

Chapin High School
Guidelines for Work Based Learning Programs
Senior Internship

The following key guidelines should direct the Senior Internship experience

- Intern placement must fall within one of the recognized pathways of the students' **IGP Major**.
- Students may **not** work in a family-owned or operated business or be under the supervision of a family member except under special circumstances.
- While the employer will certainly gain from both the intern's contributions to the business and from the actual mentoring of the student intern, the internship is primarily for the benefit of the student, not the employer.
- Student interns should not displace regular employees but work under their close supervision.
- Students are not necessarily entitled to a job with the employer after the conclusion of the internship.
- Students are seldom entitled to wages during training unless they meet one or both of the following criteria:
 - Travel to and from the intern site is excessive and the employer wishes to provide expense reimbursement
 - Intern works beyond school hours
- Students who complete the required orientation session in **April** and return completed documentation from both parents/guardians and worksite will begin the internship the first day of the semester.
- Internship is a semester class; however, it is highly recommended that students sign up for both semesters in order to gain a full experience.
- Students should be aware that internship is **.5** unit of credit only for each semester.
- Throughout the school year, students are required to turn in internship **weekly** work reports and mentor evaluations. Turning in these required forms on time is the **sole responsibility** of the student. ***The internship grade is based on these reports.***

- At the end of each semester, students will complete an internship **portfolio** documenting among other things, a **project** that the intern has completed at the internship site. The portfolio is a reflection of the total internship experience and is required for credit to be awarded.
- Interns must log a minimum of **40 hours** each semester at the internship site to receive credit.

Criteria for Selection | Senior Internship

- Must be classified as a senior by **August 18th, 2024**.
- Must be **16 years old** by **August 1, 2024**.
- Must provide **two** letters of recommendation (see application form).
- Must complete all parts of the application by the deadline – **March 29th, 2024 (for fall 2024)**
- Must arrange internship placement according to established guidelines by **August 18th, 2024**. Failure to complete arrangements by the deadline may result in applicants not being selected for the program.
- Must attend the Internship Program Orientation to be held at Chapin High School.
- Must be able to provide transportation to and from the internship site.
- Must have an **excellent discipline record** free of serious discipline infractions.
- Must maintain a **2.0** overall GPA.
- Application must receive approval from an administrative review panel.

Questions?

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