

Internship Program Information, Guidelines, and Timeline

The deadlines listed in the packet **MUST** be adhered to or you will lose the option of having an internship.

Internships scheduled during SPARC are a unique opportunity for our Upper School students to observe and experience a working professional's life for one week. This experience, in the world of adult realities, allows them to see the time lawyers do not spend in a courtroom, to discover the patience required to teach second grade or to observe the precision required to be an engineer or research scientist. These experiences can aid in major decisions the students are currently facing and more importantly in the discovery of how God has uniquely equipped them. Even internships that do not turn out as expected can be a valuable tool in the discovery process.

Consult the internship information regarding internship guidelines and expectations, standards of conduct, and overall timeline. Once students and parents have a clear understanding of the expectations of the internship program for The Brook Hill School, please complete the internship application below.

Background of internships program:

The Brook Hill School specifically designed a time during the SPARC week for students to pursue an internship. An internship is an opportunity for a student to observe and gain hands-on experience with one or more employees at a business, non-profit organization, or government agency. This experience will help students gain firsthand perspective of the skills and tasks needed to be successful in a business. The experience will also teach them how to best apply their personal gifting and interests after high school.

Goals of our internship program:

- Give students a hands-on experience in a career and technical program
- Introduce students to possible business and careers available after high school
- Prepare students for a career by developing employability skills and an understanding of professional expectations
- Reinforce how important it is to learn well and develop college readiness skills for workplace success

Expectations of the Student Intern:

Students agree to the following terms **BEFORE** for the SPARC internship experience:

- Students must be an Upper School student to apply for an internship.
- Students should make arrangements for the internship with the internship host before applying. They must show their internship host these internship guidelines and insure their internship host understands the purpose and requirements.
- Internship host needs to be someone outside of the student's family.
- Students understand that the school is not liable for any injuries that they may sustain as a result of this internship.
- Students understand that they may be removed from the internship if they do not follow the guidelines or perform poorly.

Students agree to the following terms **DURING** the internship experience:

- Students must work a minimum of 30 hours in an unpaid position during the five days of the internship. Students will arrive at the location on time each day.
- Students' work day should not exceed eight hours on any given work day.
- In most cases, students should be working at their location for each of the five days.
- Students must submit a Daily Log and final internship portfolio by March 21, 2017
- Students are expected to conduct themselves in a manner that complements the business' expectations and policies, maintaining high standards of professionalism while at the internship location.
- Students are expected to dress appropriately for the internship.
- Students are responsible for their own transportation to and from the internship location.

Student Enrollment Criteria:

- Student has had no more than ten excused absences during the year prior to the internship.
- Student has had no unexcused absences during the year prior to the internship or suspension from school for any reason during the year prior to an internship.
- Priority for internship placement will be shown to those students who are in good standing with The Brook Hill School. Students who are on any type of school probation must complete an additional interview with the Internship Coordinator, Jessica Mize, for acceptance into the program.

Expectations of the Internship Host (Contact Person--employer)

Student interns are supervised by the internship host, a staff person employed by the worksite. Typically, the internship host has experience and expertise in the area in which the student is interning. The **host** should be prepared to:

- Provide the student with realistic, challenging assignments that facilitate learning. (We want to avoid students conducting work of a clerical nature unless the internship experience is in an office setting).

- Provide adequate equipment, materials, and other facilities required in order to provide an appropriate learning experience for the student intern.
- Help the student learn about business culture and adjust to the workplace. Please inform the student about the business regulations regarding confidentiality and public access to information.
- Serve as a mentor, sharing the benefits and potential drawbacks of a career in the field and giving suggestions for entering the profession.
- Supervise and intentionally meet with the intern on a daily basis during the internship to guide performance, answer questions, and provide background information and resources related to the intern's work.
- Adhere to all State and Federal regulations regarding employment; child labor laws, minimum wages and workmen's compensation.
- Notify the Internship Coordinator immediately of any problem which occurs that cannot be resolved by the internship host.
- Submit an internship evaluation and exit slip at the end of the internship experience.

Responsibilities of the HOST:

Prior to the student's first day of the internship, the internship host should have:

1. *met with the student to discuss his or her responsibilities, orientation to the job, and workplace policies and expectations.*
2. *The internship host must also send an email to sparc@brookhill.org to confirm the internship. In the email, please list the student's name, the job the student will be fulfilling during the internship, agreement to these internship guidelines, and confirmation of the dates of SPARC.*

Program Timeline

- Student can meet with the Internship Coordinator with any questions about enrolling in the program, career interests, goals, etc.
- Students will coordinate with potential internship hosts and seek internship opportunity.

SEPTEMBER 21 – NOVEMBER 1:

- Complete the internship application (available in the library from Mrs. Mize or Mrs. Hays). An incomplete application will not be accepted. The application also requires parental approval.
- Once students submit the application, they must arrange for their internship host to send an email to sparc@brookhill.org to confirm the internship. In the email, the contact person must list the student's name, the job the student will be fulfilling during the internship, and confirming the dates of the week. Please note that a student's application will not be processed until the school receives this confirmation from the contact person.

OCTOBER 1---NOVEMBER 1:

If the internship is approved, students must meet with their internship host and establish expectations, discuss student's responsibilities, orientation to the job, and workplace

policies and expectations. The student must turn in the required paperwork to Mrs. Mize or Mrs. Hays.

March 6-10:

- Complete the internship. Students will complete a daily log for each day of work.
- Internship host will evaluate student's overall performance.

March 21:

Students will submit an internship portfolio by March 21 to Mrs. Mize or Mrs. Hays via email to sparc@brookhill.org. The portfolio should include:

- Summary of the internship job description
- Personal reflection paper
- Daily log or daily journal
- Photos of internship experiences
- Sample of work completed during the internship (if applicable)
- A résumé