

# **Keystone Oaks High School Internship Program**



## **Internship Handbook**

# **Internship Program Handbook**

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## **I. INTRODUCTION**

### **A. Program Philosophy**

The Keystone Oaks High School Internship program will assist students with a hands-on work place experience. This experience will allow students to utilize their skills outside of the classroom in a natural work environment. The District strives to provide a safe learning environment that prepares critical thinkers to become responsible and productive members of society. The District strives for excellence, pride, and respect; to this end, we want to foster those skills and talents to better prepare students for excellence in engaging, empowering, and enriching today for tomorrow's expectations.

### **B. Program Objectives**

Students will:

- Gain knowledge in interested careers
- Be responsible in a job situation
- Problem solve and think critically
- Share their creativity
- Build confidence in the workplace
- Share in teamwork
- Develop communications skills

### **C. Program Overview**

Earning up to two credits, this course is designed for students who are in good academic and attendance standing. Internships will begin in either the fall or spring semester, with summer opportunities available.

Interested interns will complete an application, which will be reviewed by the counselor, principal, and Internship Coordinator. If accepted students will be required to complete a minimum of fifteen hours each week, which may be pro-rated for summer experiences, at their designated job site. Interns are responsible for meeting with the Internship Coordinator, submitting a weekly log, completing 270 field hours (135 in each experience), which may be pro-rated for summer experiences, adhering to all deadlines and meetings, and providing transportation. Interns will receive a pass/fail for the course.

## **II. OVERVIEW OF RESPONSIBILITIES**

**Student Interns will:**

- Attend classes in the morning/afternoon to fulfill graduation requirement courses.
- Maintain an A or B cumulative grade point average throughout the school year.
- Attend school regularly. Attendance will be monitored and continued participation in the program will be decided by the school.
- Be responsible for transportation to and from the job site.

- Maintain excellent behavior at school, during school activities, and at the placement site.
- Meet all placement site requirements: maintain a work schedule, communication with placement supervisor, and placement responsibilities.
- Sign in/out of the high school main office daily.
- Meet with school officials and site supervisors at scheduled times.
- Consult with school officials immediately regarding any difficulties at the placement site.
- Meet with the Internship Coordinator throughout the semester.

**Parents/Guardians will:**

- Agree to release the students from a full day school schedule to participate in the program.
- Provide student transportation to and from the placement site.
- Cover incidental expenses such as lunches, travel expenses, supplies, etc.
- Participate in consultations with school officials when necessary.
- Assist in assuring their child presents him/herself in a professional manner, and in a manner conducive to being a successful student.
- Accept the responsibility for the safety and conduct of the student while traveling to and from the job site.
- Assure that the student has medical insurance/coverage and maintain liability.
- Acknowledge that not all adults in the professional placement will have the same clearances required of a public-school employee.

**School Officials will:**

- Select students for the program
- Identify and secure community placement sites in accordance with the educational interests of the student.
- Provide adequate supervision and counseling for each student/intern.
- Visit the learning sites as necessary to monitor student activities and provide support to site supervisors.

**Site Supervisor will:**

- Host an intern for required hours of service a week.
- Provide meaningful activities and experiences that meet the educational interests of the intern.
- Agree to provide supervision for the intern while at the placement site.
- Provide necessary instruction applicable to the specific placement site including safety rules, dress code, parking, confidentiality concerns, and professionalism.
- Provide regular feedback to the student throughout the placement period.
- Participate in consultations with school officials.
- Assist with the evaluation of the intern's performance.
- Notify school officials with concerns and problems.
- Complete evaluations.

### **III. EVALUATIONS**

- Weekly Logs (due Friday of each week or the last day you work during that week)
- Mid-Point Evaluation (completed by Site Supervisor after 65 hours at each experience)
- Supervisor Evaluation
- Interns will receive a Pass/Fail for the semester

*Created and adapted by Heather Scanlon; based on work by Milford Public Schools, Franklin Regional School District, and William Henry Harrison High School*

### **VI. APPENDIX**

## **Internship Information**

*(Please complete the following information and present it to your Internship Coordinator and Principal)*

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

Student Cell#: \_\_\_\_\_ Student Email: \_\_\_\_\_

Counselor: \_\_\_\_\_

Parent/Guardian Name *(print)*: \_\_\_\_\_

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

Current Year Days Absent: \_\_\_\_\_ Tardy: \_\_\_\_\_

Discipline Record: *(Briefly explain any disciplinary infraction that you have had while in high school)*

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

Cumulative GPA: \_\_\_\_\_ Current Driver's License: \_\_\_\_ Yes \_\_\_\_ No

Do you own your own car or have daily access to a car? \_\_\_\_ Yes \_\_\_\_ No

Proof of insurance: \_\_\_\_ Yes \_\_\_\_ No

Are you willing to drive to Pittsburgh or outside of the school area? \_\_ Yes \_\_ No

Would you prefer an internship in the \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer

Desired Internship Description:

## **Recommendations**

Please have two teachers sign below to verify that you are a good candidate for an internship. They will also briefly describe what makes you a good candidate for this program.

Teacher #1 \_\_\_\_\_ Print Name \_\_\_\_\_

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

Teacher Signature \_\_\_\_\_

Teacher #2

Print Name \_\_\_\_\_

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Teacher Signature \_\_\_\_\_

### **Internship Information**

Please see the Internship Coordinator to complete this section

<p>Site Name: _____</p> <p>Career Cluster: _____</p> <p>Address: _____ Phone #: _____</p> <p>Contact Person Name: _____</p> <p>Email Address: _____</p> <p>Description:</p>
<p>Site Name: _____</p> <p>Career Cluster: _____</p> <p>Address: _____ Phone #: _____</p> <p>Contact Person Name: _____</p> <p>Email Address: _____</p> <p>Description:</p>

**APPENDIX B**

**Internship Permission Form**

Student's Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_



Site Supervisor email: \_\_\_\_\_

Internship Site (name of company): \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Site Telephone Number: (\_\_\_\_) \_\_\_\_\_

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

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

School Official: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Emergency Number: \_\_\_\_\_

Email: \_\_\_\_\_

Students' Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

## APPENDIX C

### **Internship Medical/Transportation Form**

#### Medical Emergency Release

I give permission for the Site Supervisor \_\_\_\_\_ or his/her staff designee to take my son/daughter to a hospital emergency room for treatment if necessary during his/her internship.

\_\_\_\_\_

Parent/Guardian Print Name

Parent/Guardian Signature

Medical Information

Daily Medication(s)? NO \_\_\_\_ YES \_\_\_\_ EXPLAIN \_\_\_\_\_

Uses an inhaler? NO \_\_\_\_ YES \_\_\_\_

Known allergies? NO \_\_\_\_ YES \_\_\_\_ EXPLAIN \_\_\_\_\_

Phone number where you can be reached in case of emergency:

\_\_\_\_\_

\*\*\*\*\*

Transportation Plan

Student's Name: \_\_\_\_\_

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

Site Address: \_\_\_\_\_

I give my son/daughter permission to use the following form of transportation the duration of the internship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Print

\_\_\_\_\_  
Date

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

**APPENDIX D**

**INTERNSHIP PROGRAM**  
**STUDENT AGREEMENT AND RELEASE**

STUDENTS MUST SUBMIT THIS COMPLETED FORM TO THE INTERNSHIP COORDINATOR PRIOR TO STARTING AN INTERNSHIP AND ON OR BEFORE THE LAST DAY FOR ADDING COURSES FOR THE RELEVANT SEMESTER OR FOR SUMMER.

**THIS IS A RELEASE. PLEASE READ CAREFULLY.**

I (We), the undersigned parent(s) of \_\_\_\_\_, and/or student in his or her own right, (hereinafter collectively referred to as “Student”), hereby express our intention for Student to undertake an internship as set forth in the attached Internship Learning Contract which is incorporated herein by reference. Student hereby agrees to the conditions as set forth herein, and to release District from any and all claims resulting from Student’s participation in said program.

Student understands and agrees that Keystone Oaks School District itself does not control the way in which this internship/educational opportunity is structured or operates. In granting credit for an internship, the District affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a High School program of study and worthy of Keystone Oaks School District credit, but makes no other assurances, expressed or implied, about any travel or other arrangements student has made in order to participate in the internship program described herein.

Keystone Oaks School District does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the District and its agents or employees.

**INSURANCE COVERAGE:**

Student has sufficient health, accident, disability and hospitalization insurance to cover Student during Student’s internship; Student further understands that Student is responsible for the costs of such insurance and for any expenses not covered by this insurance, and Student recognizes that neither Keystone Oaks School District nor the company or organization hosting the internship program (hereinafter “Hosting Company/Organization”) has any obligation to provide Student with such insurance.

Student assumes full responsibility for any undisclosed physical or emotional problems that might impair Student’s ability to complete the internship experience, and Student releases Keystone Oaks School District and the Hosting Company/Organization from any liability for injury to Student or damage to or loss of Student’s possessions. Some internships may require additional liability insurance depending on the specific site.

**PERSONAL CONDUCT:**

Student understands that the responsibilities and circumstances of an off-campus internship may require a standard of decorum which may go beyond the code of conduct of Keystone Oaks School District, and Student hereby expresses Student’s willingness to understand and conform to the professional, social, and cultural standards of the internship site. Student further understands that Student’s conduct and performance may determine whether future internships are available. Student agrees that Student will conduct himself/herself so as not to compromise Keystone Oaks School District in the eyes of individuals and organizations with which it has dealings, and Student acknowledges the Internship Coordinator’s responsibility for setting rules and interpreting conduct for this purpose. Student agrees that should the Internship Coordinator decide that Student must be terminated from the internship program because of conduct that might bring the program into disrepute or the internship site into jeopardy, that decision will be final and may result in the loss of academic credit.

**GENERAL RELEASE:**

Student understands that Keystone Oaks School District and the Hosting Company/Organization reserve the right to make cancellations or changes in cases of emergency or in the general interest of the internship program.

It is further expressly agreed that the internship site and use of any and all of its facilities shall be undertaken by Student at Student's own sole risk and that Keystone Oaks School District shall not be liable for any claims, demands, injuries, damages, actions, or causes of action, whatsoever to Student or Student's property arising out of or connected with the internship and with the use of any services, or facilities associated with the internship, whether or not sponsored by Keystone Oaks School District; and Student does hereby expressly forever release and discharge Keystone Oaks School District from any claims, demands, injuries, damages, actions, or causes of action, of whatsoever kind or nature arising from or related to Student's participation in any internship program.

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

Student Name (print): \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

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

(If student is under the age of 18 at time of internship)

## **INTERNSHIP LEARNING CONTRACT**

This Learning Contract must be completed and returned to the Internship Coordinator on or before the last day a student is permitted to schedule an internship. An original signature by the Site Supervisor may be waived by permission of the faculty supervisor. If this is a planned internship offered by an organization that has specific activities, you may attach that document.

The Internship Coordinator and the student jointly draft the learning contract and are expected to stay in regular contact during the internship for guidance and evaluation.

PLEASE PRINT OR TYPE

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

Email \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Class Level: Graduation Year 20 \_\_ \_\_

Internship to be undertaken during:

Estimated Hours per Week: \_\_\_\_\_ Paid: \_\_\_\_\_ Unpaid: \_\_\_\_\_

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Internship Site: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

LEARNING OBJECTIVES (1-3 briefly stated goals for the internship experience):

1)

2)

3)

- METHODS OF EVALUATION (e.g. progress reports, journal, papers, group meetings, etc. and contribution to grade):
- Number of Hours Required:
  
- Responsibilities of the Intern:

**STUDENT:** I concur with all the components of this learning contract, and agree to carry out the objectives, strategies, and methods of the contract promptly and to the best of my ability.

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

Date\_\_\_\_\_

**PARENT/GUARDIAN:** I concur with all components of this learning contract. In my judgment, my son/daughter is adequately prepared to meet the terms of the contract and has satisfied all District guidelines and prerequisites necessary to obtain an academic internship. I agree to work with my son/daughter to ensure that objectives, strategies and methods of the internship are carried out.

Parent/Guardian\_\_\_\_\_

(Print Name)

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

Date\_\_\_\_\_

**INTERNSHIP COORDINATOR:** I approve of this student to complete an internship.

Internship Coordinator\_\_\_\_\_

(Print Name)

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

Date\_\_\_\_\_

**SITE SUPERVISOR:** I have read this learning contract, and attest that its components meet the standards and expectations for an internship with my organization/company. I agree to conduct an evaluation of the student and to participate in a site visitation if requested.

Site Supervisor Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Keystone Oaks School District**

**Internship Coordinator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received from site: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed paperwork sent: \_\_\_\_\_

Number of Credits Awarded: \_\_\_\_\_

**APPENDIX E**

**Internship Weekly Log**

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

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

Site Supervisor Signature: \_\_\_\_\_

MONDAY (DATE) \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TUESDAY (DATE) \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEDNESDAY (DATE) \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THURSDAY (DATE) \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FRIDAY (DATE) \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*Please note this should be turned in at the end of every week\****

## **APPENDIX F**

### **Internship Placement Agreement**

Listed below are the general responsibilities required of the students, parents, school officials, and placement site supervisors involved with the Keystone Oaks Senior Internship Program.



**STUDENTS WILL:****Initial** \_\_\_\_\_

- Attend classes in the morning/afternoon to fulfill graduation requirement courses.
- Maintain an A or B cumulative grade point average throughout the school year.
- Attend school regularly. Attendance will be monitored and continued participation in the program will be decided by the school.
- Be responsible for transportation to and from the job site.
- Maintain excellent behavior at school, during school activities, and at the placement site.
- Meet all placement site requirements: maintain a work schedule, communication with placement supervisor, and placement responsibilities.
- Sign in/out of the high school main office daily.
- Meet with school officials and site supervisors at scheduled times.
- Consult with school officials immediately regarding any difficulties at the placement site.

**PARENTS/GUARDIANS WILL:****Initial** \_\_\_\_\_

- Agree to release the students from a full day school schedule to participate in the program.
- Provide student transportation to and from the placement site.
- Cover incidental expenses such as lunches, travel expenses, supplies, etc.
- Participate in consultations with school officials when necessary.
- Assist in assuring their child presents him/herself in a professional manner, and in a manner conducive to being a successful student.
- Accept the responsibility for the safety and conduct of the student while traveling to and from the job site.
- Assure that the student has medical insurance/coverage and maintain liability.

**SCHOOL OFFICIALS WILL:****Initial** \_\_\_\_\_

- Assist in identifying and secure community placement sites in accordance with the educational interests of the student.
- Provide adequate supervision and counseling for each student/intern.
- Visit the learning sites as necessary to monitor student activities and provide support to site supervisors.

**SITE SUPERVISORS WILL:****Initial** \_\_\_\_\_

- Host an intern for agreed hours of service each week.
- Provide meaningful activities and experiences that meet the educational interests of the intern.
- Agree to provide supervision for the intern while at the placement site.
- Provide necessary instruction applicable to the specific placement site including safety rules, dress code, parking, confidentiality concerns, and professionalism.
- Provide regular feedback to the student throughout the placement period.
- Participate in consultations with school officials.
- Assist with the evaluation of the intern's performance.

- Notify school officials with concerns and problems.
- Complete evaluations.

_____ Student Signature	_____ Printed Name	_____ Date
_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
_____ School Official Signature	_____ Printed Name	_____ Date
_____ Counselor Signature	_____ Printed Name	_____ Date
_____ Site Supervisor Signature	_____ Printed Name	_____ Date

## APPENDIX G

### **Mid-Point Evaluation Form - Intern**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_

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

Please complete this evaluation form after the student has completed at least 65 hours of field experience. Check (S) for Satisfactory or (U) for Unsatisfactory. Also, provide comments that correspond to the student's performance as needed.

<b>CRITERIA</b>	<b>S</b>	<b>U</b>	<b>COMMENTS</b>
Abides by safety rules			
Acts responsibly			
Cooperates with staff and coworkers			
Dresses appropriately			
Maintains positive attitude			
Arrives on time			
Follows check-in/daily procedures			
Shows initiative and willingness to learn			
Is dependable			
Displays professionalism			
Knowledgeable of subject matter			
Effectively manages time			

Does the student understand his/her role as an intern?

\_\_\_\_\_

Comments:

## **APPENDIX H**

### **Supervisor Evaluation of Student Internship – Final**

Intern's Name: \_\_\_\_\_

Intern's Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

<p>Grading Scale</p> <p>3=Exceeds Expectations</p> <p>2=Meets Expectations</p> <p>1=Needs Improvement</p> <p>0=Unacceptable</p>	
<b>Attendance</b> -Arrives on time, leaves on time, notifies supervisor of change in schedule	
<b>Character</b> -displays honesty, respect, trustworthiness, reliability, dependability, self-discipline, etc	
<b>Appearance</b> -displays appropriate dress, grooming, hygiene, etiquette	
<b>Attitude</b> -demonstrates positivity, realistic expectations of self, self-confident	
<b>Work Ethic</b> -hardworking, willingness to learn, takes initiative	
<b>Productivity</b> -follows safety rules, keeps work area efficient, follows directions and procedures	
<b>Organizational Skills</b> -appropriately manages stress, demonstrates flexibility	
<b>Communication</b> -displays appropriate non-verbal language (body language, eye contact) and oral (listening, grammar)	
<b>Cooperation</b> -calm, patient, supportive, handles criticism, problem solves, works well in large/small groups	
<b>Respect</b> -deals appropriately with cultural, race, gender, age diversity. Does not mistreat or harass others. Is courteous and cooperative at all times.	
<b>Teamwork</b> -Respects rights of others, confidentiality, is a team player, cooperative, seeks opportunities to learn	
<b>Total</b>	_____/33

### Suggestions for Mentors

High School student may need a lot of clarification. Do not assume that a high school student will intuitively know the same thing as an adult. Provide specific information and instructions about things items such as:

- Arrival and departure times
- Dress code
- Security information
- Parking
- Contact in case the primary site supervisor is not available
- Sign in/out procedures
- Food (where they can get food and eat/drink)
- Areas off limit to students
- General information (layout of space, restrooms, downtime, cell phone use, workspace, etc.)

Students are required to complete a weekly log that you will sign off on at the end of each week. In scheduling with the student please consider active times when the student will be exposed to meaningful work, days you won't be present, student obligations, school events, extracurricular activities, etc. Schedule a time to meet with the student on a regular basis to discuss what he/she has learned. Students will be experiencing new situations. You may need to clarify, answer questions, and encourage. Allow them to discuss challenges, strengths, weaknesses, levels of comfort, etc. Students often learn best while reflecting.

Let students know when they are not meeting the expectations of the workplace. Handle the student in the same professional manner that you would when dealing with other employees. Realize that a high school student may not have the confidence or experience to respond in the same manner as an adult. You may need to give specific examples of what expectation was not met and help the student develop ways to meet expectations in the future.

Finally, *please try to include the student in as much as possible*. Do not be afraid to give them a task, even the ones that seem mundane. What we hope is that our seniors have a realistic experience where they are able to gain a better understanding about a profession, identify some of their strengths and weaknesses, hone hard and soft skills, and contribute meaningfully to their host site. For as much as our students learn from this experience, we hope the intern mentors benefit from hosting our interns.

### **Weather Cancellation Information**

The safety and welfare of our students is of the utmost importance to the Keystone Oaks School District. When inclement weather plays a role in modifying our school schedule please refer to the following suggestions in considering whether or not to attend your internship placement.

1. If you ever decide to alter your internship schedule make sure to ***communicate in a timely manner with your site mentor***. It is not just professional, but courteous to inform them of any changes.
2. Always consider your level of comfort and your parents'/guardians' suggestions and concerns regarding your travels to and from your placement. Base your decisions on safety.
3. If we have a two-hour delay and you are scheduled to attend your internship make sure to touch base with the classroom teachers of any classes you will miss to inform them you will not be present. You are responsible for any missed time and work in your classes.
4. If school is cancelled due to hazardous road conditions due to the weather, we suggest you do not attend your internship placement. If the weather improves and you still wish to attend your placement that decision is entirely up to you and your parents/guardians. Again, base your decisions off of safety.