

Senior Internship Program



Purpose of Internship

- The purpose of the Senior Internship Program is to enable students to apply their *personal excellence through active, collaborative, and creative thinking; individual growth; and development of the skills and integrity necessary to become productive members of society* outside the boundaries of their formal educational program. The internship will provide seniors with workplace experience, opportunity for career exploration, and transition from high school.

Program Details

- Seniors spend the final four weeks of the fourth quarter on supervised internships. (May 21-June 12 – Fair June 13)
- Must be in Metro North Area
- Seniors can find own sites – must be approved
- ALL seniors will be considered
- Family members cannot be site supervisor
- Interns will work 25-30 hours per week.
- Grades are: Pass with Distinction, Pass or Fail which appear on transcript but are not credit bearing.
- Unpaid

Eligibility

- All graduation requirements must be met
- Intern must not be failing any graduation required classes
- Sign off from all semester two teachers is required before beginning internship (See academic planner on website)
- All fees and fines must be paid by start date
- Student interns must comply with DHS attendance policy according to the handbook
- No chronic or major discipline issues allowed throughout the senior year prior to internship start
- Students must have parental permission to participate
- Students must have administrative approval to participate

Where to Begin

- Explore interests (career or otherwise)
- Research opportunities
- Develop contacts(Network with friend's parents)
- Preliminary Interview
- Application completed and approved by Internship Committee
- Students must obtain:
 - Internship site or choose to be placed by committee
 - Parent Permission

Application Acceptance

- If choosing own site:
 - Preliminary interview with site supervisor
 - Intern must have clear understanding of duties and responsibility at work site
 - Internship must have merit:
 - Encourage personal growth
 - Develop independence
 - Provide vocational and life experiences
 - Serve the community
- See Internship Application

Student Accountability

- Responsibilities
 - Complete all work deemed necessary by each teacher/department before beginning internship
 - Attend all information meetings
 - Students must complete and submit daily journals, emailed to Faculty Mentor every Thursday unless otherwise stated
 - Students must keep weekly time sheets signed by Site Supervisor, given to faculty mentor weekly
 - Students must complete evaluation of site at end of internship
 - Students must complete a portfolio and present it at the mandatory Internship Fair at end of program
 - Summary Report

Faculty Mentor Responsibilities

- Communicate with student at least weekly
- Receive weekly logs from student
- Receive weekly time sheets from student, signed by site supervisor and student
- Make at least one random visit, if possible, around mid-point of internship. Attend orientation session before internship starts
- Attend internship fair & evaluate intern

Program Guidelines

- All worksites must be approved by the internship committee
- All student acceptance decisions will be made by the internship committee and administration
- If a student does not successfully complete the internship, he or she will not be able to “walk” at graduation and “fail” will appear on their permanent transcript. Depending on the situation a student may also be asked to return to school and given additional work in class.

Time Line

- November-February
 - Attend Informational Meeting
 - Complete Internship Interest form
 - Obtain Internship Site or have one chosen for you, Faculty Mentor or have one chosen for you and parent permission
 - Submit completed application by: **Friday, December 16th**
 - Submit completed worksite by: **Tuesday, February 28th**
- March
 - Teacher/Student academic planner due by: **Wednesday, March 7th**
 - Acceptance letters mailed by: **Friday, March 23rd**
- May
 - Attend mandatory orientation **Tuesday, May 16th**
 - Teacher sign off form due by: **Thursday, May 17th**
 - Last Day of class tentatively: **Friday, May 18th**
 - Faculty Mentors contact site supervisors
- June
 - Faculty Mentors make site visit
 - Internship ends last day of DHS classes
 - Internship Fair scheduled tentatively for: **Wednesday, June 13th**

Questions?

- **Student Information Sessions**
 - Dec 6-8 - Any lunch wave - G105
- Please visit the internship website for any further information at:
seniorinternship@darienps.org
- Or call: (203) 309 - 2592
- Students A-L(by last name): Ms. Di Stefano
- Students M-Z(by last name): Mrs. Messineo