**WCPSS School to Career Internship Program**

**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. 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 11th or 12th grade.

 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.

 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.

 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

 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

 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 and remind 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.

**WCPSS School to Career Internship Program**

**INTERNSHIP APPLICATION (non-academy only)**

An internship is permitted for students in 11th and 12th grade. The internship should align with the student’s college and career goals.

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| Last Name:  | First Name:  | MI:  |
| 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:  |

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| 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:  |