



CTE Honors Internship

Name:
Business Location:
Semester:
Period Preference:
Course to Drop:

For Mrs. Beaster to complete:

Course Code:
Approval Date:

Application Check List

The following items must be completed and submitted before students can be registered and start an internship.

1. _____ Internship Application – Application must be complete to be considered for review.
2. _____ Internship Agreement – Must be signed by student, parent, and business sponsor.
3. _____ Teacher Recommendations – Must submit 2 teacher recommendations (give to the teacher & the teacher will return to me)

Internship Overview

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. The intent is to significantly add to the vitality of the student's instructional program. Internships are completed by juniors or seniors and students must complete at least 120 hours. Students will earn a credit (1) for the internship. Students may earn up to a maximum of (2) internship credits.

Internship Requirements

- ✓ Students must be in 11th or 12th grade
- ✓ All internships will be off campus & student must arrange their own transportation
- ✓ The internship can be paid or unpaid
- ✓ WCPSS provides liability insurance for all students who participate in an approved internship
- ✓ Internships may be taken in place of a class at school if the student is on track to graduate
- ✓ Internships can be any period that fits best with the student's schedule and with the employer's requirements
- ✓ Internships are a CTE class and correspond with the school calendar. Interested students should work with the Internship Coordinator and their Counselor to begin the application process at least one semester before they are interested in interning. Credit and grades are assigned after the student completes all requirements and submits all work to the Internship Coordinator.

Pre-Approval

- ✓ Schedule a Pre-Conference with Mrs. Beaster to ensure you are willing to meet & understand all the requirements
- ✓ Students must complete the following pages of the application and return to Mrs. Beaster by the deadline:
 - Internship Application
 - Internship Agreement
 - Two Teacher Recommendation Forms

During the Internship

- ✓ Complete Project Proposal with the business sponsor
- ✓ Complete a portfolio (journals with weekly hours, 2 progress reports, resume, & thank you note)
- ✓ Complete two progress reports with the internship coordinator
- ✓ Track and complete a minimum of 120 contact hours using the timesheet
- ✓ Complete **two (2)** of the (7) enhanced internship projects (for honors credit)
- ✓ Intern must maintain communication with the Internship Coordinator through WCPSS email and/or Remind
- ✓ Attend scheduled meetings with your Internship Coordinator
- ✓ Internship Coordinator will complete a site visit, student should try to be there if possible, during the visit

Post-Internship

- ✓ Develop summary of project/presentation per the presentation guidelines
- ✓ (Student choice of PowerPoint presentation, Prezi, video, trifold board)
- ✓ Present during Intern Gallery Event
- ✓ Complete student self-evaluation & composite time sheet
- ✓ Turn in the Work Experience Rubric (Supervisor's Evaluation)
- ✓ Complete thank you card for your supervisor during Intern Gallery Event

INTERNSHIP APPLICATION

Last Name: _____ First Name: _____ MI: _____

Grade: _____ Counselor: _____

Street Address: _____ City: _____ Zip: _____

Student E-mail: _____ Home Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Briefly describe how this internship is related to your career goals. Be very specific. This is required!

Career Goal: _____

Briefly explain your plans after high school graduation:

List any CTE or other courses you have taken or are currently taking related to the Internship and your career goals:

Briefly describe any paid or unpaid work experience you may have had:

Describe any industry tours, visits, or job shadowing experiences you have had and your thoughts on those experiences:

I hereby certify that the information on this application is true and accurate to the best of my knowledge.

Student Signature

Date

Parent Signature

Date

INTERNSHIP AGREEMENT

Student Name: _____

Business Sponsor: _____

Business Street Address: _____ City: _____ Zip: _____

Business Mailing Address (if different): _____

Supervisor's Name: _____ Supervisor's E-mail: _____

Business Phone: _____ Business Fax: _____

The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the Business Sponsor.
2. Consult with the Career Development Coordinator on a regular basis.
3. Be regular in attendance and on time to assigned Internship.
4. Notify Career Development Coordinator and Business Sponsor should accident or illness occur.
5. Conform to the regulations of the sponsor organization (dress, conduct, etc.)
6. Understand that dropping the Internship will result in a failing grade.
7. Understand the Career Development Coordinator and the Business Sponsor must give permission to terminate the Internship.
8. Complete Journals, Portfolio, and other assignments and submit them as required at the designated time.
9. Keep a notebook (portfolio) of all forms, correspondence, journals, time sheets, etc. for the Internship.
10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Internship Program at Heritage High School.
11. Provide the Career Development Coordinator with a copy of the Internship schedule.

The Career Development Coordinator agrees to:

1. Monitor student performance during the Internship.
2. Read and evaluate student assignments including the Journals, presentation, and portfolio.
3. Maintain regular contact with the student intern and advise on appropriate behavior, performance standards, and academic information.
4. Maintain a file on each student's performance.

The Parent agrees to:

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the Internship program.
3. Provide automobile, health, and accident insurance for the student.
4. Report any concerns regarding the internship to the Career Development Coordinator.

The Business Sponsor agrees to:

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with gathering knowledge about the internship site.
3. Assign a mentor/supervisor to work with the student intern and evaluate all work products.
4. Confer with the student intern to provide feedback on strengths and areas to be improved.
5. Keep a record of student intern's hours.
6. Notify the Career Development Coordinator if the student intern is not attending the internship promptly and regularly.

Business Sponsor	Parent	Student
Signature:	Signature:	Signature:
Date:	Date:	Date:

Teacher Recommendation Form

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to Dawn Beaster, Internship Coordinator. Thank you!

Student Name:				
Teacher Name:				
Please rate this student honestly on the characteristics below.				
	Excellent	Above Average	Average	Needs Improvement
Attendance/Punctuality				
Cooperation/Teamwork				
Follows Direction				
Solves Problems				
Takes Initiative				
Responds to Suggestions				
Works well with or without supervision				
Completes Assignments and tasks on time				
Treats others with Respect				
Student Strengths:				
Student Areas for Improvement:				
Other Comments:				

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Student Areas for Improvement:				
Other Comments:				