

Olympus High School Internship Program

The Student Internship Program is to help students investigate and develop career choices, participate in on-site career training, and help with successful transitions from school to careers, and/or further education. Because this opportunity is unique the expectation of students is above and beyond what is required in the classroom. The internship program depends on a partner relationship between the student, the school and the community site. Student interns directly affect these partnerships, so expectations are set high so that positive relationships are maintained for future students.

Program Specifics

When considering whether to apply, the student should keep in mind that the internship is:

- Time limited (one semester)
- Usually unpaid
- In a field that coincides with the students CCRP goals. Career Exploration has seriously been explored and decided to pursue. Students are tied into their site for an entire semester and must remain committed for that length of time.
- Scheduled during the last period of the day.

The Application Process

1. Eligibility requirements to be discussed with Work-Based Learning Specialist during an orientation of the program. Students must:
 - Be a junior or senior currently attending Olympus High School
 - Be in good standing academically and on-track for graduation
 - Maintain at least a 3.0 GPA/CPA
 - No "U's". Must get "U's" cleared
 - Have a strong commitment to represent Olympus and Granite School District well.
2. Submit Internship Application, Parent form, 3 references, resume, letter of recommendation and essay to Work-Based Learning Specialist.
3. Understand that there is a screening process. Not all applicants are placed as interns.
4. Student makes an appointment with their School Counselor to schedule internship period.
5. For the first two weeks of the semester in which the internship occurs the student will report to the Career Center during his/her designated internship period to complete related class work. Placement at a work site will occur shortly after the start of the semester.
6. Transportation is the student's responsibility.

Expectations

The internship program is implemented as if a student were in the process of being hired as an employee. The program demands student initiative and follow through, and there is a high expectation of professional behavior. The following list outlines the expectations for each intern:

- ALWAYS ATTEND YOUR INTERNSHIP AND BE ON TIME!

- Turn in all required internship class work ON TIME (Work-Based Learning Specialist (WBL and Career Counselor will determine.)
- Maintain a passing grade in related class.
- Weekly check-in with WBL. Time sheets and Journaling must be turned in weekly. Time sheets must be signed by the Work Site Supervisor. NO EXCEPTIONS!
- Once the internship begins, students must commit to completing the semester at their placement.
- A total of 72 hours is required to fulfill internship. Students are expected to complete 50 hours at the work site (on average 3-5 hours per week) and 24 hours of class assignments and projects.

Credit

The experience is graded on a Pass/Fail basis. When the student completes the required hours and meets all graded criteria outlined, he/she will receive .25 elective credit per term (.5 credit for the semester.) A MINIMUM AVERAGE of **80% ON CLASS ROOM REQUIREMENTS AND ALL 48 HOURS COMPLETED TO RECEIVE A PASS.**

I have read, understand and agree to follow the internship requirement needed for high school credit

Parent/Guardian Signature	Date	Student Signature	Date
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