

Apex High School 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, followed by reflection on what they observed and accomplished in the workplace. The **Internship Program** supplements formal classroom instruction and is designed to enrich the overall educational experience, enhancing both the courses a student has taken and those they will take in the future. Internships are open to **juniors and seniors** and must include a minimum of **120 hours** to qualify for high school credit. Students will earn **one honors CTE elective credit** upon successful completion of the internship.

Internship Requirements:

- ✓ Students must have begun the 11th or 12th grade. In some rare instances, a 10th grader may be allowed to participate in an internship.
- ✓ Students must determine their internship interest area and seek out a business that 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.
- ✓ Internship placements 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.). Students cannot receive academic credit by providing school services such as bus driver, cafeteria worker, office assistant, or teacher assistant.
- ✓ 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, but can be taken during another class period if needed. Internships may also be completed in the summer or as a 5th credit during the school year.
- ✓ 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.**
- ✓ Wake County Public Schools maintains liability insurance for all students who participate in an approved internship.
- ✓ A maximum of two WCPSS internships are allowed per student.

Pre-Approval

- ✓ Students first step is to schedule a pre-conference with the Internship Coordinator (Ms. O'Brien) before completing any paperwork or seeking an internship
- ✓ Students complete the following application forms and return them to the internship coordinator before the internship deadline (first 10 days of the semester, or final exams week for the summer):
 - o Internship Application
 - o Internship Placement Agreement
 - o *Please note that* only the Internship Application is required for enrollment in the class. However, if students do not submit the Internship Placement Agreement within the first ten days of the semester, they will be removed from the class.
- ✓ Students must arrange their own transportation to the internship

During the Internship

- ✓ Students must regularly check and use their WCPSS email address for communication with the Internship Coordinator
- ✓ All internship requirements—including timesheets, portfolio components, journal entries, performance reviews, presentation guidelines, and honors activities—are found in the Canvas course.
- ✓ Students must complete a minimum of 120 contact hours, submit timesheets, complete all journal entries, finish the full portfolio, complete performance reviews, and complete a final presentation as outlined in Canvas
- ✓ Maintain scheduled visits with the Internship Coordinator
- ✓ Attend site visit with the Internship Coordinator if deemed necessary

Post-Internship

- ✓ Complete a final presentation
- ✓ Complete thank you card for the Internship Supervisor
- ✓ Receive final grade from Internship Coordinator for a high school credit
 - o Students will receive one final grade in Infinite Campus upon the completion of the internship requirements at the end of the semester

Internship Scheduling: Internships are a CTE elective class and correspond with the school calendar. Interested students should work with Ms. O'Brien 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.

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INTERNSHIP APPLICATION

An internship is permitted for students in 11th and 12th grade. The internship should align with the student's college and career goals. **An internship pre-conference with Ms. O'Brien is required before submitting this form.**

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):	☐	Fall Semester	☐	Spring Semester	☐	Summer
Internship to be scheduled (check one):	☐	During 4 th Block	☐	After School	☐	Other
Do you have an Internship Sponsor/Mentor lined up to intern with (check one)?	☐	Yes	☐	No		

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 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:

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

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INTERNSHIP PLACEMENT AGREEMENT

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: _____

Internship Area of Focus—What are the main tasks or projects the student will be working on? These can be projects that the company already has in progress or main work tasks that the student will be doing.

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 Signature:	Date:
Internship Supervisor Signature:	Date: