7/11 Continue working on draft project proposal	7/12 Project Proposal due
7/15 Research day; Meet with my YDC	7/16 Begin to write article	7/17 Writing day	7/18 Final research and editing	7/19 Malayan Tiger article draft due
7/22 Continue making edits; Meet with my YDC	7/23 Continue making edits; Photograph tigers	7/24 Photographs of tigers due	7/25 All edits due	7/26 Final Malayan Tiger article due
7/29 Begin working on Bat press release; Meet with my YDC	7/30 Continue working on press release	7/31 Butterfly rescue event	8/1 Finish interviews and photographs	8/2 Draft of Bat Events press release due
8/5 Continue edits; Meet with my YDC	8/6 Make final adjustments	8/7 Final of Press Release due	8/8 Zoo Doo outline	8/9 Intern Capstone Celebration
8/12 Interviews and photos	8/13 Zoo Doo press release due	8/14 Western Pond Turtle event	8/15 Last Day of Internship	8/16

# Appendix E: Additional Resources

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For more information on discrimination or harassment, you may contact the following resources:

## Internal Resources

- Human Resources Office | 206-684-0115
- Seattle Office of Civil Rights | 206-684-4500
- Alternative Dispute Resolution | 206-615-1692

## External Resources

- Washington State Human Rights Commission
- Equal Employment Opportunity Commission

Employees may seek confidential assistance from Alternative Dispute Resolution. However, contacting ADR is not considered making a formal complaint to the City.