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 classroom teacher, a work-site mentor, and a Work Based Learning (WBL) Coordinator. This team will coordinate academic and occupational skills that a student will learn and apply on the job. The philosophy and intention of the WBL 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 when scheduled and complete all work as assigned.

Rules for Internship

Expectations
- Attend and participate in all scheduled internship classes (usually once per month)
- 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 main office and work site.
- When not absent/dismissed but not going to work site (site closed, car problems, etc), must report to WBL office.
- Follow all company and school policies including dress code.
- Report work-related problems to work site mentor & WBL Coordinator.
- Portfolio:
  o Maintain and submit weekly time sheets and journals on time
  o Submit all assignments on time
  o Meet all training plan objectives
  o Complete and present final on time & listen to other presentations
  o 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:
  o Attendance/punctuality: strong penalty for unexcused absences or cuts.
  o Weekly time sheets and journals completed
  o Other assignments (as applicable)
  o Participation/social skills/attitude/judgment in school and at jobsite (no electronic device use)
  o Mentor evaluations
  o 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 an F dependent on supplemental work and offense.
- Failure to turn in work will result in being held in from internship site to complete supplemental assignments. Continued failure to turn in work could result in removal from internship course.

Should you have any questions or concerns, contact the Work Based Learning office at 893-7069 ext. 5342.

Print Student Name: _______________________________ Student Signature: __________________________
Parent Signature: ________________________________ Date: __________
Parent Email: (please print clearly) ________________________________