



## *Newburyport High School - Internship Program*

### **Internship Program Application, Policies, and Consent Form**

*This document has three pages. Make sure to review all three carefully and **sign all pages as required**. This document explains student internship **Eligibility, Grading, Internship Commitments, Attendance, Dress Code, Confidentiality, Academic Obligations, Communications, and completion of Application.***

The Internship Program experiences are offered and intended to take place at either the beginning or the end of each academic school day. Interested students will be scheduled for an Internship during A-block or G-block for the duration of one semester. A limited number of NHS in-school internships are available but must be approved prior to the beginning of each semester by the Internship Coordinator. Students are expected to provide their own transportation to and from the internship location as needed. Students will be required to choose and obtain their own Internship. A master list of available sites will be provided; however, students are welcome to find an internship site on their own, or work with the program coordinator to do so. If students do not secure an internship within the first 3 weeks of the semester they will be dropped from the program and need to work with their guidance counselor to request a different course depending on availability.

#### **Eligibility**

- Student is in good academic and behavioral standing
- On track to graduate in June of their senior year
- Submitted the Internship Application, Policies and Consent Form to Mr. Smith before the start of the next semester. For the fall/winter semester prior to May 31st and for the winter/spring semester prior to December 22nd.

#### **Grading**

- The internship course is unweighted. All students will be graded on a Pass/Fail basis. Successful completion of **ALL** requirements will earn students **2.5** credits
- Any student not enrolled in the Internship Seminar course at NHS who are requesting 2.5 credits for internship hours that they have done on their own throughout high school, will be required to provide documentation of **a minimum of 75 hours of service along with a weekly journal documenting the hours, a signed timelog from their site supervisor, and a Capstone Project.**

#### **Internship Commitments**

- Once students submit their application it will be reviewed. If admitted, students will meet with Mr. Smith to go over all available internship opportunities. There is no guaranteed placements and students will be responsible for contacting, communicating, interviewing and securing their Internship Site Placement. Once a student's site is secured, they will notify Mr. Smith (the internship coordinator) to share contact information with the site supervisor. Students may be required to attend an orientation, training, or workshops prior to the start of the internship as assigned or required depending on the site's requirements.
- Students will adhere to the internship schedule during any first A-block or last period G-block of the day. This schedule will allow all Internship Seminar students to either arrive at NHS late on A-block mornings by no later than 9:28am and or leave NHS at 1:30pm on those G-block scheduled days.
- **A minimum of 5 hours per week is required** and weekend hours are also allowed and highly encouraged. This is a minimum of 75 hours per semester.
- Internship length and time frame will begin at the start of each semester to the end of that semester unless otherwise arranged.
- Students **will be required** to keep track of a weekly timesheet shared with the Internship Coordinator and their site supervisor through a google sheet.
- More than 8 unexcused absences will give students a grade of NC (no credit earned) in the course.
- Maintain a professional posture as a representative of Newburyport High School.
- Respect and follow the expectations of your Community Partner and the site supervisor during the entire course of the program.

**Student Initials:** \_\_\_\_\_ I have read and understand the above content on this page.



## *Newburyport High School - Internship Program*

### **Attendance**

If you are going to miss a day of interning it is **your** responsibility to email your site supervisor and Mr. Smith. Make sure to have these contacts saved ahead of time so you can access them if/when needed. Early Release Days, Vacation Days/weeks, school closings or two hour delays are all your responsibility to inform your site supervisor about if you are going to miss or need to make up the hours.

### **Dress Code:**

Professional Business Attire unless otherwise specified by the site supervisor. *(No hats, no inappropriate clothing, no t-shirts, no sweat pants/sweatshirts)*

### **Confidentiality**

All students shall hold in strict confidence all written, verbal and electronic individually identifiable client information.

Students interning at a Healthcare facility, shall not disclose patient information to anyone unless person(s) or entity has been authorized by law or by written consent of the patient or the patient's representative and is consistent with applicable standards of the Health Insurance Portability and Accountability Act (HIPPA) of 1996, as amended as reflected in the policies and practices of Organization.

### **Academic Obligations**

Be prompt and thorough when submitting academic papers. All academic obligations must be met in order for students to receive a passing grade in the Internship Seminar course.

- **Weekly Journal** - Maintain a weekly journal indicating tasks, personal relationships, problems, and reflections. Submit to your teacher for review through google classroom at the end of the semester.
- **Weekly Timelog** - A weekly time log must be kept through google sheets and shared with the Internship Coordinator and your site supervisor. Submit to your teacher for review at the end of the semester.
- **Capstone Project** – This will be a project that you will work on throughout your internship and at the end you will be required to present using a poster board to show what you have done and learned throughout your internship experience. See your internship teacher for more details.
- **Portfolio** - a binder containing
  - Weekly Journal Entries - keep digital copies in google drive
  - Weekly Time Log - keep digital copies in google drive
  - Site Supervisor and Internship Program Coordinator contact information page
  - Resume - updated

### **Communications**

NHS Internship Coordinator will use email or text message to communicate and inform students of upcoming events, important dates, deadlines, and other information as needed. Program Coordinator will be responsible for at least one, pre-arranged site visit per semester.

**Student Initials:** \_\_\_\_\_ I have read and understand the above content on this page.

**FILL OUT APPLICATION ON THE NEXT PAGE**



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Application QR Code to complete online above or complete the application below.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_ Grade: \_\_\_\_\_

What is your intended future occupation? \_\_\_\_\_

Do you already have an internship site in mind? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you have a site in mind, what is the name of the organization? \_\_\_\_\_

Can you provide your own transportation to the internship site? \_\_\_\_\_ YES \_\_\_\_\_ NO

Acknowledgment of Rules and Expectations

- > I understand that my application is subject to review for attendance and disciplinary standards.
> I understand that I must remain in good academic standing to participate in the Internship Program. I also understand that any suspensions or non-adherence to the attendance policy (including excessive tardies) can make me ineligible for the program.
> I understand that all internship assignments, including the orientation and exhibition as well as any writing assignments, are mandatory and that failure to complete these assignments can result in removal from or failure in the course.
> Expected to be allowed to come in late after A-block or leave school early before G block to attend an internship.
> There will be a minimum of 6 hours per week which must be logged through a google sheet. A weekly journal must be kept and shared via google classroom, and a final Capstone Project will be done at the end of the semester.

Additional Student Responsibilities

- > Submit application and resume (if available) to Mr. Smith in the College & Career Center by mid Dec for S2 spring (2025) and by the end of May for S1 (fall 2025)
> Late submissions will not be accepted; Missing pieces will result in an incomplete application.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Permission (signature below is approval and knowledge of all policies and students application for the NHS Internship Program and for Student to Participate In:

- > "Offsite" business meetings related to internships with area Community Partners.
> Work-Based Learning Experience not on Newburyport High School campus.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_