

Mountain Heritage High School



Internship Handbook & Interest Form

Contact

Nicole Robinson,
Career Development Coordinator

Email: snrobinson@yanceync.net

828-682-6103 Ext. 251

ABOUT THE INTERNSHIP PROGRAM

A CTE Internship is a work-based learning experience that allows students to develop career and technical skills and apply competencies students have learned within a general career field. Internships allow students to observe and participate in daily job site operations, develop direct contact with job personnel, ask questions about particular careers, and perform certain job tasks. This activity is exploratory and allows the student to get hands-on experience in a number of related activities.

Student Requirements for Consideration:

- Be at least 16 years old
- Be in good academic standing with at least a 2.5 GPA
- Have a good attendance/tardy profile.
- Have a good discipline profile.
- Have reliable transportation to and from the worksite.
- Complete the interest form in this document and submit it to the CDC with signatures of student, supervisor, and parent. CDC will obtain the signatures from the Principal, CDC, and CTE Director.
- Obtain a Youth Employment Certificate if under 18 years of age. Details within the handbook.
- Have two teachers submit a recommendation form.
- Contact potential sites for an internship that reflects your career pathway. Once the semester begins, students are given five days to submit all required paperwork. Failure to do so will result in reassignment to a classroom section. Please complete this process early.

Student Responsibilities

- Identify Possible Job Placement Sites. Be prepared to inform the Career Development Coordinator of the location of your potential work site. The site must provide a valid learning opportunity related to your chosen pathway.
- Complete the Work-Based Learning Agreement Form. All forms must be completed and submitted to the Career Development Coordinator.
- Complete Required Work-Based Learning Activities. Fulfill all written and verbal requirements, including timesheets, Google Classroom journal entries, resume, cover letter, final project, and other assigned tasks.
- Represent Yancey County Schools in a Positive and Professional Manner. Demonstrate responsibility and punctuality, dress appropriately, and maintain high standards of work habits and ethical behavior at the work site.
- Communicate Regularly with the Career Development Coordinator
Submit all required materials on time, report any issues that arise, and attend all scheduled meetings.

Employer Responsibilities

- Assist with Development of the Training Plan and sign the Training Agreement.
- Work with the student to develop a Training Plan outlining tasks and responsibilities, and sign the required Training Agreement.
- Support the student in achieving learning goals.
- Help the student accomplish their goals by providing guidance and meaningful work aligned with the Training Plan.

- Evaluate the Student Learner by assessing the student's performance at the end of each grading period. These evaluations count as 40% of the student's internship grade.
- Communicate with School Personnel. Maintain communication with the Career Development Coordinator as needed regarding the student's progress or any concerns.
- Provide a safe and effective Learning Environment. Ensure a safe workplace and offer a variety of learning experiences that give the student a broad understanding of the organization's operations.
- Establish a Work Schedule for the Student Learner. Create a schedule that allows the student to complete at least 120 contact hours at the job site.

Parent and School Responsibilities

- **Maintain Regular Communication:**
Parents and the Career Development Coordinator should remain in regular contact to ensure proper supervision and support of the student.
- **Provide Transportation:**
The parent/guardian is responsible for ensuring the student has reliable transportation to and from the job site.
- **Supervise the Work-Based Learner:**
The Career Development Coordinator will visit the job site to ensure appropriate placement and a safe working environment. The coordinator will also review timesheets and assign the student's grade.

REQUIREMENTS AND DEADLINES

At the Start:

- Review the Student Requirements for Consideration and read all the information.
- Have two teachers complete the digital recommendation form and return to the Career Development Coordinator. See links below.
- Complete and turn-in to Career Development Coordinator (with signatures):
(1) Internship Interest Form (2) Work-Based Learning Contract, and (3) Training Plan (4) Youth Employment Certificate if under 18.

Weekly

- Submit the completed Internship Journal entry in Google Classroom each week, due by 3:30 pm every Monday.
- Submit hard copy time sheets the Monday following the previous work week no later than 3:30 pm in the appropriate box. One point will be deducted for each day a timesheet is turned in late, unless the student has communicated to get approval. For 2026, this box is located in the CTE office to the right of the door for the Next Step Center. Timesheets MUST be on the correct form and signed by your supervising adult. If your supervisor is not present to sign, turn in the time-sheet without it and the CDC will copy it and return the copy to the bottom drawer for you to obtain signatures. Only use the timesheets provided by the CDC. Blank ones are kept on Google Classroom and in the CTE office.

Each Grading Period

- Ask your supervisor to complete the Work-Site Supervisor's Evaluation Form each grading period and turn it into the Career Development Coordinator. These can be emailed or returned sealed in an envelope.

Other /General

- Attend required meetings. The first week of school students must attend an orientation in the Next Step Center.
- Complete 120 work hours by the end of the semester
- Complete a Resume and Cover Letter (this will be part of your final grade)
- Write thank-you notes to your supervisor (this will be part of your final grade)

At the End of the Program

- Complete and turn in the Student Evaluation form at the end of the experience.
- Upload your Final Project at the scheduled time. (20% of your Final Grade)

Grading Categories

- Timesheets 120 Hours = 40 Percent
- Supervisor Evaluations = 40 Percent
- Weekly Journal Entries = 20 Percent

*Final Project = 20 Percent of Final Grade (Presentation, Resume, Cover Letter)

*Honors Project: If a student enrolled in the honors section does not complete the required honors components, the final grade will be converted to a standard (non-honors) grade.

Important Links Below

[Link](#) Making the Most of your Internship
[Link](#) to Past Internship Sites
[Link](#) to the Honors Level Enhancement Options
[Link](#) to Journal Entry Rubric
[Link](#) to Final Project Requirements & Rubrics
[Link](#) to Supervisor Evaluation Sample
[Link](#) to Internship Teacher Recommendations Form

Students should send the link to two teachers for a recommendation.

(Youth Employment Certificate) Information

Interns under 18 years of age must have a workers permit. If Yancey County Schools will be paying you with the grant, we will serve as the employer. Click [this link](#) to get the process started. When you receive your Employment Identification (YEID) number, email it to snrobinson@yanceync.net and we will submit the request for the permit.



Mountain Heritage High School
Internship Interest Form

To be completed and signed by the student & parent. Return to the MHHS Career Development Coordinator.

Student Name:

Current Grade Level:

Student Email:

SSN:

Student Address:

City, State, Zip:

Home Phone Number:

Student Cell Phone Number:

Parent/Guardian Name:

Parent/Guardian Home Phone No:

Cell or Work Number:

In case of emergency notify:
Name:

Phone Number:

My academic and career goals are:

My goals for this work-based learning (internship) experience are:

Experiences and school courses I have had that relate to this internship experience are:

Current GPA:

Number of Days Absent this School Year:

Method of Transportation:

License Tag Number:

Work Site:

Work Site Address:

Work Site Phone Number:

Site Supervisor's Name:

(Student Signature and Date)

(Parent/Guardian Signature and Date)



**Mountain Heritage High School
Work-Based Learning Program
Internship Training Agreement**

To be completed by the student, the job site supervisor, and the parent. Return to the MHHS Career Development Coordinator.

Type of Work Based Learning Experience: Internship

This Work Based Learning Experience Agreement is entered into by and between Yancey County Schools and _____ (Student), his/her Parent/Guardian, _____ (Parent/Guardian), and his/her Work Experience Employer, _____, (Employer), on the date indicated below, whereby the Student will participate in a CTE Internship Program at the Employer's place of business located at _____, during the hours of _____.

The student understands that his/her conduct is a reflection upon the school and agrees that he/she will:

1. Provide his/her own transportation to and from the employer's place of business. (The school, the employer, or the school system are in no way responsible for providing the student with transportation to or from the employer's place of business at any time or for any incidents or accidents which may occur while the student is enroute to or from the employer's place of business).
2. Demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn while at the employer's place of business.
3. Keep regular attendance as agreed upon with the employer, excluding employer-observed holidays, days on which the employer's place of business is closed or other legal absences and understands that his/her attendance will be taken from his/her weekly time sheets and checking in and out in the office through the internship check-in/out site on the computer.
4. Give the employer as much advance notice as possible if unable to report for work or to do so in a timely manner and contact the CDC (Mrs. Robinson) at: snrobinson@yanceync.net or call (828) 682-6103 Ext: 251.
5. Report to school if the internship location is closed for any reason during a time in which the student is scheduled to be at the internship location and school is in session.
6. Complete weekly time sheets of attendance required for credit and turn in hard copies with signatures.
7. Engage in only those work-based learning experiences approved by the supervisor at the work-site.

The employer agrees that they will:

1. Not permit the student to replace any paid employee unless the student receives compensation for said employment.
2. Advise the student of all company rules, regulations and policies which relate to the student.
3. Explain to the student the responsibilities and duties of his/her internship and shall correlate on-the-job training with safety instruction given by the school. The work of the student in occupations declared particularly hazardous by the U.S. Department of Labor shall be incidental to the student's training;

intermittent and for short periods of time; and under the direct and close supervision of a qualified and experienced person.

4. Provide direct supervision by an authorized employee to the student as needed.
5. Complete an accident report form and return to school in the event of an accident.
6. Review the student's performance with him/her on a weekly basis and sign a weekly time sheet and complete an evaluation of the student on forms provided by the school at the end of each grading period.
7. Inform the school CDC when the student is absent or not performing adequately by calling (828)682-6103 Ext. 251. or snrobinson@yanceync.net.
8. Observe any and all laws that may relate to the student's work experience.

The school agrees that it will:

1. Carry insurance for the student intern during class activities including internships, job experiences and work placement.
2. Assist the student in securing an internship placement regardless of his/her sex, race, color, national origin, or disability.
3. Provide the student with safety instructions correlated by the employer with on-the-job training.
4. Review with the student and the employer their respective responsibilities and obligations while participating in the work-based learning program.
5. The parties/signatories hereby agree that good communication and understanding between them is vital if the objectives of this program are to be met and that joint conferences between the student, employer, parent/guardian, instructor/CDC, and others may be scheduled from time to time to discuss:
 - The student's progress
 - Any misunderstandings
 - The reason for termination of the internship placement

This Understanding is not in effect until signed by all parties. This Understanding may be terminated at any time by any party upon written notice to the other parties.

We have undersigned, have reviewed and agreed to the terms and conditions set forth herein.

Student Signature:

Date: ____/____/____

Parent/Guardian Signature:

Date: ____/____/____

Employer/Supervisor: Signature

Date: ____/____/____

(Signatures Below will be obtained by the CDC:

Career Development Coordinator

Date: ____/____/____

Principal

Date: ____/____/____



**Mountain Heritage High School
Work-Based Learning Program**

TRAINING PLAN

To be completed by the job site supervisor and the student. Return to the MHHS Career Development Coordinator, Nicole Robinson.

Student Name: _____ Class Period of the Internship: _____

Internship Duration: 120 hours minimum for one semester

Work Site Name: _____

Work Site Address: _____

Work Site Supervisor Name: _____ Worksite Supervisor Title: _____

Work Site Supervisor Phone: _____

Work Site Supervisor Email: _____

Job Description (Tasks, Responsibilities, Projects, etc. established by worksite supervisor)

Is the Work-based Learning Placement paid or non-paid by the site? Yes No

Work Assigned Days/Schedule:

Student Internship Job Tasks:

Learning Objectives/Job Site Learning Strategies:

Business Dress Code:

Confidentiality Policy:

****Note:** At the end of the program, the student will be required to create a Final Project that conveys his/her key learning during the internship.

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____