

Rutgers Success Center

Host Site and Supervisor Agreement

The Center for Advanced Infrastructure and Transportation (CAIT) appreciates your organization's willingness to host youth as Interns during the 2022 program year. The internship program for out-of-school youth is a supportive experience full of opportunity for both participants and host sites, and we hope this will be a rewarding experience for you.

Host Site: Edelman Planetarium

<u>Science Hall, 201 Mullica Hill Rd.</u>	<u>Glassboro</u>	<u>NJ</u>	<u>08028</u>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Postal Code</i>

<u>856-256-4389</u>		
<i>Phone</i>	<i>Fax</i>	<i>FEIN # (if applicable)</i>

<u>Connor Marti / Planetarium Assistant</u>	<u>856-256-4389</u>
<i>Contact Name/Title</i>	<i>Direct Phone</i>

<u>martic@rowan.edu</u>
<i>Email Address</i>

Primary Site Supervisor Name/Title: Amy Barraclough / Planetarium Director

Maximum Number of Interns: 1

This agreement states that youth will serve as Interns with the Host Site for a period of at least 6 weeks between July 2022 and February 2023, with start and end dates defined in each participant's internship plan as determined by Rutgers Success Center and Host Site staff. Interns will work under the direct supervision of the Site Supervisor with the support of the Internship by Program Coordinators from the Camden Success Center. The Host Site and Rutgers staff will operate with consideration to the Intern under the guidance outlined in this agreement.

The following is a description of the various rules and procedures by which CAIT and the Rutgers Success Center operate. Consistent communication among the Intern, Site Supervisor and Program Coordinators is essential throughout the program year concerning any and all internship responsibilities and changes to program operations.

I. Description of the Rutgers Success Center

Rutgers Success Center is dedicated to helping the youth of New Jersey improve their quality of life and become productive members of our communities. This project is designed to be a collaborative strengths-based and trauma-informed approach with multiple partners. The effort is to remove barriers to success for justice impacted young people by enhancing immediate and future employment and career prospects among participants ages sixteen (16) to twenty-four (24). The Rutgers Success Center role is providing case management, work readiness training, access to academic and vocational programs, paid internships, and support of job search and retention.

The engagement of Rutgers Success Center participants as Interns at any Host Site should align at all times with the mission and goals of both Rutgers Success Center and your organization. It is important to note that our Interns are not traditional employees; they are expected to be in the learning process during this time in a work environment, and efforts should be made to communicate with both the Intern and the Program Coordinator when needs or issues arise. A Youth Success Center internship is designed to be a rewarding and encouraging process aiming Interns in the direction of success during this program year and beyond.

II. Internship Supervision

Intern supervision is essential to the success of the Youth Success Center, and much of the responsibility of that process falls on the Site Supervisor.

Supervision of Interns includes guidance concerning daily responsibilities and monitoring of the completion of tasks. Site Supervisors are also asked to maintain, at minimum, regular contact with active Interns and weekly contact with Program Coordinators, as well as evaluations of Interns in conjunction with Program staff. Because Interns are expected to be learning while they are working with your organization, we ask that Interns are provided with a variety of experiences, including challenges, and that they are encouraged often to ask questions and to share feedback.

a. Interns with Disabilities

Rutgers Success Center serves youth between the ages of sixteen (16) and twenty-four (24) without regard to without regard to race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex. The Rutgers Success Center is designed to welcome the engagement of participants with disabilities. If any accommodation required by an Intern with a disability is difficult for your organization to supply, we are your partners in providing for Interns and will seek solutions to accommodations or alternate placement if necessary. As applicable, any foreseeable accommodations required by an Intern will be attached to their internship plan, and you should notify us in writing of any difficulty in providing common accommodations so that a solution may be sought prior to the beginning of an internship.

b. Accurate Time Reporting

Rutgers Success Center is responsible for accurate reporting of the hours worked by an Intern. In order to accomplish this, we will require accurate, signed timesheets in the form you typically use

for salaried or hourly staff. We may also periodically request that your organization supply information which may include, but is not limited to, the following:

- Brief description of Intern accomplishments;
- Number of projects or events in which Interns participated; and
- Feedback from projects and events in which Interns were involved.

Surveys or forms for the collection of information will be available prior to requests being made.

III. Intern Expectations

Interns are expected to act in accordance with the expectations outlined by Rutgers staff and clearly stated expectations established by the Host Site. Some notable expectations are reiterated here:

- Arrive on time every day as scheduled; when a lateness or absence is absolutely necessary, arrange it in advance with the Host Site, or, at minimum, call the Site Supervisor at least one hour before the scheduled start of work for the day;
- Communicate any and all needs, concerns or ideas immediately to Site Supervisor, and, if applicable, Program Coordinator;
- Dress appropriately for internship tasks;
- Turn in signed, accurate timesheets each week;
- Be attentive and respectful during work, all day, every day, including all times when disciplinary measures may become necessary;
- Refrain from the use of cell phones, music devices, or other unauthorized technology while at the Host Site;
- Maintain a flexible, positive attitude even in the face of challenges.

IV. Education and Training

Participation with the Rutgers Success Center includes an internship experience for many youth, along with academic and vocational training opportunities. We ask that Host Sites remain flexible in the scheduling of internship hours with respect to an Intern's schedule of educational programming.

Host Sites are responsible for any initial training in specific tasks required of Interns on site upon their arrival. Interns will be prepared for work during orientation, coaching and work readiness training opportunities together prior to their placement with your site; but any additional training that may be necessary or helpful to their successful completion of projects and assignments is the responsibility of the Host Site as deemed appropriate by the Site Supervisor.

V. Disciplinary Procedures

In the event of a necessary disciplinary measure, Site Supervisors are encouraged to approach Intern issues similarly to issues among staff of their own organization. Any issue that cannot be resolved through simple conversational intervention should be addressed with Program Coordinators and should follow procedures with respect to the guidelines of Rutgers Success Center. Please note that offenses must be documented in order for formal discipline to take effect, which may include suspension from the internship site or other program activities, recommendation for intervention, and, only in extreme or persistently unresolved cases,

termination of the internship placement. Rutgers Success Center is invested in the education, development, success and later employability of its Interns, and we hope that you are, too.

VI. Intern-Media Interaction

Interns are welcome to be a part of any media-covered projects or events in which your organization may become involved. Please consult Program Coordinators regarding any waivers signed by an Intern for the release of their image and certain information to the media prior to agreeing to their participation. We encourage you to share media coverage related to an Intern and their projects if it becomes available, and to take digital photos if possible of “Interns in action,” so that all can be included in our celebration of participant accomplishments throughout the Intern’s time with our program.

VII. Other Partnership Considerations

As your organization enters into this partnership with the Rutgers Success Center, please consider the following points.

a. Assistance with Program Trainings and Recruitment

While no assistance is required in the planning and execution of this program, any assistance your organization or Site Supervisor may choose to offer will be helpful and valuable to our continued partnership. As opportunities arise for collaboration on potential training topics or team building opportunities, Program Coordinators will be in contact with you. Also, any efforts towards the recruitment of future participants in Camden County programs targeted for disconnected youth are welcome from Host Sites. Please feel free to refer potential participants to Program Coordinators at any time during the program period.

b. Hiring of Interns

Interns may be hired by your organization if deemed reliable candidates for open positions. We encourage you to consider welcoming Interns onto your staff in part- or full-time capacities upon completion of their internship. It is not expected that all Interns are offered employment, but we appreciate your consideration of their candidacy for work at your site, as well as any assistance you may be able to offer in supporting their search for employment as they approach the completion of the internship period. With the support of Rutgers Success Center, the leadership of Site Supervisors, and the experiences gained through internships, we are confident in our participants’ abilities to succeed on a path towards long-term educational and employment success.



Center for Advanced
Infrastructure and
Transportation

Center for Advanced Infrastructure and
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732-742-6606
848-445-0579
Fax: 732-445-3325

Thank you for joining us in this important work, building productive futures for the youth of Camden County. Please reach out to Rutgers Success Center at any time with the contact information below:

Rutgers Success Center Program Coordinator:

Terea Jenkins-Singleton
email: terea.jenkins@rutgers.edu
Phone: 732-742-6606

Rutgers Success Center – CAIT
100 Brett Road
Piscataway, NJ 08854

Todd Pisani, Research Project Manager
todd.pisani@rutgers.edu

Certification:

Amy Barraclough

Site Supervisor Name

Amy Barraclough

Sep 6, 2022

Site Supervisor Signature

Date

Michael Blake

Host Site Authorized Signatory Name (if applicable)

Michael Blake

Sep 6, 2022

Host Site Authorized Signature (if applicable)

Date

Terea Jenkins-Singleton

Rutgers Program Coordinator Name

Terea Jenkins-Singleton

Rutgers Program Coordinator Signature

Sep 7, 2022
Date

C230232 Rutgers University

Final Audit Report

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