



## Internship- General Information

**Course Description:** This course provides students with the opportunity to participate in on-site observations of business and professional organizations. The program will provide students with the opportunity to interact with, observe, and assist individuals who are employed in a career of their interest. The intent of the internship is to provide activities that will enable the student to make informed career decisions based on significant knowledge and insights developed during participation. Students are not to be paid for the internship experience.

### Eligibility Criteria

- Open to Juniors and Seniors
- Students must have a 2.0 GPA or higher
- Students must have a good disciplinary record
- Students must have positive attendance record

### Placement

- Students are responsible for securing internship
  - Students request internship during course selection process
  - Student is not paid for the internship
  - Student must intern a minimum of five hours\* each week during the semester
- \*hours must take place during school day (7:30am-3pm)
- Internship contract must be completed prior to the first 5 days of the start of semester

### Grading

A grade will be awarded for the Internship with one credit noted on the transcript per semester. Course grade will be determined by the following criteria:

- Naviance survey: 50 points
- Site Supervisor Evaluation to include hours completed: 100 points

### Transportation/Liability

If students are participating in an off-campus internship, they are responsible for transportation to and from the site on a daily basis. The student and his/her parent/guardian assume liability during travel to and from the worksite. Students must have personal insurance coverage.

### Termination

The site supervisor or school personnel may terminate an internship. Termination will result in the student receiving a WF (Withdraw Fail) and no course credit will be awarded. Should a student fail to adhere to the course requirements resulting in a course failure, he/she may not continue in the program for the duration of the school year.

### Internship Guidelines

Students will be released from school one block during the school day. These internships must be within reasonable distance from the high school to facilitate the five-hour per week commitment. Students may not participate in an Internship within a High School classroom, but may, however, intern within certain departments at the High School by obtaining special permission from the grade-level principal and their guidance counselor (i.e. Athletics, FCS, Comm Tech). The job specific activities in which a student may participate or observe will be determined by the business or organization in cooperation with the student, parent, and school. Student should advise site supervisor for any changes in their school schedule (early dismissal, final exams etc.) No student may participate in activities that would be considered unusually dangerous or inappropriate for his/her age level.

## **Student Responsibilities**

1. Students must turn in a contract within the first 5 days of the semester to the High School Counseling Office. You can either download this from our website or pick one up in the High School Counseling Office.
2. Student interns must complete a survey in Naviance at the end of the semester.
3. Student interns must attend the internship for 5 hours a week. Student's supervisor will verify this upon completion of the supervisor evaluation.
4. Student Interns leaving HHS for their Internship experience are not required to sign out of the building in the High School Counseling Office. Students **are not required** to attend their flex/lunch block.

## **Student Role As An Intern**

- Students communicate with the site supervisor and review the program overview
- Students complete the contract
- Students maintain good attendance at school and the internship site
- Students must adhere to the internship site policies and procedures
- Students are responsible for transportation between school and the internship site
- Students must wear attire appropriate for the internship setting
- Students must carry personal insurance coverage for accident protection

## **Deadlines**

Naviance survey completion and supervisor evaluation is **due in the Naviance one week prior to the end of the semester**. This task will be assigned to you by your counselor. Failing to complete these requirements on time could result in a failing grade for the semester and no credit for the Internship.

## **Program Contact:**

**Hempfield Counseling Department**  
**Phone: (717) 898-5545**  
**Fax: (717) 618-1209 (must dial area code)**



**Internship Contract**  
**(Return this form to HHS Guidance Office)**

**Student Information**

Student Name (Print) \_\_\_\_\_ Current Grade \_\_\_\_\_

Student Current Email Address \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Briefly explain what you hope to be doing during your internship \_\_\_\_\_

\_\_\_\_\_

Which **BLOCK** do you want your internship scheduled? 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>

Which **SEMESTER** do you want your internship scheduled? 1<sup>st</sup>  2<sup>nd</sup>

**Insurance Information (REQUIRED FOR ALL INTERNSHIPS)**

Student Medical Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

**Internship Information (To be filled out by Internship Site Supervisor)**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

(please put full street address and appropriate zip code)

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor Email \_\_\_\_\_

**Supervisor Role:** The site supervisor serves in a “teaching capacity” in permitting the intern to participate, observe, and assist in a variety of work place activities. Supervisor will verify the student completed 5 hours per week. The site supervisor is also responsible for filling out an evaluation, which will be provided by the school towards the end of the semester and incorporated into the student grade.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(By signing, I agree with the supervisor role and will oversee the HHS intern for the semester)

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_ (if completing in building)