

**Parkmont  
School  
Internship  
Program  
Handbook**

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## **Internship Statement**

The internship program teaches about the world of work through first-hand experience. The program is a crucial element of postgraduate preparation, whether the path leads to college or directly into the world of work. The Internship Program also strengthens our ties with the Washington metropolitan community, and opens the eyes of that community to the potential of motivated and directed high-school students.

The program is designed to provide a significant learning opportunity for each student. Through interviews and discussions with each student, the internship coordinator helps the student decide the kinds of skills he or she would like to learn and the type of environment that best facilitates that learning. This experience is an opportunity to prepare and direct students toward informed choices about further academic study and careers.

Students are evaluated on their experience based on information received from the internship supervisors through phone calls and two evaluations. In addition, students reflect on their internship through projects and self-evaluation activities, and in this way we hope that students will have the opportunity to review skills learned, explain the details of the organization, consider the people involved and the experience in general.

Each semester, students are expected to complete 90 hours at an internship along with the required activities in order to receive half a credit. While most students transition to a new internship site mid-year, some students and supervisors will choose to continue, and do a full 180 hours at the same internship, spanning the whole year. Students are released from school each Wednesday and Friday at 12 noon to work at internships, typically from 1 to 4 p.m. (3 hours each day). Students may not be paid for these six internship hours a week.

# What is the purpose of an internship?

- 1) **TO TAKE CHARGE OF YOUR LEARNING.** Internships are important opportunities for you to design your own learning curriculum and get away from the school-based one. Decide what you want to learn and how you intend to learn it.
- 2) **TO GAIN AWARENESS THROUGH INCREASED COMMUNITY INVOLVEMENT.** You will develop an awareness of others' needs and a greater understanding of your role and potential contributions to society.
- 3) **TO ACHIEVE PERSONAL GROWTH.** You will grow from the experience. It won't transform you overnight, but having to solve problems in unfamiliar situations can bolster your self-confidence and show you where you need work.
- 4) **TO PUT THEORY INTO PRACTICE.** An internship experience can add more meaning to academic study by giving you the chance to apply theories learned in the class to "real-life" situations.
- 5) **TO CONDUCT RESEARCH.** It's an opportunity for experimentation and exploration of new and old career interests.
- 6) **TO EXPERIENCE A NEW ENVIRONMENT.** Introduce yourself to a new environment and the challenges and problems of a work setting.
- 7) **TO PROVIDE A HELPING HAND.** It is nice to help yourself, but helping others increase their capacities is also a benefit and goal of an internship. Don't underestimate your potential contributions and the difference they can make.

## The Internship Template:

### **The purpose of documenting what you've learned at internships**

Learning how to learn from an internship may be more difficult than anything you've ever tried. Why? Remember your last summer job and see if you can articulate to yourself what you learned. When did you know you had learned it? What factors, incidents, actions helped or hindered you learning it? It is probably hard to say. Most likely you can identify **what** you learned. Exactly **how** you learned it is more difficult to pinpoint.

We do not simply "learn from experience" or by accident. There are techniques and activities that can not only enhance your learning while you are at your internship, but also help you articulate what you learned and conceptualize how you learned it.

Your template activities will help you understand concretely what you "studied" and what you learned at your internship and will justify earning the credit. Even more importantly, knowing what you got out of your internship will help you figure out what other working and learning experiences may be best for you in the future.

# Credit Evaluation

- Each student receives half of one elective credit (.5) for each 90-hour internship.
- It is a graduation requirement that the number of semesters a student attends Parkmont should equal the number of 90-hour internship credits a student completes.
- Students will not receive credit for internships if they do not complete the required template activities each semester.

## Unexcused Absences/Skips

### **Important! Important! Important! Important!**

It is considered a skip and unexcused if :

- A student does not go to his/her internship (including being excessively late), and does not notify the three people that must be notified if it is to be considered an excused absence – his/her advisor, parent, and supervisor.
- A student comes to school but does not go to internship (unless he/she has parental permission and has notified the internship of the absence).

Unexcused absences from internship:

**1st skip:** student makes up hours missed plus 3 hours.

**2nd skip:** " " " plus 6 hours; parent meeting required.

**3rd skip:** " " " plus 9 hours; student risks being “fired” from the internship.

Notification of parents when a student skips their internship:

**1st skip:** parents notified; advisor talks to student and reminds them of the rules of the program and explains penalty hours and that the next skip will result in a parent meeting.

**2nd skip:** parents notified and meeting scheduled. The advisor/head of school explains penalty hours and that the next skip may result in student being fired from their internship..

If a student loses an internship due to negligence, then he/she loses all his/her hours. The student will then be responsible for completing 180 hours at a new site. Students who are removed from their internships may be required to find their own new internship and may risk not being allowed to attend classes until they have secured one.

# **Administrative Duties/Policies**

## **Getting an internship**

Student discusses interests and ideas for placement with internship coordinator and advisor.

If a site asks for an interview, internship coordinator will set it up and help prep student for interview.

Advisor discusses proper dress, attitude, being on time, sick days, unexcused absences.

Internship coordinator contacts site to see how interview went.

Student starts internship:

- Student reviews contract with supervisor, which both sign.
- Student reviews with supervisor their responsibilities at the site, and any relevant rules for them being there.
- Student reviews with supervisor any possible irregularities of schedule.

## **Advisor Responsibilities**

Advisors will call internships every week to check on student's progress and hours.

Advisors will gather student's timesheets and enter dates and times on Internship Spreadsheet.

Advisors must be involved with any changes or considerations regarding the internship; students may never negotiate any terms of the internship without involving their advisors.

Advisors will notify parents if a student is skipping internship.

Advisors will update academic alert forms to note missing template work and send home internship evaluation forms at the end of each session.

Advisors will send home a note to parents if a student is behind on their hours or template work. Students are expected to do their hours or template work over vacation breaks if they are behind.

# Student Responsibilities

Students will complete either 90 or 180 hours of internship time for each internship.

Students will attend their internships every Wed. and Friday from at least 1 - 4 pm. Students plan their lunch so as to arrive on time; they cannot leave early. Extreme lateness may count as a skip.

Students will dress appropriately for their internships and conduct themselves in a professional manner..

Students will not use cell phones or electronic devices while at internship. These should be stored away in a secure place while you are working. Reports of excessive cell phone use may result in a student not being allowed to bring in their phone on internship days.

Students will notify their internships when they are sick, or have an excused absence. **In order for an absence to be excused, students must notify the following three parties:**

**\* Internship supervisor   \*Advisor   \*A parent**

Students who are behind on hours and/or template work, they will receive an interim report. They will also be required to make up time over vacations and/or by staying later on certain days or by going in on weekends.

If a student skips a day of internship, he/she will be required to make up penalty hours.

If a student skips three times, he/she will be removed, or "fired," by Parkmont from his/her internship. A student may also be fired by an internship site. Regardless of the circumstance, if a student is fired from an internship, he/she may be told to find his/her own next internship or risk not being allowed to return to school until he/she does find a new internship. In addition, students who lose their internships must write a letter of apology to their former supervisor. The student's advisor must approve the letter and see that it is sent before the student is permitted to start his/her next internship. The student may also be required to hold a conference with his/her parents, advisor, and Ron.

Students will complete 180 hours, or a full credit of internship, per year. If a student fails to do so, then he/she is expected to make up any failed internship credit during the summer.

Students will complete the required template activities before the end of each session. Students who do not will be required to come to school on the last Friday of the session in order to do so. Students may also be put in after school study hall. Students who do not complete required template work each session will risk losing internship credit.

**Students are required to go to internship on the last day of each session.**

Summer internships must be approved by or set up with the help of the Internship Coordinator.