



# CCS Internship Program Overview

## Description:

Students in grades 9 – 12 go to a work place for four to five designated school days (a minimum of 35 hours) to perform tasks helpful to the company and appropriate to the student’s capabilities. Past internship hosts have included doctors, dentists, attorneys, business owners, computer companies, teachers, day care providers, counselors, pastors, construction companies, music stores, national corporations, nurses, non-profits, and more. Internships may be performed in or out of state.

## Purpose:

The purpose of the CCS Internship Program is to enable high school students to explore fields of employment to help determine if future studies or pursuits in those careers are desired.

## Goals:

- To learn basic vocabulary of the work, skills required to perform the work, and education necessary to succeed in the work place.
- To experience going to work for four – five full days or minimum of 35 hours.
- To enhance college resumes
- To fulfill the requirements for graduation

## Standards

The student must contact the employer and request the opportunity to volunteer his or her services in exchange for exposure to the work place and work experience.

The student must work at least 35 hours – from Monday through Friday (of four days with longer hours) on days designated by the school. Requests for exceptions must be submitted to Mr. Reisberg before the proposal due date.

The student is to *volunteer* his or her services. No payment should be expected or requested. If an employer initiates an offer to pay, the student must respectfully decline.

Students must review the *Internship Journal Guidelines* and *Business Etiquette for the Intern – Leaving Them in AWE of You!* before starting their internship. They will need to interview people at the internship and should be prepared with the questions. The answers to these questions, as well as a record of their experiences, requirements for doing the work, key terms involved in the workplace, and personal reflections on their

suitability for this type of occupation should be kept in a notebook or on their iPad2. These notes will be used to prepare their internship journals.

Students must not simply observe (unless restricted by the nature of the internship), but participate in some form of work that can contribute to the overall efforts of the place of employment. This might involve simple tasks (e.g. stuffing envelopes, answering phones, filing papers).

The work must involve something that the student has not previously learned. Two internships at the same location are discouraged unless there is a different supervisor and different duties assigned to the student.

The student's Internship Proposal Form must be submitted to the high school office by February 28, 2014.

Upon proposal approval, the internship supervisor will receive an email or a mailing with a letter from the school and a student evaluation form.

The school requests that the internship supervisor complete the student evaluation form at the end of the internship and mail, email, or fax it to the school by April 11, 2014.