

BATTLE CREEK CENTRAL HIGH SCHOOL CAREER ACADEMIES Internship Structure and Guidelines

INTERNSHIP CRITERIA

As a central component of Battle Creek Central Career Academies programming, students are required to complete a work-based learning experience before graduation. Career Academies internships are designed to expose students to an industry of their choosing and to provide broadly defined workplace skills relevant to that career field and the professional world at large.

HOURS OF COMPLETION:

Students in the must earn a minimum of 72 approved internship hours.

Depending on the structure of the internship, it is possible that a student may work more than the minimum number of hours. In addition to an hourly requirement, all internships must also satisfy the following criteria:

1. Student internship hours must be earned between the end of their Sophomore year (June 1) and April of their Senior year.
2. Documented hours must be submitted to the BCCHS Career Coach no later than April 15 of the student's senior year.
3. Students may apply to build a hybrid internship that combines multiple work-based learning experiences connected to their pathway (ie: work-based *and* volunteer hours).
4. Internship hours do not count as academic credit toward graduation (unless they are CTE / Work-Based Learning experiences), but will count toward eligibility for a Career Academies Endorsement.

OPTIONS FOR INTERNSHIP FULFILLMENT: Students may complete all internship hours in a single learning environment or may choose to blend learning environments in order to complete the minimum requirement of hours.

Options for internship fulfillment experiences include:

1. Student-Sourced Employment
2. Pathway Volunteer Hours
3. CTE / Work-Based Experience Credit
4. Goodwill Connects Summer Employment
5. BCCHS Career Academies Partner Organization

Student-Sourced Employment:

Students who gain employment - or who are already employed - in a field where they develop skills related to their respective pathway are able to apply for approval to count employment hours as internship experience. These internships are not eligible to receive academic credit. Applications for use of student-sourced employment as Internship hours are submitted to the BCCHS Career Coach and are eligible to be counted year-round.

Students who want to their employment to count for an internship must -

1. Submit the BCCHS Internship Credit Fulfillment Application ([Submit Online](#)) ([Print Version](#))
 - a. Paper forms must be submitted to students' advisory teacher
 - i. Advisory teachers will regularly submit paper forms to Career Coach's mailbox
 - b. Google Form application will checked directly by the Career Coach
 - c. Once internship paperwork is processed by Career Coach students will be marked as having completed their internship in skyward and will receive an Internship Completion Notification Letter.
2. Students will reflect on their internship experience as part of the process of completing their digital portfolio

Students will automatically be given credit for their BCCHS Career Academies Internship for completing 72 hours of volunteer work through:

- BCPS Education Summer Internship
- BCCHS Education Capstone Field Placement

Pathway Volunteer Hours:

Students who consistently volunteer in a field related to their respective pathway are able to count this experience toward internship hours. These internships are not eligible to receive academic credit and are not paid. Applications for use of volunteer hours as Internship hours are submitted to the BCCHS Career Coach and are eligible to be counted year-round.

Students who want to their volunteer work to count for an internship must -

1. Submit the BCCHS Internship Credit Fulfillment Application ([Submit Online](#)) ([Print Version](#))
 - a. Paper forms must be submitted to students' advisory teacher
 - i. Advisory teachers will regularly submit paper forms to Career Coach's mailbox
 - b. Google Form application will checked directly by the Career Coach
 - c. Once internship paperwork is processed by Career Coach students will be marked as having completed their internship in skyward and will receive an Internship Completion Notification Letter.
2. Students will reflect on their internship experience as part of the process of completing their digital portfolio

Any hours completed by students through the following volunteer groups will automatically apply toward the required 72 hours of internship:

- National Honors Society
 - NHS Lead will submit student volunteer hours to Career Coach by April 15th
- BCCHS Red Cross Club

CTE / Work-Based Experience Credit:

These internships will receive academic credit in exchange for work-based learning hours and are not able to be paid internships. Applications and placements will be coordinated and supervised by a designated staff member at BCCHS or CACC and will be available only during the academic year, often overlapping school hours.

Students will automatically be given credit for their BCCHS Career Academies Internship for the following CTE / Work-Based Experience Credit:

- Work-Based Learning (SPED Program)
- BCCHS Business / Finance CTE Hours
- CACC CTE Hours

1. Completion status for students will be submitted to the Career Coach each semester by the relevant program managers. Once this paperwork is processed students will have their internship marked as completed in skyward and will receive an Internship Completion Notification Letter.
2. Students will reflect on their internship experience as part of the process of completing their digital portfolio

Goodwill Connects Summer Employment:

These internships are not eligible to receive academic credit, but all internships will be paid and offered through the Goodwill Connects Summer Employment Program. Applications and placements are coordinated through Goodwill Connects and positions will be available only during the summer.

1. Students complete Goodwill Connects Internship Interest Survey in November
2. Students complete Goodwill Connects Application by May 15th
3. Completion status for students will be submitted to the Career Coach each year by the Goodwill project manager. Once this paperwork is processed students will have their internship marked as completed in skyward and will receive an Internship Completion Notification Letter.
4. Students will reflect on their internship experience as part of the process of completing their digital portfolio

BCCHS Career Academies Partner Organization:

These internships are not eligible to receive academic credit and will be a mix of paid and unpaid internships hosted at organizations who are signed on as BCCHS Career Academy Partners.

Applications and placements are coordinated through the Goodwill Community Engagement Specialist, in collaboration with the BCCHS Career Coach. Placements will be available year-round.

1. Submit a BCCHS Career Academies Partners Internship Application ([Submit Online](#)) ([Print Version](#))
2. Complete Internship Interview Process
3. Completion status for students will be submitted to the Career Coach each year by the Community Partner. Once this paperwork is processed students will have their internship marked as completed in skyward and will receive an Internship Completion Notification Letter.
4. Students will reflect on their internship experience as part of the process of completing their digital portfolio