

# **Internship Packet**



Revised August 2017

## **Internship Requirements**

### **University High School**

## Definition

The internship experience is required for graduation from University Schools.

The internship is:

- An unpaid, hands-on opportunity for students to gain practical experience in a field of interest
- A consistent exposure to a professional environment
- An opportunity to be an active participant in a field the student is passionate about
- More than simply shadowing or observing at a workplace

The Internship Supervisor should not be a parent and the student should not be paid for the experience unless the advisor or principal grants prior approval.

The student should have completed at least two shadowing experiences before beginning the internship. Students may complete their internship at up to five different locations. A minimum of 50 hours is required, for which the student will receive .33 credits. Students are allowed to log a maximum of 150 hours for 1.0 credit.

## Procedures for Completing the Internship

1. Create a resume that includes your Job Shadowing experiences.
2. Consider potential sites for Internship - make contact with possible supervisors and discuss the options of completing your internship with the site.
3. Select a site and schedule all times that you will attend the internship with your site supervisor. Complete the **Training Agreement** (to be signed by your supervisor) and the **Permission Form** with your parent/guardian, BEFORE BEGINNING the internship.
4. Complete the internship experience. Be sure to accurately record your hours on the **Verification Table**.
5. Upon completion of the internship, obtain supervisor signature to validate the experience on the **Verification Table**. Also, have the supervisor complete the **Supervisor Evaluation Check-List**.
6. Complete your **Internship Reflection**. This discussion of your experience should be a two-page, typed, double-spaced, Times New Roman font document.
7. Take all required documents (**Training Agreement, Permission Form, Verification Table, Supervisor Evaluation Check-List, and Internship Reflection**) in a packet to your advisor. The advisor will sign the **Verification Table** when your packet is complete.
8. When the signed packet is returned to you, place the packet in your hard copy portfolio for safekeeping and take the signed **Verification Table** to the registrar in Student Services.
9. Scan and upload all of the required internship documents to the Journal Section of your Naviance Family Connections (About Me Tab in the Interesting Things About Me Section)



# University High School Internship Program

## Permission Form

**To be completed by Parent/Guardian – submit a separate Permission Form for each internship site.**

University High School graduation requirements include the completion of a minimum of 50 hours of internship experience. For this, the student will earn .33 credits. The student may log additional hours and earn .33 credits per 50 hours for a maximum of 150 hours and 1.0 credit.

The advisor will help students brainstorm internship possibilities and give guidance to both the student and the internship supervisor as needed. The student will contact the organization(s) and arrange the internship(s).

After the internship is secured, this permission slip needs to be signed and turned in to the advisor before the student begins his/her internship experience. If the internship is started during the summer, the intern should contact the advisor by phone or e-mail to confirm that this form has been signed.

\_\_\_\_\_ has my permission to do an internship at  
(Student's Name)

\_\_\_\_\_  
(Organization name and address)

I understand and agree to the following:

- My high school student is responsible for making arrangements for the internship location and times.
- Students and their families are responsible for transportation to and from the internship site.
- The advisor may visit the internship site to observe the student and to confer with the internship supervisor about the student's progress.
- The internship supervisor, showing just cause, has the right to terminate the internship agreement at any time.
- In addition to completing the fifty (50) hour internship, the student must submit a packet with the following paperwork to the registrar to fulfill the internship requirement:
  - o Resume
  - o Internship Training Agreement (signed by student, supervisor)
  - o Internship Permission Form (signed by parent/guardian)
  - o Verification Table (signed by supervisor)
  - o Supervisor Evaluation Checklist (signed by supervisor)
  - o Internship Reflection (written by student)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
Date

# University High School Internship Program

## Verification Table

**STUDENT NAME:** \_\_\_\_\_

**Directions:** When an internship ends with one business or organization, fill in the rows and obtain a verification signature from the site supervisor. If the internship is done at more than one location, complete the rows for *each* location. After the 50-hour experience is completed, submit the Verification Table, signed by the supervisor(s) and the advisor with the internship packet to the registrar in Student Services.

| Business/Organization | Beginning Date | Ending Date | Number of Hours | Supervisor's Verification |
|-----------------------|----------------|-------------|-----------------|---------------------------|
| 1.                    |                |             |                 | Printed Name:             |
|                       |                |             |                 | Signature:                |
|                       |                |             |                 |                           |
| 2.                    |                |             |                 | Printed Name:             |
|                       |                |             |                 | Signature:                |
|                       |                |             |                 |                           |
| 3.                    |                |             |                 | Printed Name:             |
|                       |                |             |                 | Signature:                |
|                       |                |             |                 |                           |
| 4.                    |                |             |                 | Printed Name:             |
|                       |                |             |                 | Signature:                |

**Total Internship Hours** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Advisor Signature** (Advisor signature indicates Internship Experience and packet are complete)

# University High School Internship Program

## Supervisor Evaluation Checklist

To be completed by Internship Supervisor

\*Students must submit a separate evaluation for each internship site at the conclusion of the experience.

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

Name of Business/Organization: \_\_\_\_\_

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

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

**Directions:** Please fill out the checklist below to evaluate the student intern named above. Written comments are welcome and beneficial in helping the student understand his/her strengths and weaknesses as an intern.

**Friendly: good attitude**

- Above Average
- Average
- Needs Improvement

**Accepts suggestions**

- Above Average
- Average
- Needs Improvement

**Takes initiative**

- Above Average
- Average
- Needs Improvement

**Communication skills**

- Above Average
- Average
- Needs Improvement

**Follows directions**

- Above Average
- Average
- Needs Improvement

**Comments (optional)**

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# University High School Internship Program

## Internship Reflection

To be completed by the student

### Directions:

Write a reflective essay describing the internship experience. The paper should be at least two pages long (typed, double-spaced, Times New Roman), and contain the following information:

- Location of internship and name of the internship supervisor
- A description of the various duties and responsibilities performed
- An explanation of the new skills developed as a result of the internship
- An explanation of the knowledge gained from doing the internship
- After completing the internship, are you interested in this occupation as a career? Why or why not?
- Any other relevant information, observations, or experiences

## Internship Packet

### Directions:

The following items should be submitted to the advisor.

- Internship Permission Form (signed by parent/guardian)
- Internship Training Agreement (signed by student, supervisor, advisor)
- Verification Table (signed by supervisor and approved by advisor)
- Supervisor Evaluation Checklist (signed by supervisor)
- Internship Reflection (written by student)

After the advisor signs the **Verification Table**, submit the form to the registrar in Student Services at least one week before the end of the trimester.