



# WCPSS

## School to Career

# Internship Application

The following items must be completed and submitted before students can be registered and start an internship.

1. \_\_\_\_\_ Internship Application – Application must be completely filled out to be considered for review.
2. \_\_\_\_\_ Teacher Recommendations – Must submit 2 teacher recommendations.
3. \_\_\_\_\_ Internship Agreement – Must be signed by student, parent, and business sponsor.
4. \_\_\_\_\_ Driving directions from WHS to your Internship site
5. \_\_\_\_\_ Internship Schedule (days and time you plan to work)
6. \_\_\_\_\_ List what course you would like to drop and replace with CTE Internship

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Dear Internship Applicant:

Enclosed you will find important information that will be helpful to you in your internship. Please read the material and utilize the suggestions to make the most of your internship experience.

As you prepare for your internship experience, be mindful of expectations from the employer to include:

- Come to work on time, notify employer when I cannot make it to work (i.e., illness, car trouble)
- Make smart decisions.
- Follow directions.
- Concentrate on my work and care about the quality of my work.
- Read, write, and calculate well.
- Recognize problems and find solutions, research independently and ask for assistance.
- Finish a job when I'm supposed to without sacrificing quality.
- Be honest and dependable.
- Take the lead and work hard.
- Communicate well and get along with other people, especially customers.
- Dress properly and practice good grooming.
- Be cooperative.
- Have a positive attitude.
- Treat internal company information as confidential unless directed otherwise
- Always keep the best interest of the business in mind.

The positive impression you make will be helpful to you in the future when you are seeking a reference or a permanent position. Recognize that through your job performance you are representing Wakefield High School. We hope this experience will ensure that your employer will warmly receive future interns. Your internship will give you a chance to demonstrate your competence and initiative; we hope you will use it as an opportunity to learn and grow.

Sincerely,

Sarah Joyner  
Career Development Coordinator

## WCPSS School to Career Internship Program

### INTERNSHIP OVERVIEW

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 120 hours. Students will earn a credit (1) for the internship.

### Internship Requirements:

- ✓ Students must have begun the 11<sup>th</sup> or 12<sup>th</sup> grade.
- ✓ Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern).
- ✓ The internship can be paid or unpaid. Most are unpaid.
- ✓ Students cannot intern with their parent/guardian or family business.
- ✓ Students may not intern in a job in which they are currently employed.
- ✓ Wake County Public Schools maintains liability insurance for all students who participate in an approved internship.
- ✓ Internships may be taken in place of a class at school if the student is on track to graduate. Internships are usually taken during 4th period. Internships may also be completed in the summer.
- ✓ The internship includes completion of 120 hours of work-based experiences for one high school credit on a graded basis.
- ✓ A maximum of two WCPSS internships are allowed per student.

### Pre-Approval

- ✓ Students should schedule a conference with Internship Coordinator – Sarah Joyner, [sjoyner@wcpss.net](mailto:sjoyner@wcpss.net)
- ✓ Students complete the following application forms and return them to the internship coordinator before the internship deadline:
  - o Internship Application
  - o Code of Conduct form
  - o Internship Agreement for site placement
- ✓ Students must arrange their own transportation to the internship
- ✓ **Internship placement must be off campus** (Students cannot receive academic credit by providing school services such as bus driver, cafeteria worker, office assistant, or teacher assistant). (State Board Policy)

### During the Internship

- ✓ Student must regularly check and use their WCPSS email address for communication with the Internship Coordinator
- ✓ Track and complete a minimum of 120 contact hours using the Timesheet form
- ✓ Complete a portfolio and presentation
- ✓ Complete journal entries and performance reviews
- ✓ Maintain scheduled visits with the Internship Coordinator
- ✓ Attend site visit with the Internship Coordinator
- ✓ If taking an internship for honors credit, complete 2 of the 7 honors enhancement projects.

### Post-Internship

- ✓ Present orally to a specified group/audience
- ✓ Complete thank you card for the Internship Supervisor
- ✓ Receive final grade from Internship Coordinator for a high school credit

**Internship Scheduling:** Internships are a CTE class and correspond with the school calendar. Interested students should work with the Internship Coordinator and their Counselor to begin the application process at least one semester before they are interested in interning. Credit and grades are assigned after the student completes all requirements and submits all work to the Internship Coordinator.

**WCPSS School to Career Internship Program**  
**INTERNSHIP APPLICATION (non-academy only)**

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An internship is permitted for students in 11<sup>th</sup> and 12<sup>th</sup> grade. The internship should align with the student's college and career goals.

Last Name:	First Name:	MI:
Student ID:	Current Grade Level:	Counselor:
Street Address:		
City:	Zip:	Home Phone:
Student School Email:		Student Cell:
Parent/Guardian's Name:		Parent Cell Phone:
Parent/Guardian's Email:		Parent Work Phone:

Career Objective:

Please explain the reasons for wanting to participate in the Internship Program and what your plans are after graduating from high school.

List courses you have taken or are currently taking that are directly related to the internship and your career goals:


Briefly describe any work, volunteer experience, or job shadowing experience you may have:


Please describe the type of industry or environment you would like to be working in for the internship, including the duties/tasks you would like to handle or be exposed to:


I want to intern (check one):		Fall Semester		Spring Semester		Summer
Internship to be scheduled (check one):		During 4 <sup>th</sup> Block		After School		Other
Do you have an Internship Sponsor/Mentor lined up to intern with (check one)?			Yes		No	

Internship Site – Name of Business:

Internship Supervisor's Complete Name:

Internship Site Street Address:

City:	State:	Zip:
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Internship Site Telephone #:

I hereby certify that the information on this application is true and accurate to the best of my knowledge.

Student Signature:	Date:
Parent Signature:	Date:

Internship Coordinator's Comments:

Internship Coordinator's Signature:	Date:
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## **WCPSS School to Career Internship Program**

### **STUDENT INTERN CODE OF CONDUCT**

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- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will always knock-on closed doors.
- I will not discuss or ask about the amount of money employees earn.
- I will not chew gum or eat food while working.
- I will not take friends to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will always notify my supervisor if I am not able to report for work.
- I will work only when and where assigned.
- I will refrain from loud talking and inappropriate laughing.
- I will not use company phones or email for personal use.
- I will not use my cell phone for personal use while on the job, including texting.
- I will not surf the Internet, use personal email, or play games while on the job.
- I will keep company information confidential unless directed otherwise.

*Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential, and any dissemination of this information could lead to legal prosecution. Always remember that you are representing WCPSS to the public.*

Student Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Intern Name (Printed): \_\_\_\_\_

## **WCPSS School to Career Internship Program**

### **INTERNSHIP PLACEMENT AGREEMENT**

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Student Name: \_\_\_\_\_

Internship Site \_\_\_\_\_

Internship Supervisor Name & Title: \_\_\_\_\_

Internship Supervisor Email: \_\_\_\_\_

Internship Site Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Internship Site Alternate Contact Person Name: \_\_\_\_\_

Internship Site Alternate Contact Person Phone Number: \_\_\_\_\_

Internship Site Address, City, Zip: \_\_\_\_\_

Building/Department of Student Location: \_\_\_\_\_

Business Needs and/or Workplace Responsibilities:

  

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Internship start date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_ # Hours per week \_\_\_\_\_

Internship end date: \_\_\_\_\_

Rate of pay (if applicable): \_\_\_\_\_ per \_\_\_\_\_ Frequency of payment: \_\_\_\_\_

#### **The Student Intern agrees to:**

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Be regular in attendance and on time to the assigned internship and notify the Internship Coordinator and Internship Supervisor should an accident or illness occur.
4. Conform to the regulations of the organization (dress, conduct, etc.)
5. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
6. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
7. Understand that I must complete a minimum of 120 hours to receive internship credit.
8. Complete ALL WCPSS internship credit requirements.
9. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

#### **The Internship Coordinator agrees to:**

1. Monitor the student performance during the internship.
2. Maintain contact with the Internship Supervisor.
3. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information.
4. Assess the student intern.

**The Parents/Guardian agrees to:**

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health, and accident insurance for the student.
4. Report any concerns regarding internship to the Internship Coordinator.

**The Internship Supervisor agrees to:**

1. Provide a challenging learning situation for the student intern.
2. Assign a mentor to work with the student intern and evaluate all work products.
3. Confer with the student intern to provide feedback on strengths and areas to be improved.
4. Provide the opportunity to work 120 hours within one semester or agreed upon time.
5. Verify and sign off on the student's work hours.
6. Allow the Internship Coordinator to visit the site during the internship
7. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly or if there are issues with the student's work performance.
8. Provide feedback using a performance review (provided by WCPSS).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WHS Internship**  
**Teacher Recommendation Form**

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to Sarah Joyner, Career Development Coordinator. Thank you!

<b>Student Name:</b>				
<b>Teacher Name:</b>				
<b>Please rate this student honestly on the characteristics below.</b>				
	<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Needs Improvement</b>
<b>Attendance/Punctuality</b>				
<b>Cooperation/Teamwork</b>				
<b>Follows Direction</b>				
<b>Solves Problems</b>				
<b>Takes Initiative</b>				
<b>Responds to Suggestions</b>				
<b>Works well with or without supervision</b>				
<b>Completes Assignments and tasks on time</b>				
<b>Treats others with Respect</b>				
<b>Student Strengths:</b>				
<hr/> <hr/> <hr/> <hr/>				
<b>Student Areas for Improvement:</b>				
<hr/> <hr/> <hr/> <hr/>				
<b>Other Comments:</b>				
<hr/> <hr/>				

**WHS Internship**  
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	<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Needs Improvement</b>
<b>Attendance/Punctuality</b>				
<b>Cooperation/Teamwork</b>				
<b>Follows Direction</b>				
<b>Solves Problems</b>				
<b>Takes Initiative</b>				
<b>Responds to Suggestions</b>				
<b>Works well with or without supervision</b>				
<b>Completes Assignments and tasks on time</b>				
<b>Treats others with Respect</b>				
<b>Student Strengths:</b>				
<b>Student Areas for Improvement:</b>				

**Other Comments:**
