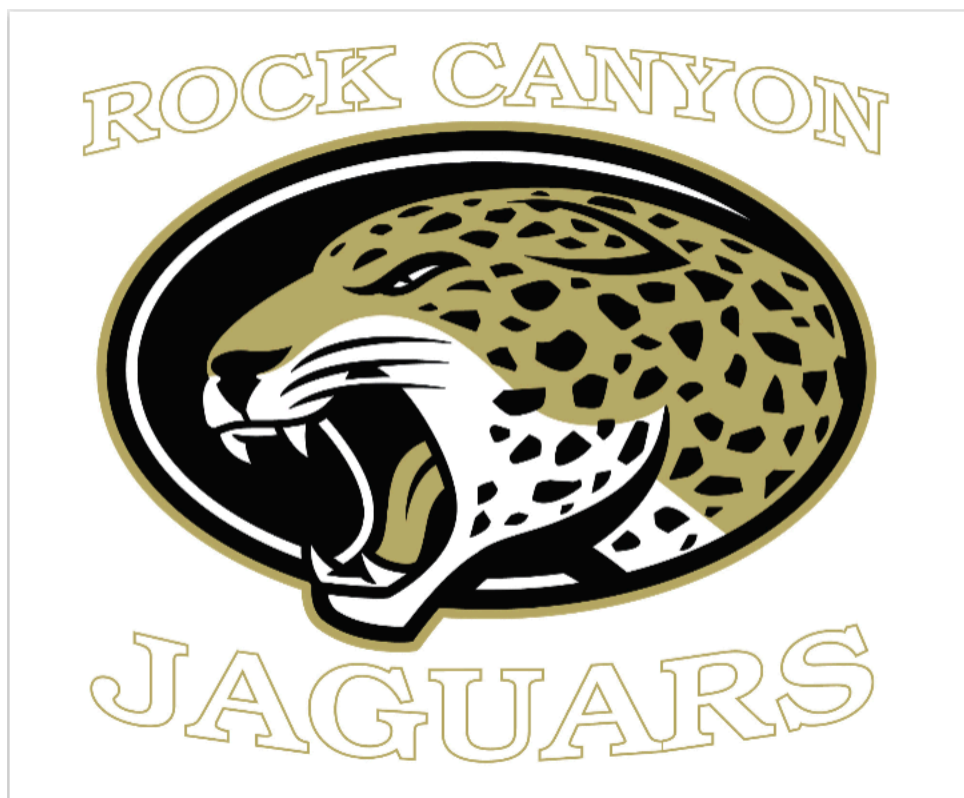


**Rock Canyon High School**  
**Senior Studies Internship Program**  
General Information for Interns and Sponsors



Internship Coordinators:

Karly Bloom [Karly.Bloom@dcsdk12.org](mailto:Karly.Bloom@dcsdk12.org)  
Katie Lemeshewsky [Katie.Lemeshewsky@dcsdk12.org](mailto:Katie.Lemeshewsky@dcsdk12.org)

# **Professional Internship**

## **Philosophy**

Welcome to the Rock Canyon High School Senior Studies program. This program is designed to give students the chance to explore careers of interest to them prior to leaving high school and entering the career or pursuing post-secondary education in the area. The placement will help students to understand the dynamics of the career and get first hand experience with the job requirements. The program provides an opportunity for students to learn from and network with professionals in the field. Students will embark on an invaluable learning experience that will help them get one step closer to their ultimate career goals. As interns, the students obtain a realistic view of the world of work and learn to recognize and emulate the personal characteristics essential to professional success. Placement in an internship provides the opportunity for the students to evaluate their strengths and weaknesses and acquire information to make wise academic and employment decisions.

## **Organization**

All internships are unpaid in order to provide a wider and more professional range of placement opportunities. After all necessary paperwork is completed, interns are released from school for a portion of the school day for one semester and receive credit upon successful completion of required activities and assignments. These internships are only available to Senior Studies students who are on schedule for graduation and have had attendance records and transcripts reviewed.

## **Student Expectations**

Success as an intern is directly related to the intern's willingness to interact, ask questions, and become involved at the internship site. The intern is expected to demonstrate a positive attitude and a willingness to work and learn in a professional setting. As comfort levels increase, interns should always be on the lookout for situations where initiative can be demonstrated. Interns should offer to help when a task needs to be done as opposed to waiting to be told what to do. Each task should be approached with enthusiasm and as a new learning experience. An intern must be an asset to a site, not a liability. Prompt and regular attendance is an absolute necessity to success in the internship as it would be in any professional position.

## **Transportation**

The interns provide their own reliable transportation to and from the internship site. If transportation problems develop, it is the intern's responsibility to notify the coordinator so that the problem may be resolved within the guidelines of the district policy.

## **Release and Driving Time**

The student will be released from school early every day of the week. There are 3 Thursdays that students are not released early throughout the semester. These Thursdays are reserved for seminar at RCHS with the internship coordinators. These are mandatory and count towards the completion of the course.

## **Time Requirements and Time Cards**

Ideally, students will visit their sites once a week. Depending on the site and the opportunities within the internship, this may be flexible based on a conversation with the internship coordinators and the internship sponsor.

## **Appearance**

The intern is expected to wear attire appropriate to the specific internship site. Personal hygiene is a top priority. Dress code for the internship site should be established by the internship site and followed throughout the internship.

## **Absences**

If an intern is going to miss his/her scheduled shift for any reason, he/she must contact his/her internship site as soon as possible. This is just like a job. The sponsor is counting on the intern to be there. Interns are not required to work over scheduled school breaks such as spring break. The sponsor must be notified if the intern is planning on being absent. Inconsistent attendance is grounds for dismissal from the program.

## **Emergencies**

The intern will supply the internship site with a completed copy of the Douglas County School District Student Emergency Card which contains the information needed should the intern become ill or is injured.

## **Final Project**

The culmination of the internship experience is part of a presentation of a self-developed semester project that will be scheduled in May. The final project will be based on the internship experience, the accumulation of a separate 50 hours of community service, the completion of a personal goal, the reading of three novels, and a culmination of research gathered throughout the semester. Parents and sponsors will be invited to attend project presentations.

## **Evaluation of Intern**

The intern will receive two evaluations from the internship sponsor. One will be completed as a midterm report and the other will be a final evaluation. The evaluation is online and a link will be emailed to all sponsors one to two weeks prior to its due date. Evaluation by the internship coordinator is ongoing and includes assignments and activities.

(Please have the intern return this sheet to Karly Bloom or Katie Lemeshefsky)

**The Employer/Training Sponsor's Responsibility is:**

- To provide a **variety** of supervised training experiences that will contribute to the student's awareness of the world of work and the development of good work habits, attitudes, skills and knowledge.
- To instruct the student-trainee in all safety procedures necessary for this position.
- To provide feedback to the teacher-coordinator in making appraisals/evaluation of the student's performance based on an evaluation tool provided by the teacher-coordinator.
- To allow for student's personal growth by notifying the teacher-coordinator and the student if internship termination is at risk.
- To assure that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex and/or disability.
- To ensure that the internship experience is unpaid.
- To understand that the teacher-coordinator, by showing just cause, has the right to withdraw the student-trainee at any time from the internship experience.
- To provide the intern with a variety of experiences so that the intern can truly assess the potential of the given career for his/her future.

*I have read and agree to provide a safe place for students and will provide him or her with training and workplace experiences.*

Name of Business: \_\_\_\_\_

Name of Shadow Supervisor \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer/ Shadow Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:

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