



School Intern Program for Beals Elementary Students- Grade 7 and 8

The School Intern program has been developed to allow youth the opportunity to explore a career while gaining valuable experience and job skills by working with DEI scientists and technicians to learn about the daily operation of the Hatchery at DEI.

Qualifications for School Interns

- School Interns must demonstrate a high level of responsibility, maturity, enthusiasm, and reliability
- School Interns will be required to submit an application and undergo an interview
- School Interns must be in Grade 7 or Grade 8 and have previously attended educational activities at DEI

School Interns agree to:

- Assist the scientists and technicians with basic procedures in the hatchery, such as feeding juvenile shellfish, cleaning their tanks, helping with overwintering, or conditioning procedures necessary to prepare broodstock for spawning

Training

School Interns will be trained on-the-job .

Responsibilities

School Interns will be expected to exhibit a positive attitude, to be respectful of DEI staff, fellow School Interns, any members of the public who may be visiting the hatchery, to listen and follow instructions, use appropriate language, be a positive role model, and be willing to help out as needed.

Disciplinary Procedures

School Interns will be held to a high standard as they care for the safety of juvenile shellfish; therefore any violation may result in dismissal from the program

When working in the Hatchery:

1. Remain in the presence of a staff member at all times
2. Follow carefully all procedures
3. In case of emergency, notify a staff member

4. Stay actively involved as a helper

When working with other staff members:

1. Be familiar with the room and supplies
2. Consult with staff members about emergency procedures (eye wash, first aid)
3. If you have ANY questions, please ASK before you act
4. Observe and follow the lead of the other staff members
5. Be respectful of co-workers

Intern Signature

I have read and understand the Guidelines for School Interns. I agree to follow them while I am a School Intern at DEI.

On the line below Print Your Name Signature Date

Parent Signature

I have read and understand the Guidelines for School Interns. My signature below acknowledges the guidelines and my permission for my minor child to serve as a School Intern at DEI

Print Your Name Signature Date

School Approval – Teacher and Principal

I agree to allow the intern to serve at DEI as outlined

Print Your Name Signature Title Date

Print Your Name Signature Title Date