

Co-Op/ Internship Program Requirements

1. A student must have a minimum 3.0 GPA at the end of their Sophomore year to apply for a Co-Op/Internship position.
2. Every effort will be made to match up the student with an area of their choice/interest for an internship position.
3. The student will be responsible for punctual attendance at their place of internship. This will be documented by student and their supervisor.
4. Each student will be expected to submit a written summary of their work and learning experiences each nine weeks to the Co-Op/Internship Program supervisor.
5. Each student will be expected to maintain a journal of their work. These will be checked once per nine weeks for their maintenance. Students should list assigned duties for the day, interesting experiences they had, etc. They should not divulge anything confidential. For instance, if they are in an internship at a doctor's office, they would not mention specific patient names or details of care.
6. The supervisor will be required to fill out a form each nine weeks (please see attached form). This will be the bulk of the student's grade each nine weeks (in addition to attendance, journal and written summaries).
7. Dates for the journals, written summaries and supervisor worksheets will be set at the beginning of each nine weeks. Deadlines will be enforced.
8. Students are allowed to be compensated for their duties as an intern but compensation is NOT mandatory.
9. Students will receive one hour of high school credit per internship (5 hours per week). If a student works in more than one position or for 10 hours per week, two credits may be granted per school year. No more than 2 full credits may be earned per school year.
10. Each intern will spend one full day during the 3rd nine weeks at their place of internship. They will be required to summarize this day in their 3rd nine weeks summary report. This will enable them to get a picture of a "typical" day in that position. It will be up to the supervisor and the school designee to determine this date. The student will be responsible for any work they might miss from other classes.

INTERN ASSESSMENT

SUPERVISOR: _____ INTERN: _____

DATES (to/from): _____ 1 2 3 4 Nine weeks (circle #)

Please rate the following categories as A,B, or C:

A= excellent attitude and effort displayed, positive & enthusiastic

B= acceptable level of effort; completed tasks

C= marginal effort, indifference

ATTENDANCE: _____

Was your intern there daily unless otherwise excused? _____

Did he/she inform you in advance of conflicts in his/her schedule? _____

INTERACTION WITH CLIENTS/OTHER EMPLOYEES: _____

Was your intern on task while in your place of business? _____

Was his/her interaction with your clients/employees appropriate? _____

Was he/she an appropriate role model of an older student (dress code compliance, verbal and body language, attitude) _____

Did you find his/her presence in your business distracting or helpful? _____

REQUIRED ACTIVITIES: _____

Did your intern successfully complete his/her project(s) _____

Was it visually appealing? _____

Did it meet your expectations? _____

Was he/she receptive to suggestions and advice from you? _____

FULL DAY IN INTERNSHIP POSITION: (THIRD QUARTER ONLY) _____

Was the intern helpful during the day? _____

Did he/she contribute to your environment in a positive way? _____

BRIEFLY ASSESS THE INTERN'S OVERALL PERFORMANCE IN YOUR BUSINESS DURING THE DATES LISTED: (strengths, weaknesses; highs, lows, etc...)

