

Project SEARCH Bayhealth Intern Letter of Intent

Congratulations on being selected as a Project SEARCH Bayhealth Intern, Class of 2023! The Project SEARCH Bayhealth faculty and staff will work extensively to ensure that your education, vocational training, community, and on-the-job work experiences will prepare you with the competencies needed to be a successful job holder.

Project SEARCH Bayhealth Interns are expected to conduct themselves like Bayhealth employees, and are held to a high set of standards. Project SEARCH Bayhealth Policies and Procedures will be covered during the Orientation Period in September, for now, you and your family supporters are committing to these 10 conditions, with a clear understanding of our expectations that you will acquire paid employment that is non-seasonal, at least 16 hours/week, in an integrated setting, earning at or above minimum wage.

I, *NAME*, understand that interns in the Project SEARCH Bayhealth program must abide by the following terms and conditions:

1. I will arrive to Project SEARCH Bayhealth every day with a positive attitude, a willingness to learn, show respect to all, accept constructive feedback openly, and give 100% effort. On days when I need a boost of encouragement, I will “talk it out” with a trusted faculty member.
2. I will complete three unpaid job rotations within Bayhealth Hospital Kent or Sussex Campuses, employment at Bayhealth Hospital or another employer is not guaranteed.
3. I understand that Project SEARCH Bayhealth correlates with the Capital School District calendar with the exception of snow/fog delays, since interns ride DART, not school buses.
4. I will follow the policies of Project SEARCH, Capital School District, and Bayhealth Hospital.
5. I will dress appropriately, keep professionally groomed, wear the required attire, and follow Bayhealth Hospital Dress Code Policies.
6. I will maintain at least 95% attendance rate (on average, no more than 1 unexcused absence per month), in the rare instance I am absent or tardy, I will notify my instructor, skills trainer, DART Paratransit, and work site supervisor.
7. I understand that I am responsible for transportation to and from Bayhealth Hospital, I will learn to use public transportation, DART Paratransit and DART Fixed Route.
8. I will meet as scheduled with my DVR counselor/DDDS Case Manager, and Adult Service Provider to pursue competitive employment.
9. I will attend the three Family Involvement Meetings which occur in the evenings on 9/6, 11/9, 3/8.
10. I will maintain effective communication with the Project SEARCH Bayhealth team by checking my emails, text messages and voicemails at least once per business day.

I have read the above, understand and agree to these terms. I understand that I may be asked to leave Project SEARCH Bayhealth if I fail to follow these Expectations.

Intern

Signature: _____ Date: _____

Parent/Guardian

Signature: _____ Date: _____