

# **Internship Packet**

## **University High School Internship Requirements**



Revised June 2005

# University High School Internship Program

## **Introduction**

An internship experience is required for graduation from University High School. The purpose of the internship is to provide the student with an opportunity to experience on-the-job training in a career pathway of interest to him/her. A minimum of 50 hours is required, for which the student will receive .33 credit. Students are allowed to log 150 hours and earn 1.0 credit.

**A student should have completed at least two shadowing experiences before beginning the internship.**

## **Procedures for completing the Internship**

1. Prepare a resume or competency profile that can be taken to the internship site and left with the contact person.
2. After conferring with parents and advisor, select some appropriate internship activities, preferably related to career pathways of interest.
3. Contact the appropriate business, organization, or group and arrange for a time to complete this experience. The advisor is available to provide ideas and possible internship locations; however, the student is primarily responsible for contacting the location to set up the internship.
4. Once the internship is arranged, show the advisor the signed **Internship Permission Form** and **Internship Training Agreement**, along with updated **Resume**. The resume, Permission Form, and Training Agreement need to be shown to the advisor before the internship begins.
5. Also take the following forms to the internship supervisor when beginning the internship:
  - a. Resume (Competency Profile)
  - b. Verification Table
  - c. Evaluation Check List
6. Conscientiously fulfill responsibilities agreed to while at the internship location. Try to get a wide variety of experiences within a location to get a more realistic picture of all that is involved in that career.

7. Complete the **Internship Summary**, detailing what was learned from the internship. The summary should be at least one page long, keyboarded, and double-spaced.
8. Ask the person with whom the internship was done (the internship supervisor) to complete the **Evaluation Check List** at the end of the experience.
9. If an internship is done at more than one location, an **Internship Permission Form, Internship Training Agreement, Verification Table**, and **Evaluation Check List** should be completed for each location.
10. The advisor has the option of making at least one visit to the internship site to observe the student "in action". This visit should occur after the intern has completed at least 40 hours at the internship site, but before all 50 hours are completed. The intern and internship supervisor need to be present at the time the visit is made so the advisor can visit with them.
11. A portfolio will be assembled and will contain all of the documentation from the internship.
12. Completed portfolio and paperwork is due one week before the end of the trimester for which the student is enrolled.

## **Definition of Terms**

<b>Internship Supervisor</b>	The person at the internship site who supervises, directs, and evaluates the student.
<b>Intern</b>	The student doing the internship.
<b>Internship Site</b>	The business, organization, or location where the internship is being done.
<b>Advisor</b>	The faculty member at University High School who is responsible for tracking the progress of student interns, making visits to the internship sites, counseling with student interns, and completing the final evaluation of student interns.

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## Responsibilities

### **The Student Intern Agrees To:**

1. Follow the policies and regulations of the internship site.
2. Complete the resume and other required forms on time.
3. Be a productive "worker" while at the internship site.
4. Be open-minded about tasks given-remember that this is a learning opportunity!
5. Notify the contact person as soon as possible if unable to be at the site as planned.
6. Keep communication lines open with the advisor and conference with him/her on a regular basis about progress being made.
7. Hand in the **Internship Portfolio** the last week of the trimester.

### **The Parent or Guardian Agrees To:**

1. Provide guidance and recommendations to the student in the selection of an internship site.
2. Complete the **Internship Permission Form**.
3. Encourage the student in his/her internship.
4. Accept responsibility for personal conduct of student while at the internship site.
5. Accept responsibility for student transportation to and from the internship site.

### **The Internship Site and Internship Supervisor Agree To:**

1. Provide guidance and direction to the student.
2. Provide the opportunity for the student to gain a well-rounded experience by allowing them to work in a variety of departments or segments of the business.
3. Allow the student to progress in responsibilities as his/her proficiency permits.
4. Track student's hours using the **Verification Schedule**.
5. Evaluate the student using the **Evaluation Check List**.
6. Allow the advisor to visit the site at least once to evaluate the student while he/she is there.
7. Meet with the advisor and the intern to discuss progress made during the internship.
8. Keep advisor and student informed of any concerns.

### **The Advisor Agrees To:**

1. Help students brainstorm ideas for internship experiences.
2. Monitor the student's hours.
3. Visit the internship site at least once during the trimester to evaluate student performance and the overall work environment using the **Observation Form**. (This is optional)
4. Provide ongoing evaluation and progress reports to students and parents.
5. Mediate concerns between the student and internship supervisor, should they arise.
6. Determine if the internship has successfully been completed.

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## Internship Summary

(Completed by the Intern)

**Directions:** Write a paper describing the internship experience. The paper should be at least one page long (keyboarded and double-spaced), and contain the following information:

- Where the internship was done and the name of the internship supervisor
- A description of the various duties and responsibilities performed
- An explanation of the new skills developed as a result of the internship
- An explanation of the knowledge gained from doing the internship
- After completing the internship, is this career cluster still of interest? Why or why not?
- Any other relevant information, observations, or experiences

## Internship Portfolio

**Directions:** The following items should be put into a notebook or folder and submitted to the teacher-coordinator one week before the end of the trimester:

- Resume (Competency Profile)
- Internship Permission Slip
- Internship Training Agreement
- Verification Table
- Evaluation Check List(s)
- Observation Form(s)
- Internship Summary