

## Apex High School Internship Program

### INTERNSHIP OVERVIEW

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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. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 120 hours (if for high school credit). Students will earn a credit (1) for the internship.

### **Internship Requirements:**

- ✓ Students must have begun the 11<sup>th</sup> or 12<sup>th</sup> grade. In some rare instances, a 10<sup>th</sup> grader may be allowed to participate in an internship.
- ✓ Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern).
- ✓ The internship can be paid or unpaid. Most are unpaid.
- ✓ Students cannot intern with their parent/guardian or family business.
- ✓ In some situations, students may intern in a job in which they are currently employed if the guidelines of an internship are followed, and the internship provides new challenges for the student.
- ✓ Wake County Public Schools maintains 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 are usually taken during 4th period. Internships may also be completed in the summer.
- ✓ The internship includes completion of 120 hours (if for high school credit) of work-based experiences for one high school credit on a graded basis. **No credit may be awarded unless 120 hours are documented.**
- ✓ A maximum of two WCPSS internships are allowed per student.

### **Pre-Approval**

- ✓ Students should schedule a conference with Internship Coordinator (Ms. O'Brien)
- ✓ Students complete the following application forms and return them to the internship coordinator before the internship deadline:
  - o Internship Application
  - o Internship Agreement for site placement (due on the first day of class)
- ✓ Students must arrange their own transportation to the internship
- ✓ **Internship placement must be off campus with some exceptions** (i.e. assisting an athletic trainer after school, maintaining a website for the school/academy, providing video support at athletic events, etc.) **and should be discussed with Central Services staff on a case-by-case basis.** Students cannot receive academic credit by providing school services such as bus driver, cafeteria worker, office assistant, or teacher assistant. (State Board Policy)

### **During the Internship**

- ✓ Student must regularly check and use their WCPSS email address for communication with the Internship Coordinator
- ✓ Track and complete a minimum of 120 contact hours (if for high school credit) using the Timesheet form
- ✓ Complete a portfolio and presentation (Refer to WCPSS Internship Rubric and Grading Policy of this guide for more information).
- ✓ Complete journal entries and performance reviews
- ✓ Maintain scheduled visits with the Internship Coordinator
- ✓ Attend site visit with the Internship Coordinator
- ✓ If taking an internship for honors credit, complete 2 of the 7 honors enhancement projects.

### **Post-Internship**

- ✓ Present orally to a specified group/audience
- ✓ Complete thank you card for the Internship Supervisor
- ✓ Receive final grade from Internship Coordinator for a high school credit

**Internship Scheduling:** 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.

# Apex High School Internship Program

## INTERNSHIP APPLICATION

An internship is permitted for students in 11<sup>th</sup> and 12<sup>th</sup> grade. The internship should align with the student's college and career goals. **Submit this form to Ms. O'Brien and arrange an internship pre-conference meeting.**

Last Name:	First Name:	GPA:
Student ID:	Current Grade Level:	Counselor:
Street Address:		
City:	Zip:	Home Phone:
Student School Email:		Student Cell:
Parent/Guardian's Name:		Parent Cell Phone:
Parent/Guardian's Email:		Parent Work Phone:

Career Objective:
Please explain the reasons for wanting to participate in the Internship Program and what your plans are after graduating from high school.
List courses you have taken or are currently taking that are directly related to the internship and your career goals:
Briefly describe any work, volunteer experience, or job shadowing experience you may have:
Please describe the type of industry or environment you would like to be working in for the internship, including the duties/tasks you would like to handle or be exposed to:

I want to intern (check one):	<input type="checkbox"/>	Fall Semester	<input type="checkbox"/>	Spring Semester	<input type="checkbox"/>	Summer
Internship to be scheduled (check one):	<input type="checkbox"/>	During 4 <sup>th</sup> Block	<input type="checkbox"/>	After School	<input type="checkbox"/>	Other
Do you have an Internship Sponsor/Mentor lined up to intern with (check one)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

Internship Site – Name of Business:		
Internship Supervisor’s Complete Name:		
Internship Site Street Address:		
City:	State:	Zip:
Internship Site Telephone #:		

I hereby certify that the information on this application is true and accurate to the best of my knowledge. Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential, and any dissemination of this information could lead to legal prosecution. Always remember that you are representing WCPSS to the public. I agree to follow the code of conduct below, as well as any additional rules set forth by my my internship site:

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will always knock-on closed doors.
- I will not discuss or ask about the amount of money employees earn.
- I will not chew gum or eat food while working.
- I will not take friends to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will always notify my supervisor if I am not able to report for work.
- I will work only when and where assigned.
- I will refrain from loud talking and inappropriate laughing.
- I will not use company phones or email for personal use.
- I will not use my cell phone for personal use while on the job, including texting.
- I will not surf the Internet, use personal email, or play games while on the job.
- I will keep company information confidential unless directed otherwise.

Student Signature:	Date:
Parent Signature:	Date:
Internship Coordinator’s Signature:	Date:

Lastly, to be considered for the internship class, you must have one teacher submit a recommendation on your behalf. The recommendation should be emailed directly to Ms. O’Brien at [robrien2@wcpss.net](mailto:robrien2@wcpss.net) and should address your work ethic, responsibility, professionalism, and overall readiness for an internship experience.

**Apex High Internship Program**  
**INTERNSHIP PLACEMENT AGREEMENT**

The Internship Placement Agreement is due by the first day of class for the semester you are participating in internship.

Student Name: \_\_\_\_\_

Internship Site \_\_\_\_\_

Internship Supervisor Name & Title: \_\_\_\_\_

Internship Supervisor Email: \_\_\_\_\_

Internship Site Phone Number: \_\_\_\_\_ Ext. \_\_\_\_ Supervisor Phone: \_\_\_\_\_

Internship Site Alternate Contact Person Name: \_\_\_\_\_

Internship Site Alternate Contact Person Phone Number: \_\_\_\_\_

Internship Site Address, City, Zip: \_\_\_\_\_

Building/Department of Student Location: \_\_\_\_\_

**Business Needs and/or Workplace Responsibilities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship start date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_ # Hours per week: \_\_\_\_\_

Internship end date: \_\_\_\_\_ Rate of pay (if applicable): \_\_\_\_\_ per \_\_\_\_\_

Frequency of payment: \_\_\_\_\_

**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 organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and Internship Supervisor should accident or illness occur.
4. Conform to the regulations of the organization (dress, conduct, etc.)
5. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
6. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
7. Understand that I must complete a minimum of 120 hours to receive internship credit.
8. Complete ALL WCPSS internship credit requirements.
9. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

**The Internship Coordinator agrees to:**

1. Monitor the student performance during the internship.
2. Maintain contact with the Internship Supervisor.
3. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information.
4. Assess the student intern.

**The Parents/Guardian 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 internship to the Internship Coordinator.

**The Internship Supervisor agrees to:**

1. Provide a challenging learning situation for the student intern.
2. Assign a mentor to work with the student intern and evaluate all work products.
3. Confer with the student intern to provide feedback on strengths and areas to be improved.
4. Provide the opportunity to work 120 hours (if for high school credit) within one semester or agreed upon time.
5. Verify and sign off on the student's work hours.
6. Allow the Internship Coordinator to visit the site during the internship
7. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly or if there are issues with the student's work performance.
8. Provide feedback using a performance review (provided by WCPSS).

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Internship Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_