

Twin Valley High School Internship Program



Your Key to Success!

Internship

Coordinators:

Mrs. Gwen Werner
610.286.8637 (School)
610.823.0244 (Cell)
gwerner@tvsd.org

Mrs. Angela Morgan
610.286.8638 (School)
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amorgan@tvsd.org

PROGRAM EXPECTATIONS

Good attendance is extremely important:

- More than 3 absences per quarter is excessive.
- Attendance at school and internship is not optional—it's mandatory in order to be part of this program. Mentors are under the agreement to NOT allow a student to attend if he/she did not attend school or left early from school (unexcused).
- If you become ill while at school, you must be nurse-released. Otherwise, you are expected to attend your internship.
- If there is inclement weather, please use your (or your parent's) discretion as to whether or not you will attend your internship.
- If school is running on a 2-hour delay schedule, you may attend internship during your normally-scheduled time OR you may attend based on the 2-hour delay bell schedule OR you may report to the high school office (instead of attending your internship) and the office will instruct you where to report. Please communicate with coordinator.

What happens if I cannot attend my internship due to illness, college visit, dr. appt., etc.?

- **If you are sick, you must notify your coordinator by 8:00 am (voice mail, text, email).**
- **Notify your mentor according to company policy.**
- **Parents report your absence to the high school office (610.286.8600).**

Sign Out and Mail

- You must sign out in the high school office daily (clearly write your name and "internship" as reason for leaving).
- If you are signing out but not attending internship (for example you are going to the dr.), please indicate DR. after your signature/name.
- **Please check for mail DAILY**—you are responsible for checking on communications or assignments and need to meet deadlines.

Flex Responsibility

- You are expected to attend flex periods as they relate to your classes. If you are here during a flex in which you do not have a class, you will be instructed where to report. For example, if you are a Block 1 only or a Block 4 only intern, you are expected to report to your coordinator during your flex period.

Transportation

- **Students must have a driver's license and vehicle registration by the first day of each semester.**
- Students must obtain a parking permit from the high school office.
- Students must have their own transportation—you may not rely on friends or parents for transportation.
- Students who lose their driving privileges may not be able to continue in the program and will be assigned to another class.

Dress Code

- You are expected to dress appropriately for work each day. Ask your mentor for the uniform or dress code requirements.

Internship Sites

- It is the student's responsibility to obtain an appropriate internship in a career field of his/her choice.
- All placements must be approved by the coordinator.
- Students are not permitted to quit or terminate their internship without the prior approval of their coordinator.

Internship Hours

- Students will report to their internship sites during their scheduled block(s).
- Students must leave school immediately—this is not a time to take care of other business or make up work from other classes.
- You may not leave internship sites early to return to school to pick up siblings or friends.
- Leaving to get back to school on time for sports is acceptable.

Grading

- 70% Mentor Evaluation--Your mentor will receive an email with grade card, mid-quarter AND end of quarter
- 15% Goals—Your mentor will receive an email with goal sheet
- 15% Essay OR Video

Credit

For every block per quarter you intern, you receive .5 credit. You will receive a final grade quarterly.

**TWIN VALLEY HIGH SCHOOL
INTERNSHIP GUIDELINES
STUDENT CONTRACT**

I agree to adhere to the following responsibilities:

- I must be punctual at work and school and must attend daily. I understand that excessive absenteeism is 3 days a marking period.
- When ill and forced to be absent, I should contact my mentor as soon as possible (following company policy for reporting off). I should call my Internship Coordinator and the HSO by 8:00 am.
- I fully understand that if I am absent from school in the morning, I may not report to work in the afternoon.
- I fully understand the consequences if I cut internship or school, fail to call my mentor in the event of an absence, don't sign in/out every day. These violations will result in a discipline referral with the high school office.
- I must report internship schedule changes to my coordinator immediately and I must discuss controversial employment issues with my coordinator who, in turn, will discuss them with my mentor (if appropriate).
- I understand that I must sign out daily and leave the school grounds immediately upon my dismissal.
- I will not quit or change my internship site without first discussing with and getting approval from my parents and coordinator.
- I must carry out my training on the job in such a manner that I will reflect credit upon myself and the Internship Program.
- I understand that I must provide transportation to and from my training station, have a driver's license and obtain a parking permit.

Student's Signature

Date

Parent's Signature

Date

INTERNSHIP PROGRAM

TWIN VALLEY HIGH SCHOOL

PARENT PERMISSION FORM

Program: We, the parents/guardians of _____, hereby give our permission for the placement of our child in a work-training program supervised and coordinated by the school. We understand that he/she will be at this assignment during hours specified by the school's teacher-coordinator.

We further understand that our child will receive practical experience from this program with or without compensation, for this training and we absolve and release all persons, corporations, and the school district from any and all obligations or liabilities which may arise as the result of our child's placement in the program.

We hereby agree that our child is permitted to work at the training station agreed to. We further understand and agree that if and when our child does not meet the requirements of the job agreed to and the requirements of the school, the coordinator has the right to remove the child from the training station.

We further agree to communicate with the coordinator regarding any problems which may arise before we contact the employer/mentor, except in the case of an emergency.

Transportation: We further agree that our child will have his/her own transportation to the training station.

Publicity: In order to assist publicizing work-experience opportunities afforded by the school, we give permission to the school to use pictures of the above student, showing him/her engaged in on-the-job activities in the form of printed material, slides or videos, press releases, or publicity displays.

Insurance: All work-experience students must be covered by either school insurance or the insurance coverage listed below:

Company where parent is employed

Insurance Company

Information Release: We also grant permission to provide on any request from potential employers information about school performance, conduct, attendance, health, and other information pertinent to employment.

We recognize that as the referring agent the teacher-coordinator has the responsibility of clarifying for an employer the applicant's strengths and weaknesses for the benefit of both the student and the employer.

Signature of Parent

Date

INTERNSHIP STUDENTS
Scheduling Information Sheet

This document will be used to help your guidance counselor schedule your internship during the time of day that will work best with your other classes.

Student's Name: _____

Guidance Counselor: _____ **Grade for next year:** _____

- Mrs. Perricone (A-D)
- Dr. O'Brien (E-K)
- Mrs. Gilbert (L-Q)
- Mrs. Larson (R-Z)

Will you have your driver's license by the first day of school? _____ (yes or no)

Will you have your driver's license by the first day Second Semester? _____ (yes or no)

If you do not have your license, what date do you plan on getting it? _____

Elementary or Middle School Interns only (Please do not contact teachers for placement. You will be assigned to a mentor by the school principals.) Please select desired school and grade level and subject area: If you have a particular teacher you would like to be your mentor, please list them below and we will do our best to make that happen.

___ Twin Valley ___ Robeson ___ Honey Brook ___ Middle School

Desired Grade Level _____ Desired Subject Area _____ Desired Mentor _____

Please check all that apply:

- Semester 1
- Semester 2
- Block 1
- Block 2
- Block 3
- Block 4
- 1 block per day
- 2 blocks per day
- Other, please explain _____

Other information that will help your counselor with scheduling: (Think about the block you are interning and whether or not the site you choose is open at that time. For example: Elementary interns cannot intern Block 1 as the elementary schools are not open at that time.)

TWIN VALLEY HIGH SCHOOL

INTERNSHIP/PEER TUTOR PROGRAM

TRAINING AGREEMENT

Student Name: _____

Grade: _____

Internship Time: _____

Internship Site: **Name of Internship Site:** _____

Address: _____

Mentor Name: _____

Mentor Title: _____

Mentor Phone Number: _____

Mentor E-Mail: _____

Internship Coordinators: Mrs. Angela Morgan 610-286-8638 / amorgan@tvsd.org

Mrs. Gwen Werner 610-286-8637 / gwerner@tvsd.org



Student
Signature _____ **Date** _____

I give my child permission to participate at the above listed Internship site.

Parent
Signature _____ **Date** _____

I agree to work with the above student in the Internship program at Twin Valley High School. I understand that I must evaluate him/her periodically, maintain and report attendance, and that the Internship Coordinator will visit us on a regular basis.

Signature of
Mentor _____ **Date** _____

GOLDEN RULES

Please read, sign, and get a parent signature.

1. Sign out/in each day when you attend internship. This is mandatory and important as the only measure of your attendance. Interns within the building must still sign out.
2. Upon signing out daily...you must check your mail located next to the sign out sheet. This is where you will receive communications and assignments. Late pickups and submissions could negatively affect your grade.
3. When not attending internship, you must notify your mentor and internship coordinator.

Any questions or concerns please see us. Failure to comply with the "Golden Rules" will result in disciplinary consequences.

Student Name—Please Print _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

HOW TO ASK FOR AN INTERNSHIP

Asking a business owner or professional about a potential internship opportunity can be intimidating. These tips will help you come off looking and sounding professional, and will hopefully land you that dream internship!

Step #1: Research potential internship sites and learn a little bit about their business. It is always a good idea to look at a company's website to learn a little bit more about what they do, the services they offer, etc. The website should also have contact information such as an email or phone number that you can use when inquiring about an internship.

Step #2: Once you have decided on businesses to contact, think about how you will reach out to them: face-to-face, telephone, or email. Regardless of which method you choose, the below tips should be followed:

TIP 1: If you are visiting the company/business in person, be sure to dress business casual. You don't necessarily need to wear a suit, but your clothes should look professional, freshly ironed, and clean. Remember first impressions are important!

TIP 2: Always remember to introduce yourself, stating who you are and where you are from.
Example: "Hi, my name is Susie Smith and I'm currently an 11th grade student at Twin Valley High School."

TIP 3: State the purpose for your visit / phone call / email. *Example: "My high school currently has an internship program, and I was wondering if there would be an opportunity for me to complete a nursing internship with your company next school year."*

TIP 4: Let them know the details of our internship program. Are you doing a full-year, half-year or quarter (9 weeks)? *Example: "I am required to fulfill 5 hours on site per week."* Talk to us if you are unsure how many hours per week are required with travel time, etc.

TIP 5: If the company/business is interested in providing an internship, provide them with the *Internship Program: Fast Facts* letter and be sure to get the person's name and contact information so Mrs. Morgan/Mrs. Werner can contact them to discuss all of the details of the program. *Example: "Would I be able to provide your name and contact information so the internship coordinator from my high school can speak with you more about the program?"*

TIP 6: Always remember to say, "Thank You!" even if the company/business can't offer an internship; thanking them for their time can leave a positive impression, in case another opportunity comes up in the future.

TIP 7: Make sure to provide your contact information (telephone number, email) in case someone needs to get back to you. Be sure that your email address and voicemail greeting are professional! For example, *susie.smith@gmail.com* would be an example of a professional email address.

Step #3: If you are successful in finding an internship, let Mrs. Werner/Mrs. Morgan know right away, so that we can reach out to the business/company to finalize all of the details.

**If you have any questions about finding an internship, please stop into our office.
We're here to help!**

Good luck with your search!!!

RESEARCH SHEET

Please research a minimum of 2 businesses for the career in which you are interested. Please complete contact information below. Please research the company's website and provide your thoughts/reflections. What are some things you might like if you have the opportunity to be part of this company?

Business #1

Name

Address

Phone Number

Web Address

What are things you liked?

a.

b.

c.

To whom did you speak regarding internship/shadowing opportunities? Was the business open to the idea? Please explain.

Business # 2

Name

Address

Phone Number

Web Address

What are things you liked?

a.

b.

c.

To whom did you speak regarding internship/shadowing opportunities? Was the business open to the idea? Please explain.