

# PENTA CAREER CENTER INTERNSHIP PROGRAM



**Partners in Education**



# INTERNSHIP BASICS

The Ohio State Board of Cosmetology Internship Program is detailed in the proposed rules 4713-6 series. You can download the rules in their entirety on the web site under proposed rules. The following is a quick summary.

- Schools have the sole discretion as to their participation in the internship program; concerning students and salons. Students are not permitted to intern in a salon where they have had a personal or professional relationship.
- Schools and salons must have a written agreement.
- Students are there to learn and not be used to perform menial labor.
- Salons must have a managing cosmetologist with at least five years experience to participate.
- Salons must be in good standing with the Board to participate.
- Students must have 50% of their training completed to participate.
- Students must be under the direct and immediate supervision of a licensee when performing services in a salon.
- Students must maintain a daily journal of activities.
- Interns must wear a Board provided ID when in the salon as an intern.
- Salons must adhere to the parameters of the training outlined in the eligibility rules.

# SENIOR INTERNSHIP

## ELIGIBILITY

- Student must have at least a C ( 2.5 GPA.- in all classes) and a 95% attendance (no current D's or F's)
- Student must have completed 50% of their base course outlines
- Student must be on target for graduation
- Student must show appropriate behavior at all times

## IMPORTANT INFORMATION

- Student must have transportation
- Student must call the salon if they are unable to intern
- Working hours must be agreeable between employer, student, and school
- Student must work a minimum of 2.5 hours per day not to exceed 8 hours in a single day including Cosmetology school hours
- Students are available to work after school and on weekends
- Students will be compensated by receiving cosmetology hours and grades
- Students will receive the appropriate amount of credits per semester
- Students can work from 120 -150 hours in the salon

# NO SCHOOL, NO WORK!

Students are expected to attend class the entire school day. Rarely will a student be allowed to leave school early for job or personal matters.

Therefore, one of the most important rules the student must follow is that if he/she does not attend school on a given day; he/she **cannot go to work without the permission** of his/her Instructor. Students must call and inform the salon of their absence.

If the student does **NOT** attend school and does report to work, the student will be considered for disciplinary action.

In this same school of thought; if a student is assigned to be at their internship salon and does not show up.....consideration will be given for removing the student from the Internship Program.

# INTERNSHIP PROGRAM CONSENT AND RELEASE FORM

This form must be completed and returned to the school before a student will be permitted to take part in the Internship Program.

\_\_\_\_\_ (student's name) has my/our permission to take part in the Penta Career Center Internship Program. I/we hold harmless the school; its teachers and the salon involved of liability in connection with his/her participation in the program. I understand that he/she will be excused from lab periods only and must provide his/her own transportation to and from the work program.

\_\_\_\_\_ (parent or guardian signature)

\_\_\_\_\_ (telephone number)

\_\_\_\_\_ (date)

# Cosmetology/Hair Design Student and Parent Contract

For the benefit of those involved in the Internship Program, the following statement of policy has been established. The student, parent, and the school should clearly understand their responsibilities.

*Cosmetology/Hair Design students will follow all school policies*

1. The student must call the school office as well as the employer when going to be absent from school and work. The student is not permitted to go to work on the days absent from school, unless he/she has permission from the instructor.
2. The students must conduct themselves in a manner that will reflect positively on their employer, Penta Career Center and their parents.
3. The student will be required to join and participate in Skills- USA VICA club activities.
4. The student will notify the employer and the instructor in advance in case of a necessary, prearranged absence.
5. The student will follow, to the highest degree of ability, all regulations of the employer, the school and the Cosmetology class.
6. A student fired from a job by an employer for a justified reason will be denied further participation in the Internship program.
7. A student will not be permitted to quit a job without the permission of the Instructor and a notice to the employer.
8. The student may work a maximum of 120 -150 hours which includes a set amount of hours in various competencies of the curriculum, with a maximum of 8 hours per day.
9. The student will have good personal hygiene, be neatly dressed, and follow the dress code of the school and employer. Students must arrive at their internship site ready to begin work. Personal grooming should be completed on personal time.
10. The student's job must be in a salon licensed by the State Board of Cosmetology and approved by the Instructor.

11. The student will be required to be covered by some form of accident insurance (school or private). If a student is injured on the job, the accident must be reported to the instructor and employer. The student/parents will not hold the employer or Penta responsible in any way.
12. An employed student may leave school after classes are completed. Students out, will report directly to the internship site. Upon leaving school, the parents will assume responsibility for the student until reporting to work or home.
13. An unemployed student will be requested to report to school and follow their regular schedule.
14. The student and parent will recognize the instructor as the authority for making any and all adjustments or changes in employment.
15. The student will accept counseling and guidance from the instructor and employer.
16. The student will be responsible for providing transportation to and from the place of employment.
17. Students who begin internship but fail to maintain the required attendance and/or GPA grade requirements will be required to terminate internship and return to school.

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Student's signature

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Parent's signature

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Supervisor's signature

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Date



# Penta Career Center and Salon Agreement

I \_\_\_\_\_ being the Salon Manager have read and understand the Cosmetology/Hair Design Internship Program. I agree to abide by all the Rules and Regulations set up by the Penta Career Center and the Ohio State Board of Cosmetology. I will be proud to be a mentor for our future hairdressers or nail technicians.

I also understand that I must be in good standing with the Ohio State Board of Cosmetology and free from any infractions.

Salon  
Name/phone \_\_\_\_\_

Salon Address \_\_\_\_\_

Salon Identification Number \_\_\_\_\_

Managers Name \_\_\_\_\_

Managers Identification Number \_\_\_\_\_

Employee Signature \_\_\_\_\_

School Administrator \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

# TRAINING PLAN

The following is a list of skills and tasks agreed upon by the instructor and the employer that will be made available to the student to perform as part of the work-based learning experience.

1. Shampooing
2. Haircutting
3. Hairstyling
4. Manicuring/Pedicuring (cosmetology students only)
5. Haircoloring & Lightening
6. Facials (cosmetology students only)
7. Permanent waving
8. Acrylic Nails (cosmetology students only)
9. Eyebrow Arching/Waxing /Makeup (cosmetology students only)
10. Personal and professional development - student will receive employability training in the following areas; personal appearance, attendance, attitude, adaptability, dependability, willingness to learn, customer relations, quality and quantity of work
11. All safety regulations will be in accordance with OSHA

## Statement of Cooperation

We the undersigned agree to the conditions and statements contained in these agreements:

_____ Employer	_____ Date	_____ Supervisor of program	_____ Date
_____ Student	_____ Date	_____ Instructor	_____ Date

# Student Journal

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Internship activities: \_\_\_\_\_

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