PTHSD SENIOR INTERNSHIP FAQs

1. Why should I consider participating in this program?

The Senior Internship Program gives you the chance to explore a future career field of interest, gain work experience and begin building your network of professional contacts. This experience also allows you to develop and refine your professional skills and figure out your work style.

2. How does the SIP fit in with the regular school year?

Internships begin the first Monday after AP Exams have ended and conclude the day before graduation. At this time, all grades freeze and students participating in the program do not come to school. Instead, students report directly to their internship sites. ***The dates for the 2027 program will be May 17, 2027 - June 18, 2027. If a student isn't taking AP exams, there's a possibility that they can start one week earlier, on May 10, 2027.***

3. How do I create my internship schedule?

Students are required to create their own schedules with their on-site supervisors in order to meet the required minimum 15-20 hour work week. (Interns should work 80 hours at a minimum, over the course of a 5-week program, or a minimum of 90 hours, over the course of a 6-week program.) Scheduled shifts must start during the typical school day and all shifts must be shared with the internship coordinator, as directed.

4. What happens to my school assignments and final exams while I'm participating in the internship program?

Once your internship begins, you are no longer required to complete assignments for your classes as your grades will freeze. You are also exempt from all final exams, regardless of prior marking period grades.

5. Who is responsible for securing the internship?

Students are responsible for finding their own internship opportunities. The SIP Coordinator will provide leads along with industry contacts, and tips on how to find internships.

6. What happens if I can't find an internship by the deadline?

Unfortunately you won't be able to participate in the SIP.

7. What is the best way to start searching for internship opportunities?

Start by reaching out to people you know, such as friends, family members, neighbors, coaches, co-workers, etc. Let everyone know that you are searching for an internship and ask for any leads or contact information for people who may be able to help.

8. What are parent responsibilities in terms of this program?

Please review all of the information that is provided throughout the year and offer advice and support as your child searches for opportunities. Please also encourage your child to complete and hand in all assignments and complete necessary requirements in a timely manner.

9. Can I be compensated for my internship hours?

Most internships will be unpaid, however it is up to your internship supervisor to determine whether or not they will offer you payment.

10. What should I do if I'm unable to make it in for a scheduled shift at my internship?

Since you and your on-site supervisor develop your work schedule together, you should be attending every agreed upon shift. In extreme cases of illness or family emergency, please immediately contact your on-site supervisor as well as your school's internship coordinator (Mrs. Russell for Parsippany High School & Mrs. O'Boyle for Parsippany Hills High School).

11. How should I keep up with information, assignments and due dates?

It is your responsibility to check your email daily, along with your dedicated Google Classroom site for your Senior Internship program and the official SIP website. You can also reach out to your school's coordinator. (Mrs. Russell at PHS and Mrs. O'Boyle at PHHS)