

# **Twin Valley High School Internship Program**



***Your Key to Success!***

## **Internship**

### **Coordinators:**

**Mrs. Gwen Werner**  
**610.286.8637 (School)**  
**484.334.2790 (Google Voice)**  
[gwerner@tvsd.org](mailto:gwerner@tvsd.org)

**Mrs. Angela Morgan**  
**610.286.8638 (School)**  
**484.509.1248 (Google Voice)**  
[amorgan@tvsd.org](mailto: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.
- **2 and 3 Hour Delay Expectations for Interns**  
If school is running on a 2-hour or 3-hour delay schedule, please consult with your parents and use your best judgement for reporting to internship. Check the school web site for the revised bell schedule and follow that schedule for internship reporting times. You may also skip internship and just report to the school library for study hall. Communicate with us and your mentor. Most of all be safe!

### **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, Team Snap, email).**
- **Notify your mentor according to company policy.**
- **Parents report your absence to the high school office (610.286.8600).**

### **Sign Out/Attendance**

- Block 1 Interns sign in at the desk as you enter the doors to the lobby...if you do not do this you will be marked absent! (Do this if you intern in the HS as you enter the building or are coming in after Block 1 from your community site.)
- If you are leaving the building to intern and reentering later for a class, sign out and back in at the desk as you enter the doors to the lobby.
- If you are leaving for the day for internship and not returning sign out as you leave.

### **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**

- 60% Mentor Evaluation--Your mentor will receive an email with grade card, mid-quarter AND end of quarter
- 20% Goals—Your mentor will receive an email with goal sheet
- 20% Essay OR Video

## **Credit**

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

## **Picture**

Using your phone, have your mentor take a picture of you in action at your internship. Email the picture to us at [gwerner@tvsd.org](mailto:gwerner@tvsd.org) or [amorgan@tvsd.org](mailto:amorgan@tvsd.org)

## 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!

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**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 11<sup>th</sup> 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.

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**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.

**Twin Valley High School**  
4897 N. Twin Valley Road · Elverson, PA 19520  
Telephone 610-286-8600 · Fax 610-286-8604  
[www.tvsd.org](http://www.tvsd.org)

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!

Mrs. Gwen Werner

610.286.8637 (School)  
484.334.2790 (Google Voice)  
[gwerner@tvsd.org](mailto:gwerner@tvsd.org)

Mrs. Angela Morgan

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# 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? \_\_\_\_\_

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**Elementary or Middle School Interns only** (Please select desired school and grade level and subject area. If you have a particular teacher you would like to be your mentor, please ask them and list them below.)

\_\_\_\_ TVHS    \_\_\_\_ TVMS    \_\_\_\_ TVEC    \_\_\_\_ REC    \_\_\_\_ HBEC

Desired Grade Level \_\_\_\_\_ Desired Subject Area \_\_\_\_\_ Desired Mentor \_\_\_\_\_

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**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 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

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Parent's Signature

Date

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# 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:

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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.

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Signature of Parent

Date

# TWIN VALLEY HIGH SCHOOL

## INTERNSHIP 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, 484-509-1248, [amorgan@tvsd.org](mailto:amorgan@tvsd.org)

                                 Mrs. Gwen Werner, 610-286-8637, 484-334-2790, [gwerner@tvsd.org](mailto: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** \_\_\_\_\_

