

Name \_\_\_\_\_ Due Date \_\_\_\_\_

Training Station \_\_\_\_\_

### Instructional Management Plan for Marketing Internship Program

Instructional Area: Professional Development

Performance Element: Participate in career planning in marketing. MKC09.01.04

Performance Indicator: Analyze employer expectations in the business environment

Rating      ☐ Acceptable      ☐ Marginal      ☐ Unacceptable

Employer Signature \_\_\_\_\_

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**Application Experience:** Every business has policies and procedures which need to be followed. Perhaps these were reviewed during your interview or during your training period. In the following pages, briefly describe the policy or procedure that your employer expects all of the employees to follow. You may need to get the information from a manual or handbook which the personnel department in your company provides to employees or you may need to talk to your supervisor directly.

## Personnel and Business Policies

1. Procedures for clocking in and out:
2. Policies regarding leaving premises during business hours:
3. Breaks (time and length):
4. Lunch breaks:
5. Policies regarding eating and drinking while working:
6. Dress code:
7. Pay days:
8. Payroll deductions (what is taken out and how often):
  - a. Required
  - b. Optional
9. Overtime policy:
10. Holiday pay...which holidays are paid and who qualifies?
11. What type of insurance coverage is provided for:
  - a. Part-time employees?
  - b. Full-time employees?
12. Policies regarding cashing your payroll check:
13. Policies regarding personal telephone calls during work hours: (Example: Cell phone use or text messaging)
14. Weekly schedules:
  - a. Who schedules you?
  - b. When is it posted?
  - c. When do requests for time off have to be made?
  - d. Can changes be made after schedule is posted?
15. Policies regarding sick days and sick leave pay:
16. Safety Rules:
  - a. How do you report an accident involving an employee?
  - b. How do you report an accident involving a customer?
17. Shoplifting Policies:
  - a. How do you report theft from a customer?

- b. How do you report theft from an employee?
18. How do you report a fire or other emergency?
19. How are store or department meetings called?
20. When are regular meetings held?
21. Where is the store bulletin board located?
22. What type of information is posted there?
23. Procedures for employee reviews and periodic evaluations:
24. Warning Notices:
25. For what reasons may an employee be terminated?
26. What procedures does the place of employment go through in terminating for poor job performance?
27. Policies for employee grievances:
28. Policy for employee purchases:
- a. Is there a discount?
- b. How should a purchase be made?
29. General housekeeping rules:
30. Do you understand that this is the job you will be at for the rest of the school year?
- Yes\_\_\_\_\_ No \_\_\_\_\_
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STUDENT SIGNATURE

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DATE