



## The Facts

- First day of work: **July 7**. Last day of work: **August 21**
- Students work **30 hrs/week** for 7 weeks (**210 hours total**)
- 30 hrs/week includes **27 hours in office** and a **3-hour “ProDev” session out of office once a week**
- Specific arrival/departure/lunch break times for each intern to be determined by his/her employer

## The Rules

### PAID TIME OFF

Students get **two paid days** (or equivalent hours) for sick time, personal business, and/or vacation time, as long as these procedures for notifying a supervisor are followed:

- **sick day or other emergency:** *notify supervisor by 9 am that morning*
- **vacation:** *notify supervisor at least a week in advance*
- **personal business:** *notify supervisor at least a few days in advance*

Missed time beyond two days (or equivalent hours) should be made up (supervisor and intern to arrange).

### PROFESSIONAL DEVELOPMENT SESSIONS

- These sessions are **MANDATORY!!**
- Sessions are Wednesday 7/8 and Thursdays 7/16 • 7/23 • 7/30 • 8/6 • 8/13 • 8/20. All sessions: 9 am–12 noon.
- Sessions are in various locations; **students will receive an email a few days before each session** listing location, directions, and Leader name/contact info (INTERNS: print the email and bring it Thursday a.m.!).
- **Students who cannot attend a session** MUST contact Joy Tammaro before 9 am the day of the event.
- **Failure to attend a ProDev session** without permission in advance will result in forfeit of a paid day off.
- **Arriving ten minutes late to two ProDev sessions** will result in forfeit of a paid day off.

### OVERTIME

Pay over and above 210 total hours is not available except in cases in which the employer wishes to arrange to pay a student directly for extra hours worked. Time over and above 210 hours must be by permission of both employer and intern, with compensatory time granted by the employer when appropriate.

### TIME SHEETS AND PAYCHECKS

- Students must fax completed timesheets to Kim VanDyke at 617-423-1041 on: 7/10 • 7/24 • 8/7 • 8/21
- Students pick up checks (location TBD with each student at Orientation) on: 7/17 • 7/31 • 8/14 • 8/28
- Original timesheets should be brought to the PIC by students when they pick up their checks.
- Employers need to allow time on pay dates for students to pick up their checks

## Other Stuff

### MENTORS: AT ORIENTATION PLEASE—

- determine/communicate to your intern arrival time for first day of work
- provide nearest T stop and any other information that might help your intern get to your workplace
- provide any guidance needed about dress for your workplace

### QUESTIONS?

- **MENTOR CONTACT:** Emily Parent • eparent@metlife.com • 781-738-2508
- **STUDENT CONTACT:** Maegen Rzasa • maegen.rzasa@gmail.com • 978-771-1132
- **PRO-DEV EVENTS CONTACT:** Joy Tammaro • joytammaro19@comcast.net • 978-902-4664
- **TIMESHEETS/PAYCHECKS CONTACT:** Kim VanDyke • Kim.Vandyke@bostonpic.org • 617-423-3755