

TWO MODELS OF INTERNSHIPS / FIELD EXPERIENCES

Two different internship models have emerged: a district- managed one and an employer-managed one.

District-Managed Internship Model

Key Features

Key features of the district-managed internship model:

1. Student applies to the school district (rather than the business or organization) to be considered for the internship experience. Students must be at least 17 years of age to apply.
2. School district conducts the selection process with a key teacher making students aware of the internship experience, receiving student applications and transcripts, interviewing the students, and making the final selection of the students for participation.
3. Selected students and their parent(s) participate in an evening informational meeting at the business facility. The purpose of the meeting is to ensure that there is a mutual understanding of expectations and requirements (i.e., attendance, confidentiality, dress code, requirements for high school credit) of the internship.
4. Students sign a *Student Internship Agreement Form*, and the parent signs a *Parent Consent Form* with the school district. The business may also require the student (and parent) to sign a *confidentiality (non-disclosure) agreement*.
5. Students participate in and complete an on-site orientation prior to the start of the actual rotations.
6. Students provide their own transportation to and from the internship site.
7. Students complete each rotation or session, writing a Reflective Journal for each rotation/session.
8. Upon completion of the rotations/sessions for the cohort group, students submit the completed Reflective Journals to the high school principal or designee. Once each student's reflection journals are accepted, students are awarded elective high school credit (grade of pass or fail) for the internship experience.

TWO MODELS OF INTERNSHIPS / FIELD EXPERIENCES

Employer-Managed Internship Model

Key Features

Key features of the employer-managed internship model:

1. Student applies to the business partner (rather than the school district) to be considered for the internship experience. Students must be at least age 17.
2. The business partner conducts the selection process, including making students aware of the internship experience, receiving student applications, interviewing the students, and making the final selection of the students for participation.
3. Selected students and their parent(s) may be required to participate in an informational meeting at the business facility to ensure that there is a mutual understanding of expectations and requirements (i.e., attendance, confidentiality, dress code, and any monetary compensation) of the internship.
4. The school district and the business partner sign a *Student Referral Agreement*.
5. The parent and student sign a *Parent Consent Form* with the school district. The business partner may also require the student (and parent) to sign a *confidentiality (non-disclosure) agreement*.
6. Students may be asked to participate in and complete an on-site orientation prior to the start of the actual rotations.
7. Students provide their own transportation to and from the internship site.
8. The syllabus for the internship is developed by the business partner or organization. The length of the internship is determined between the student and the business or organization.
9. The student may receive pay/compensation for the internship (at the discretion of the business partner).
10. Students may apply for high school credit for the internship through the school district's Credit Flexibility process. Students are awarded elective high school credit (grade of pass or fail) for the internship experience based on the student's approved Credit Flex Plan.