Salem High School
School-to-Careers Internship
Course Expectation Sheet

Course Description
The Career Internship is a work-based situation which allows a student an opportunity for a real work experience in conjunction with a work-site mentor and the School-to-Careers (STC) Community Liaison. These team will co-ordinate academic and occupational skills that a student will learn and apply on the job. The student will also participate in a regularly scheduled class that has as its focus studying all aspects of the work experience. The philosophy and intention of the STC program is to provide students with a meaningful workplace experience working closely with a professional in a chosen field. Class work is meant to supplement and compliment the experience, therefore it is expected that students will attend class and complete all in house class work as assigned.

Rules for Internship
Expectations
- Attend and participate in all scheduled internship classes
- Drive directly to site and back to school, no side trips.
- Be present at work site as required for full block time.
- When absent, calls MUST be made to SHS Dean’s Office and work site.
- When not absent/dismissed but not going to work site (site closed, car problems, etc), must report to STC office.
- Follow all company and school policies including dress code.
- Report work-related problems to work site mentor & STC Liaison.
- Portfolio:
  - Maintain and submit weekly time sheets and journals on time
  - Submit all assignments on time
  - Meet all training plan objectives
  - Complete and present final on time & listen to other presentations
  - All timesheets must be signed by mentor. Discipline action will be taken for any forgeries.

Grading Criteria
- Students will be graded on the following components:
  - Attendance/punctuality. Strong penalty for unexcused absences/tardiness or cuts
  - Weekly time sheets and journals completed
  - Homework assignments
  - Participation/social skills/attitude/judgment in school and at jobsite (no electronic device use)
  - Mentor evaluations
  - Final presentation/Paper
- If you are removed from the site, by mentor or due to school discipline actions, your grade will be a D to a F dependent on chapter work and offense.

** Forgery is a Class B Offense in New Hampshire and may be referred to law enforcement along with automatic removal from program and failure of course.

SHS Learning Expectations: The following are the key ones for this course:
- Students are able to pursue career options
- Students are able to write for a variety of purposes
- Students are able to work with others
- Students are able to apply self management skills

Should you have any questions or concerns, please contact the School-to-Careers Office at 893-7069 ext. 5342.

Print Student Name: ___________________________ Student Signature: ___________________________

Parent Signature: ___________________________ Date: ___________________________

Parent Email: (please print clearly) ___________________________

Revised: expectation Jan., 16,2016 Doc.