

CCHS Senior Internship Program

What is a Senior Internship?

The Senior Internship program at Concord Carlisle High School is a unique course rooted in career exploration that integrates study with career-related work experience. Seniors are involved as non-paid "authentic employees" receiving academic credit for work experiences. The purpose of the program is to develop and strengthen the student's educational and career preparation. Internships provide seniors with a greater understanding of career demands and qualifications.

About the Program

High school seniors in good academic standing are welcome to apply for a spring internship that will take place during the 4th quarter or entire second semester. Approved seniors will be prepared in meetings prior to field work. This includes company selection, logistics, duties, and responsibilities. Interns will then be paired and matched to a host mentor who will supervise them during their time there, guide them through projects, and expose them to the workings of their company/position. Interns will also co-create an informational website and provide weekly updates. The internship culminates with a college-fair type presentation to showcase their experience.

Expectations for Seniors

- Program runs through the end of school for Seniors (usually 3rd week in May). The last Thursday for seniors, students will be required to be at CCHS for a culminating Showcase presentation of their experience.
- Seniors will participate in the Prifti day of service with the rest of their class on the last day of school for seniors.
- Attendance for the entire duration of the program is required.
- Students are expected to work 20 hrs/wk during school hours (typically 9-1, but flexible).
- Schedules should be organized so students return to CCHS at the end of the school day (2:41) for after school activities if needed.
- If mutually agreed upon, students can choose to work beyond that timeframe.
- Students taking AP courses may start their internship later or have reduced hours.
- Students meet supervisor prior to start date to learn & understand about their role.
- Students will provide written responses to reflective prompts on a co-created website. This mandatory work is part of their English credit requirement.
- Students must report to host supervisor and Ms. Fortunato if absent for any reason.
- A CCHS advisor may perform unexpected visits to check in on interns.
- Students must arrive at their Internship location on time.
- Students should conduct themselves in a professional manner.
- Students should take direction respectfully, demonstrate initiative, and complete tasks and projects with competence and timeliness.
- Students will create a culminating presentation for display and participate in the Internship Showcase at CCHS - this is also part of their English credit requirement. Do not schedule anything else for this day or the Prifti Day of Service
- More expectations can be found [here](#).

School & Parent/Guardian Support

Internships are non-traditional educational experiences for CCHS seniors. It may demand flexible time schedules to fulfill all duties and responsibilities on the job. Parents/guardians are required to approve student applications into the program. Parents/guardians are invited to attend the culminating Showcase presentation (and not schedule anything else for that Thursday). Any questions can be directed to Laurie Fortunato in the math department.

Credits

Students who participate in the Senior Internship Program for Q4 will close out their second semester courses at the end of 3rd quarter (2nd quarter for those doing a full semester). Q4 Interns earn 6.25 credits for successful completion of their internship experience. This number of credits is equivalent to the number that would have been received had the student remained in their on-campus courses. 1.25 credits of the Internship program will count towards the student's English requirement. Student work on their website and culminating project, summarizing what they learned during their internship, will count toward these credits. Completion of these assignments are required to obtain the full year of English credits. Credits are adjusted for those doing a full semester.

Estimated Program dates (for Q4 interns - dates moved up for Semester 2 interns)

October	Internship Sign-up forms sent
Fall	Internship Informational Meeting
End of February	Final deadline to sign up
End of March	Orientation/Internship prep workshop
Day 1 of Quarter 4	1 st day of Senior Internship Program
April vacation	Student work at internship is optional this week
Wednesday before Prifti Day of Service	Completion of Internship Program (last day)
Thursday before Prifti Day of Service	Internship showcase
Friday (last day for Seniors)	Prifti Day of Service (all Seniors participate)

How to Sign up

Click [here](#) to sign up. Be aware that students need to meet basic requirements, for example, candidates must be seniors who are in good academic standing; additionally, students who are enrolled in Rivers & Revolutions for the spring semester are not eligible.

CCHS contact:

Laurie Fortunato, Senior Internship Advisor, lfortunato@concordcarlisle.org

Brian Miller, Assistant Principal, bmiller@concordcarlisle.org

Alison Nowicki, Guidance Dept Chair, anowicki@concordcarlisle.org