



I N T E R N S H I P S

**HIGH TECH HIGH
STUDENT INTERNSHIP PROGRAM HANDBOOK**

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1. ABOUT HIGH TECH HIGH

Developed by a coalition of San Diego civic leaders and educators, High Tech High (“HTH”) opened in September 2000 as a small public charter school with plans to serve approximately 450 students. HTH has evolved into an integrated network of 16 charter schools serving approximately 5,350 students in grades K-12 across four campuses. The HTH organization also operates a comprehensive adult learning environment, including a Teacher Credentialing Program and the HTH Graduate School of Education, offering professional development opportunities serving national and international educators.

HTH is guided by four connected design principles—equity, personalization, authentic work, and collaborative design—that set aspirational goals and create a foundation for understanding our approach.

HTH is intentionally diverse, enrolling students through a zip code-based lottery aimed at creating schools that are reflective of the communities we serve. HTH offers a college preparatory, project-based learning environment for students. Students engage in academic work that matters to them, to their teachers, and to the world outside of school. Students connect their studies to the world through fieldwork, community service, internships, and consultation with outside experts.

2. OVERVIEW OF HTH Student Internship Program

"Authentic Work" is a core design principle at HTH in which students engage in academic work that matters to them and to the world outside of school. Furthermore, student internships play a key role in the academic curriculum at HTH. Students at all grade levels make connections with the outside world, and in the 11th and/or 12th grades, students are required to participate in the HTH Student Internship Program (“Internship”), which consists of interning with professional organizations (“Host Organizations”) in the community. Internships allow students the opportunity to apply their knowledge and skills in a professional setting.

Host Organizations are diverse, and they have included government agencies, laboratories, hospitals, law firms, nonprofits, financial institutions, and other entities operating in the community. In the course of the Internship, each student will participate on a substantial project that contributes to the Host Organization and provides an off-campus authentic, real-world experience for the student, as part of the educational program. Near the end of the Internship, each student will present his/her project and overall learning experience to a panel of Host Organization representative(s), other HTH student(s), and/or HTH staff member(s).

Internships for 11th and 12th grade students will generally be for a 4-5 week period, 5 days per week, approximately 6-8 hours per day, and 30 to 40 hours per week. The specific dates, duration, and

schedule for the Internship will be arranged by the Host Organization and HTH teacher/coordinator, with input from the student where appropriate.

Internships are unpaid and provide students with practical experience and academic credit. Interning in a field of choice provides students with the opportunity to pursue their passions and helps guide their college and career choices after graduation. Students gain knowledge that integrates real-world learning experiences, career development, and public service, while Host Organizations benefit from the contributions of creative and innovative students. After building relationships, gaining experience, and learning to network, many students find ways to continue to pursue their passions and develop their future career paths.

Mentors are employees of the Host Organizations that are paired with students during the Internships. Mentors gain an opportunity to guide a high school student in discovering their passions and career interests. Students provide new ideas and viewpoints while energizing the Host Organization with their enthusiasm and desire to learn. Mentors and students work together to define and execute projects that benefit the Host Organization.

The Internship features:

- Students receive academic credit for successfully completing their Internship and related course work with their HTH teacher.
- Mentors communicate regularly with HTH teachers about the students' progress, attendance, and project development.
- HTH teachers maintain regular contact with the students, including site visits and other support.
- The Internship is supported by classes taught at the HTH schools, during which students prepare for and reflect on their experiences.

In order to make the Internship meaningful, the expectation is for the mentor and student to develop a substantive project. It is important to develop a project proposal prior to or during the first two weeks of the Internship, to ensure that both the mentor and student have clear goals. During the Internship, students may participate on projects that include supporting a specific marketing event, product launch, website design, personnel outreach, client networking, software and hardware support, and public relations, including presentations in public forums and in the community.

HTH and the Host Organization are required to maintain general liability insurance or equivalent programs of self-insurance during any periods when students are on an Internship site. In the event of an accident or sudden illness, students and their parents/guardians understand and agree that any medical treatment will be provided at their expense (or that of their insurer) and that neither HTH and its affiliates or the Host Organization will be responsible or liable for costs and fees related to such medical treatment.

To determine if hosting an Internship is the right choice, potential mentors should ask themselves the following questions: Do you have a specific project or assignment that provides a quality professional

learning opportunity for a high school student? Can you commit time to teach and guide a student? Can you benefit from the unique perspective and skills that a student would bring to your organization? If you answered yes to all of these questions, then you are ready to host an Internship!

3. **STUDENTS' RESPONSIBILITIES**

- a. Students are required to secure an internship with a Host Organization in a professional setting (not a work from home arrangement) by the deadline set by the school.
- b. Students and their parent/guardian must complete, sign, and submit to the HTH teacher the **Parent/Guardian Internship Consent Form** (see pages 10-12) before the Internship may begin.
- c. Students seeking to fulfill the internship requirement outside of San Diego County must meet with the school director for approval, which may result in completing an Independent Study Contract. The school director has sole discretion to approve or deny the request.
- d. Students design, with their mentor, and complete a project that benefits the Host Organization.
- e. Internships fulfill a graduation requirement. Students must complete their Internship assignments, which may include creation of an Internship portfolio, photo essays, and a blog to reflect on growth and progress.
- f. Students lead a Presentation of Learning ("POL") to a panel.
- g. Students should:
 - i. Be punctual, polite, and professional.
 - ii. Dress appropriately (if unsure, ask the mentor and/or HTH teacher).
 - iii. Attend the Internship for the scheduled number of days and hours.
 - iv. Notify the mentor and HTH teacher of any absences or schedule changes.
 - v. Respect the confidentiality of the Host Organization's clients, staff, activities, communications, information, and operations.
 - vi. If things are slow, take the initiative and volunteer for different tasks.
 - vii. Discuss questions, concerns, or problems regarding the Internship, Host Organization, and/or mentor with the HTH teacher.
 - viii. Adhere to the Host Organization's policies and procedures, rules, and regulations governing professional behavior.

- h. In order to take attendance during the Internship, students are responsible for keeping track of their time using the **INTERNSHIP ATTENDANCE & TIMESHEET FORM** (see page 15). If students are absent for any reason, they must contact their mentor and school.
- i. Students are responsible for transportation to and from their Internship sites, which may be via their own vehicle, parent/guardian driving, or mass transit. The Host Organization is not responsible for transportation of the student. The mentor shall not transport a student unless the parent/guardian has given prior written consent for the mentor to transport their student for purposes of the Internship only. Please see HTH teacher to complete the “**Annual Driver & Volunteer Application and Waiver**” form.
- j. Students are required to remain in their original internship from start to finish unless they receive prior written approval by the HTH teacher and school director.

2. MENTORS’ RESPONSIBILITIES

- a. The mentor is responsible for providing supervision and guidance to the student during the Internship. The mentor should be available to the student on a regular basis.
- b. Mentors hold a minimum of a bachelor's degree, professional degree, and/or license in the field/industry on which the Internship was mutually developed and work in a professional setting (not from home).
- c. Mentors may not be related to the student.
- d. If the student will rotate through various departments in order to gain broad-based experience, the mentor serves as the primary contact overseeing the Internship.
- e. It is important that the mentor is interested in working with high school students; has the time to invest in the Internship, especially during the first two weeks; and possesses qualities such as leadership, strong communication skills, and patience.
- f. Because the Internship is defined as a learning experience, proper supervision is essential. The mentor serves as a teacher, mentor, critic, and supervisor. Ongoing supervision is the key to a successful Internship. This is especially true for a student who does not have prior experience in a professional setting. Acknowledging and identifying the different expectations between the workplace and school can help students make a successful transition to the world of work.

- g. Mentors help guide students through their Internship experience. This may mean allowing or encouraging the student to participate in events that may not normally be open to entry level professionals, such as certain staff meetings, client consultations, or other related events. Even though these events may not be directly tied to the project that the student is supporting, they help provide a broad overview of the business or organization. The mentor can pass on a wealth of experience and knowledge while also benefiting from a fresh viewpoint and new ways of thinking from interacting with students.
- h. Mentors will monitor the students' time by reviewing and signing the **INTERNSHIP ATTENDANCE & TIMESHEET FORM** (see page 15).
- i. An effective method of mentoring is to have a set time (twice a week is recommended) to meet with the student to review progress on projects, touch base, and provide feedback. The mentor oversees and assigns the student's tasks toward fulfilling the project.
- j. Evaluation is important to the student's development and is an opportunity to identify strengths and weaknesses. It is helpful if the mentor evaluates the student throughout the Internship, not just at the end. The evaluation should be planned as a learning experience and an opportunity for dialogue and mutual feedback. Regularly scheduled evaluations help avoid common problems with Internships, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives. Mentors may find it helpful to schedule a preliminary evaluation early in the Internship (for example, in the second week). This helps the mentor understand whether the student understands the role and responsibilities of the Internship tasks or if there are specific areas in which the student has questions or needs further help. At the end of the Internship, mentors submit a **Mentor Evaluation Form** (see pages 16-17) to the HTH teacher.

INTERNSHIP COMMITMENT FORM

Name of student:	
Grade level of student:	
School name:	
Name of HTH teacher:	
Email address of HTH teacher:	
Phone number of HTH teacher:	
Name of HTH school director:	
Email address of HTH school director:	
Phone number of HTH school director:	
Name of Host Organization:	
Name of mentor:	
Email address of mentor:	
Phone number of mentor:	
Address of Internship site:	

If there are multiple sites associated with the Internship where the student may be visiting, please list all of the addresses, times, and dates here (add additional pages if needed):

1. _____
2. _____
3. _____
4. _____
5. _____

Describe the Internship and project, including the tasks to be performed, equipment, and materials to be used.

Explain the skills, knowledge, and abilities needed for a successful Internship.

Signatures:

I, _____ (print mentor's name), acknowledge that I have read the HTH Student Internship Program Handbook and agree to fulfill the requirements and abide by the information contained therein.

Mentor Signature

Date

I, _____ (print student's name), acknowledge that I have read the HTH Student Internship Program Handbook and agree to fulfill the requirements and abide by the information contained therein.

Student Signature

Date

I, _____ (print parent/guardian's name), acknowledge that I have read the HTH Student Internship Program Handbook and agree to the requirements and information contained therein.

Parent/Guardian Signature

Date

***HTH Teachers please also include the internship location and schedule information for each student in PowerSchool.**

Parent/Guardian Internship Consent Form

The High Tech High (“HTH”) Internship Program (“**Internship**”) occurs with third party organizations that are operated independently from HTH. This means that during the Internship, your student will be reporting to an off-campus, professional environment that may be a private, public, nonprofit, healthcare, laboratory, government, financial, educational, business, and/or other type of workplace setting. Depending on the setting, your student may be interacting with, in addition to the mentor, members of the public who are also employed at the workplace and/or interact with the organization as clients, consumers, patients, etc. who are not employees of, or affiliated with, HTH.

Internship Information

Name and address of Host Organization and Mentor:	
Internship dates and times:	
Transportation:	Students are responsible for their own transportation to and from the Internship site.

*****Any changes to the Internship must be approved in advance by the HTH teacher.*****

Contact Information

Name of student:	
Name of HTH school:	
Cell phone of student:	
Name of parent/guardian:	
Cell phone of parent/guardian:	
Name of emergency contact:	
Cell phone of emergency contact:	
Address of student:	

Name and contact information of the HTH teacher:	
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Medical Authorization/Information

- ☐ My student has no medical conditions and takes no medications that should be brought to the attention of emergency medical personnel.
- ☐ My student has the following medical condition(s) and/or is currently taking the following medication(s) that should be brought to the attention of emergency medical personnel:

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In the event of an accident or sudden illness, I do hereby consent to whatever emergency medical treatment may be deemed necessary for my student. I further understand and agree that any medical treatment will be provided at my expense (or that of my insurer) and that neither HTH, its affiliates, or the Internship Host Organization will be responsible or liable for costs and fees related to such medical treatment.

Medical insurance carrier:	Policy number:	Telephone number:
Physician name:	Physician's address:	Telephone number:

Waiver and Release of Liability

California Law (Education Code Section 35330) provides that any person attending or participating in a field trip or excursion waives any and all claims against the school, school district and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. I/we acknowledge that, commensurate with Education Code Section 35330 and in consideration of my student participating in the above-described Internship, I/we hereby hold harmless, and waive and release, High Tech High ("HTH"), its parents, subsidiaries or other affiliates, the school, the State of California, and the respective officers, agents, employees and contractors of each of them ("Releasees"), from and against any and all actions, claims, demands, liabilities or expenses of any kind or nature that I/we now have or may hereafter have relating to any injury, accident, illness, death, and/or any loss or damage to personal property occurring during, or resulting from my/our child/ward's participation in the above-described Internship activity, including, but not limited to, claims arising out of any negligence of Releasees, and each of them. I/We understand that

the Releasees' acceptance of this Release shall not constitute a waiver, in whole or in part, of any sovereign or official immunity by the Releasees.

I/we acknowledge that participation in the above-described Internship carries certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The risks may include, without limitation, minor or major injuries, theft of or damage to my student's property, and/or death.

My student agrees to follow all rules, regulations, and instructions of HTH while participating in the above-described Internship, and I/we represent that my student is physically and mentally capable of participating in the above-described Internship. I/we further agree to hold harmless and indemnify HTH, its Board of Directors, officers, employees, volunteers, and agents from any and all claims, including any and all defense costs (which shall include attorney's fees), incurred in connection with claims for bodily injury, wrongful death or property damage sustained by third parties which may have been caused by my student, whether negligent or not, in the course of my student's participation in the above-described Internship. My student and I assume all risk of injury in engaging in the above-described Internship. My student and I acknowledge the right to freely decline to participate in such activities in order to avoid all risk of injury.

My student and I understand and agree that he/she must abide by all school rules while attending the Internship including those noted in the HTH Student Parent Handbook and the HTH Student Internship Program Handbook. My student and I understand and agree that any violation of the school rules may result in him/her being sent home and may result in disciplinary consequences.

I/WE ACKNOWLEDGE THAT I/WE HAVE CAREFULLY READ THIS **Parent/Guardian Internship Consent Form**, INCLUDING THE MEDICAL AUTHORIZATION/INFORMATION, AND WAIVER AND RELEASE OF LIABILITY, AND FULLY UNDERSTAND ITS TERMS. I/WE ARE AWARE THAT THIS DOCUMENT INCLUDES A WAIVER AND A RELEASE OF LIABILITY. I/WE AGREE TO THE TERMS AND CONDITIONS AS STATED ABOVE AND AGREE TO PERMIT MY STUDENT TO PARTICIPATE IN THE HTH STUDENT INTERNSHIP PROGRAM.

Parent/guardian signature

Print name

Date

Student signature

Print name

Date

Internship Class Assignments (example)

Assignments	
Internship Blogs	
You will be expected to keep a blog during your internship immersion. This will be an opportunity for you to reflect on your experiences and share pictures (as allowed by your site) to support your thoughts. It also allows your teachers, advisors and peers to read about your internship experience while you are away. Please see the HTHMA Internship Page (Intern Information tab) for all of your weekly blog assignments.	
Photo Essay	
You will be expected to take many photographs during your internship immersion (as allowed by your site) to capture your experience. Using the best of these photos, you will create a photo essay to tell a unique and compelling story inspired by your internship experience. Complete details about the Photo Essay Assignment and related resources can be found on the HTHMA Internship Page (Intern Information tab).	
Mentor Interview	
The Mentor Interview is an opportunity for you to learn more about someone you have worked closely with during your internship immersion. It is a chance to learn about your mentors college experience, career path and how they navigated these choices on their journey to their current work. Complete details about the Mentor Interview Assignment and related resources can be found on the HTHMA Internship Page (Intern Information tab).	
Internship POL	
The iPOL is the culminating presentation about your internship experience. It takes place at the workplace with your mentor, advisor and 10th grade peers present. It is an opportunity for you to reflect on your project, your relationship with your mentor and other colleagues, and your time working with the organization. It is also a great opportunity to thank your mentor and express gratitude to those who have supported you during the internship experience. Complete details about the iPOL Assignment and related resources can be found on the HTHMA Internship Page (Intern Information tab).	



INTERNSHIP ATTENDANCE AGREEMENT AND TIMESHEET

When running more than 15 minutes late, please call your assigned supervisor. Excellent attendance is an expectation of all employees. When you need to be absent or if you need to modify your schedule, please notify your mentor and intern teacher as soon as possible. HTHMA (Viviana and your cohort teacher) must be notified about absences for attendance purposes.

Name: _____

Date	Time In	Time Out	Total Hours	Mentor Signature
Jan 5				
Jan 6				
Jan 9				
Jan 10				
Jan 11				
Jan 12				
Jan 13				
Jan 16	Holiday	Holiday	--	--
Jan 17				
Jan 18				
Jan 19				
Jan 20				
Jan 23				
Jan 24				
Jan 25				
Jan 26				
Jan 27				
Jan 30				
Jan 31				
Feb 1				
Feb 2				
Feb 3	iPOL	iPOL	--	--



Mentor Evaluation of Student Intern¹

Thank you very much for completing this evaluation of your intern. We take your comments very seriously. Please return this evaluation to High Tech High Media Arts.

Please print all information clearly.

Intern's Name _____

Intern's Mentor _____

Organization _____

The internship started on January 5, 2022 and was completed on _____

Excellent (Always demonstrates this ability/consistently exceeds expectations)

Good (Usually demonstrates this ability/sometimes exceeds expectations)

Average (Sometimes demonstrates this ability/meets expectations)

Emerging (Seldom demonstrates this ability/rarely meets expectations)

Interpersonal & Teamwork skills	Excellent	Good	Average	Emerging	N/A
Relates to co-workers effectively					
Manages and resolves conflicts to a team atmosphere					
Supports and contributes to a team atmosphere					
Controls emotions in a manner appropriate for work					
Demonstrates assertive but appropriate behavior					
Creative Thinking & Problem Solving Skills	Excellent	Good	Average	Emerging	N/A
Seeks to comprehend and understand the "big picture"					
Break down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates an analytical capacity					
Listening & Oral Communication Skills	Excellent	Good	Average	Emerging	N/A
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					

¹ This evaluation document is found in the [State of California Student Internship Program Guide](#).

Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Basic Work Habits	Excellent	Good	Average	Emerging	N/A
Is prompt to showing up to work and meetings					
Exhibits a positive and constructive attitude					
Dress and appearance appropriate for this organization					
Character Attributes	Excellent	Good	Average	Emerging	N/A
Brings a sense of value and integrity to the job					
Seeks to serve others					
Refrains from gossip/respects the privacy of others					
Behaves in an ethical manner					
Respects the diversity (cultural/ethnic) of coworkers					
Reading/Writing/Computation Skills	Excellent	Good	Average	Emerging	N/A
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate for the job					
Attention to accuracy and detail					
Ability to learn	Excellent	Good	Average	Emerging	N/A
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks and utilizes appropriate resources					
Accepts responsibility from mistakes and learns from experiences					
Open to new experiences; Takes appropriate risks					
Overall performance of the intern	Excellent	Good	Average	Emerging	

Comments:

Would your organization host an intern again?

Yes

No

Uncertain

____ I have

____ I have not

..... discussed this assessment with the intern.

Mentor's Signature: _____

Date: _____