



Twin Valley High School
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INTERNSHIP PROGRAM: FAST FACTS

Dear Potential Internship Supervisor:

Thank you for taking the time to consider accepting one of our students as an intern during the school year. Our internship program helps students to immerse themselves in specific career fields and areas of study, outside of the traditional school setting.

Supervising an intern is a rewarding, but added responsibility for any individual or company. We have outlined our program below to help you make an informed decision about your ability to accommodate one of our student interns.

- *Students choose the length of their internship based on individual schedule/goals:*
 - *Half- year, (Late August - Mid-January OR Mid-January - Early June)*
 - *Full-year, (Late August - Early June)*
 - *Hours are dependent upon student schedule – varies from 5 hours a week to 10 or more hours per week.*
- *Internship times are flexible – some occur during school day and others occur outside of school day during evening/weekends.*
- *Internship supervisors are considered school district volunteers and as such are required to obtain the clearances described on the attachment. (Only if the student is under 18 years of age.)*
- *Internship supervisors are asked to complete a final evaluation of the intern.*
- *An Internship Coordinator is assigned to each student and will provide support and oversight throughout the program. The coordinator will be available to address any questions/concerns/issues that may arise.*

If you feel that you will be able to accommodate a student intern during the school year, and/or if you have any questions about the program, please contact us.

Your interest and support of the program and our students is greatly appreciated!

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