

CELL

CENTER OF EXCELLENCE IN
LEADERSHIP OF LEARNING

UNIVERSITY OF INDIANAPOLIS

INTERS: A HOW-TO FOR SMALL SCHOOLS STARTING WITH THE BASICS

Presenter:

Erin Rauscher

Guidance Counselor & Psychology Teacher

Southridge High School

**INDIANA EARLY
COLLEGE SUMMIT**

InTERS – How To for Smaller Schools: Basics

Indiana Technical Education Reporting System

- Erin Rauscher, Guidance Counselor,
Psychology Dual Credit Instructor
- Southridge High School
- rauschere@swdubois.k12.in.us



Session Goal

Participants will leave with:

- A simple workflow for documenting work-based learning hours in InTERS
- Practical systems for dividing responsibilities among staff
- Templates and ideas they can immediately use in their schools
- Examples that reduce workload and increase student participation

"Raise your hand if hearing 'new diploma requirements' felt like someone added another job to your job description."

“That was our reaction too. But what we found was that this process became manageable when we stopped thinking about it as one person's responsibility.”

The Challenge for Smaller Schools

- What feels overwhelming?
- Discuss common concerns:
- Who tracks hours?
- Who contacts employers?
- How do students submit documentation?
- How do we avoid creating extra work?
- What if staffing is limited?

Key Message:

- "Work-based learning documentation should be a team effort, not a one-person job."

Our Team Process

"Instead of creating something new,
we asked: What are we already
doing?"

**Step 1:
Meet with CTE
teachers**

**Step 2:
Coordinate regularly
with Patoka Valley
Cooperative
instructor**

**Step 3:
Compile:**

- **Courses with paid internships**
- **Courses with unpaid internships**
- **Industry certifications**
- **Existing work-based experiences**

Student Communication Process

Meeting with Freshmen

Walk through:

- Freshman meetings
- Explaining why work hours matter
- Showing students' expectations early

Version 1: Awkward approach

Student:

"Hey... I need you to sign something for school."

Employer:

"Sign what?"

Student:

"I don't know..."

(brief humor)

Version 2: Better approach

Student:

"Hi Mr. Smith, my school is tracking work-based learning experiences for graduation requirements. Could you verify my hours on this form?"

Employer:

"Sure."

Student:

"I can send it digitally or bring a copy back."

After the skit ask:

"Which student would you rather help?"

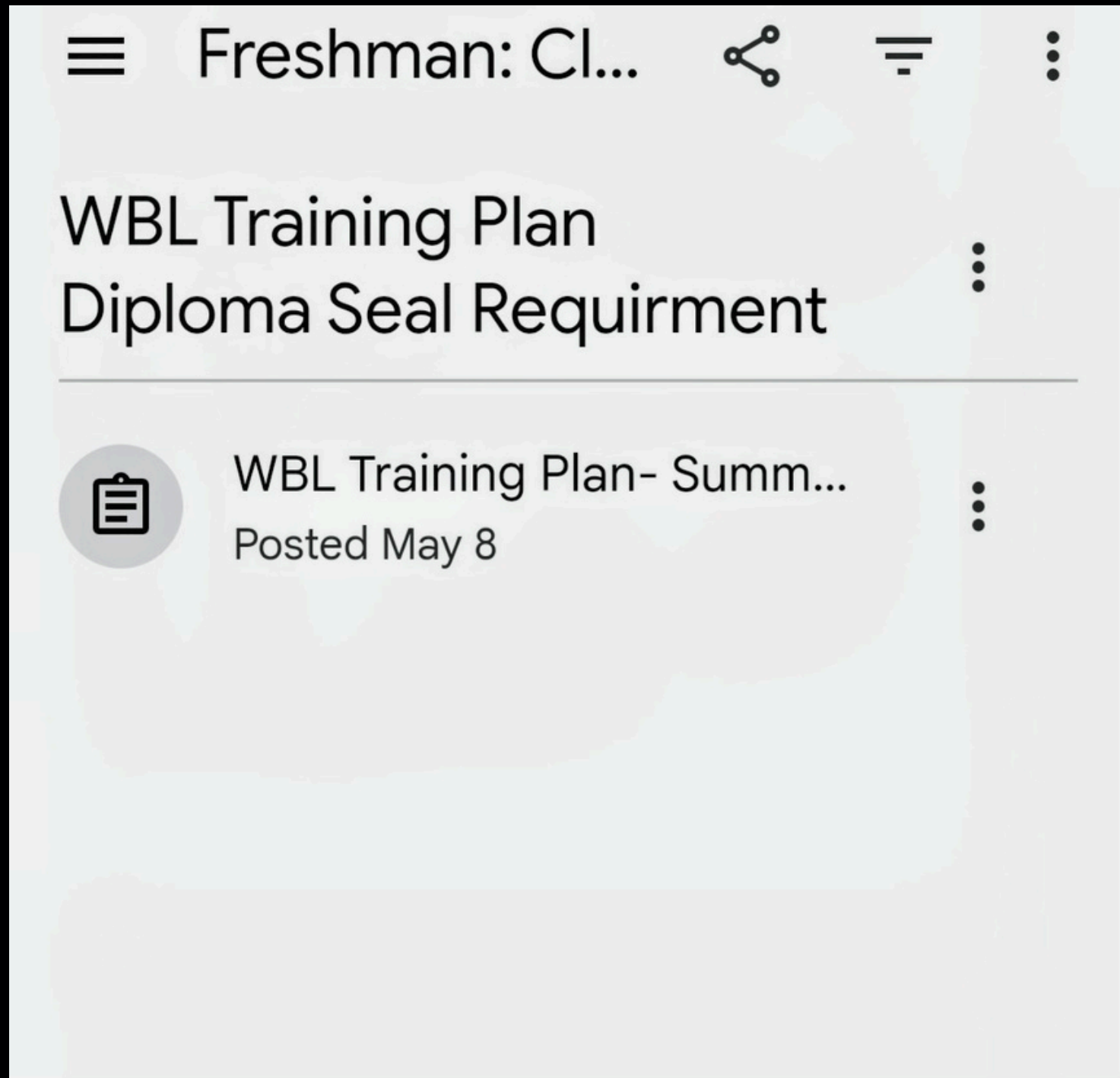
Keeping It Simple with Submission Systems


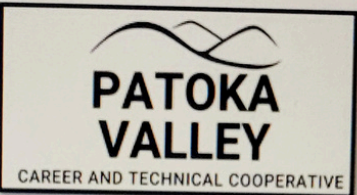
Multiple Submission Options

Students can submit through:

- ✓ Google Classroom
- ✓ Email
- ✓ Picture upload
- ✓ Paper copy

"We knew students would complete some experiences over the summer when we weren't in the office, so we removed barriers."



0543 Training Plan: *Part - Time or Summer Employment*

0543 will be used for part time/summer employment for the WBL component of the graduation seals. This document will be provided to students and parents who plan on using part time/summer employment work hours for the Indiana Seals. **This document will be signed and returned to the guidance office before employment begins.** Documentation of work hours must be provided to the guidance office once employment is completed. Documentation can include pay stubs or a letter from the employer that lists hours worked. 0543 work hours will be uploaded into the INTERS database 2 times per year.

- 75 hours of documented WBL hours are required for the Enrollment Honors **Plus Seal** (may combine up to 3 work experiences)
- 150 hours of documented WBL hours are required for the Employment Honors Seal (may combine up to 3 work experiences)
- 650 hours of documented WBL hours are required for the Employment Honors **Plus Seal** (may combine up to 3 work experiences)

Student Name:	
Employer Company Name:	
Employer Company Address:	
Employer Supervisor:	
Employer Email:	
Employer Phone:	
Employee Starting Date:	
Employee Starting Wage:	
Hours expected to work:	
Actual hours worked:	
Paid or Unpaid:	

TECHNICAL/ACADEMIC SKILLS/ Job Duties (TO BE FILLED OUT WITH SITE SUPERVISOR)	
Tech/Academic Skill 1 Job Duties	
Tech/Academic Skill 2 Job Duties	
Tech/Academic Skill 3 Job Duties	

Student Signature	Date	
Parent Signature	Date	
Employer Signature	Date	
School Personnel Signature	Date	

"How many times are we touching the information? We want that number as low as possible"

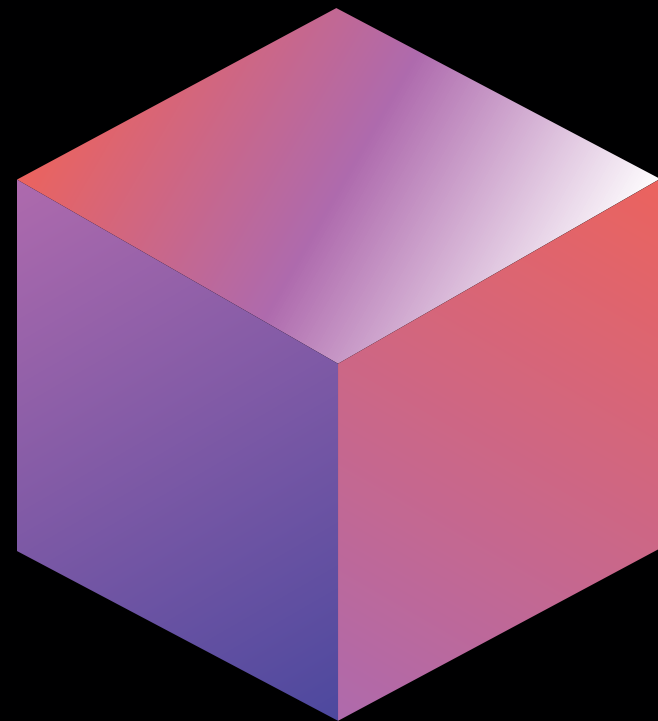
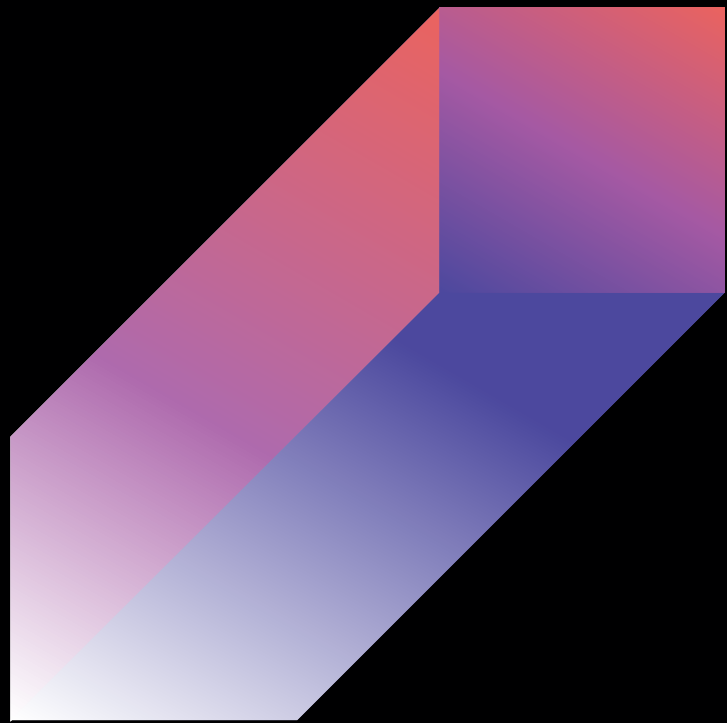
Practical Takeaways

Five Things We'd Do Again

1. Identify eligible experiences
2. Collect documentation, Share Templates with CTE teachers
3. Verify information
4. Enter into InTERS
5. Maintain ongoing communication

Questions & Discussion

- "What concerns are you having at your school?"
- "How many people are handling this in your building?"
- "What systems are already working?"



Putting it together

InTERS Basics Checklist

- Meet with CTE staff
- Meet with cooperative instructor
- Identify courses with WBL opportunities
 - Meet with freshmen
 - Teach employer communication
 - Create submission options
 - Track documentation in InTERS
 - Review periodically

Dear Parents/Guardians,

Please ask your student about their summer work-based training plan!

We met with the Class of 2029 on May 8th to share the Summer Work-Based Learning Training Plan template. As shared in previous meetings about the New Diploma requirements, we know the following hours are required for the following Diploma Seals:

75 hours of documented WBL hours are required for the Enrollment Honors Plus Seal (may combine up to 3 work experiences)

150 hours of documented WBL hours are required for the Enrollment Honors Plus Seal (may combine up to 3 work experiences)** SHS recommends 150 just in case there is a diploma change*******

650 hours of documented WBL hours are required for the Enrollment Honors Plus Seal (may combine up to 3 work experiences)

PART ONE: The PLAN due JUNE 1st

Each student was given a paper copy of the Training Plan template to record summer work hours. We also have digital copies available in their Google Classroom. Students are to have their employer and parent sign this template, take a picture, and upload it to the Class of 2029 Google Classroom or email it to their counselor by **June 1st**. I have already had a handful of students submit photos of their plans. They can still access Google Classroom through their phones or any computer.

PART TWO: Total Work Hours/Pay Stub Summary due AUGUST 21st

After the summer work is completed, we will need the Training Plans returned to school, along with either a pay stub or a letter from the employer stating the total hours worked (a summary of total hours preferred). If these are not submitted, the hours will not count towards your desired diploma seal.

Disclaimer- These hours must be completed before August of their senior year. Let's get started now.

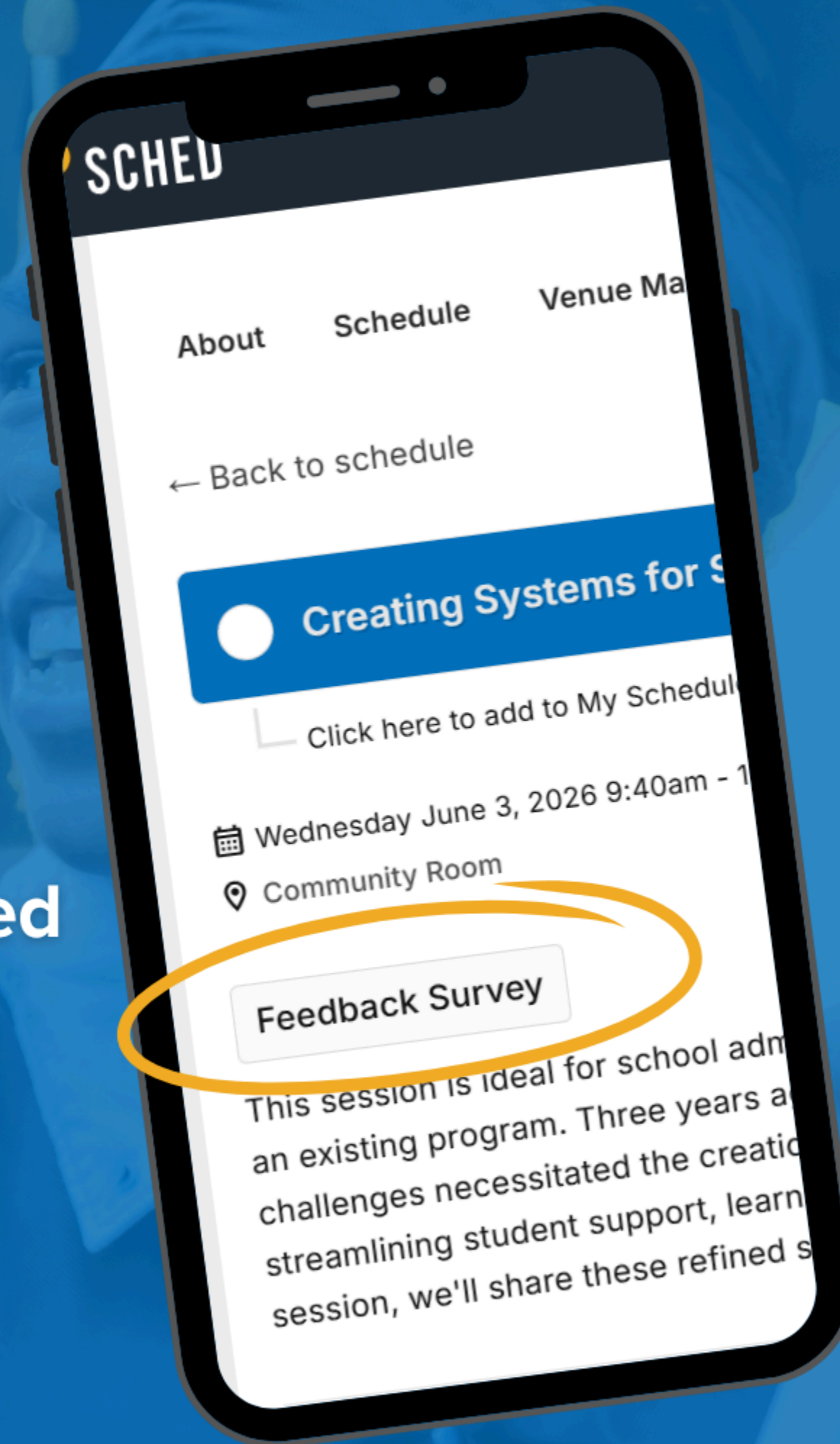
CELL

CENTER OF EXCELLENCE IN
LEADERSHIP OF LEARNING

UNIVERSITY OF INDIANAPOLIS

SURVEY REMINDER

Please complete a survey in Sched for each session you attend.



**INDIANA EARLY
COLLEGE SUMMIT**