

Internship Packet



Revised June 2023

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 40 hours is required, for which the student will receive .25 credits. Students are allowed to log a maximum of 160 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. You will receive a grade/credit from your Advisor/Advisee Internship class (in your senior year) when you have completed the internship and turned all documents into your advisor.
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).

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Training Agreement

To be completed by Internship Supervisor – submit a separate Training Agreement for each internship site.

Name of Business or Organization: _____

Name of Supervisor: _____

Student Intern: _____

This organization agrees to participate in this program for the purpose of transmitting knowledge, experience, and skills to the student through an internship program.

1. The student will complete _____ hours of internship experience at this location.
2. The student, under supervision, will be given the opportunity to gain a well-rounded experience and to progress as his/her proficiency permits.
3. The student and his/her parent/guardian will be responsible for transportation to and from the internship site.
4. The internship supervisor and student will conform to all federal, state, and local laws and regulations.
5. The internship supervisor, by showing just cause, may terminate the internship agreement at any time.
6. The internship supervisor agrees to complete the **Verification Table** and an **Evaluation Checklist** at the end of the internship experience. The Evaluation Checklist may be given directly to the student, or may be mailed to: University High School, 6525 W. 18th Street, Greeley, CO 80634, Attn: (Name of student's advisor).
7. The signatures below indicate this agreement has been read and understood:

Internship Supervisor

Date

Student Intern

Date

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 40 hours of internship experience. For this, the student will earn .25 credits. The student may log additional hours and earn .25 credits per 40 hours for a maximum of 160 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.
- Parents should not be the supervisor, unless prior approval has been received from the principal.
- In addition to completing the forty (40) hour internship, the student must submit a packet with the following paperwork to their advisor with the following:
 - 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

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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 40-hour experience is completed, the Verification Table, signed by the supervisor(s) and the advisor, should be turned in along with the remainder of the Internship packet to their advisor. The advisor will give the student's grade.

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)

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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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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)

The student will receive a grade/credit for the Advisor/Advisee Internship class from their advisor. This grade will post to their transcript.