

Prairie Ridge High School

Dr. Steve Koch, Principal
Kevin Koeppen, Vice Principal
Sarah Schwartz, Student Services Coordinator



Amy Langelund, Dean
Connie Kendall, Dean
Mark Gilbert, Athletic Director

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Information for Internship Business Partners

Contact Person: Steve Karlblom 815-355-3337 skarlblom@d155.org

Dates: Commitment: weeks (unless mutually agreed upon)
Start: Nov. 2, 2020
Finish: Dec. 11, 2020

Hours: Students will be available beginning at 2:00 P.M. Monday, Tuesday, Thursday, Friday, and 2:30 P.M. on Wednesday.
Weekend hours may be decided upon mutual agreement between the student and business partner
Student's cumulative time "on-the-job" should be 5 to 10 hours per week - unless agreed upon

Site Supervisor/Mentor Roles:

- Serve as role-model for student intern
- Share an anticipated "training plan" with the student that is beyond clerical in nature - this may be as simple as a general timeline of activities, or a more formal sequence of logical tasks.
- Inform students of all safety practices and emergency procedures
- Communicate regularly with student and school coordinator
- Share knowledge of workplace culture, atmosphere, background information on company, workplace expectations, pros & cons of various jobs, and other relevant information.
- Complete student evaluation form - provided by the teacher at the end of experience
- Verify student's work-log/timesheet

Misc. Information for Site Supervisors:

- Termination of internship experience is possible if the student's responsibilities are unfulfilled or if the site supervisor feels the intern cannot meet workplace expectations.
- Because this is an unpaid experience, School District 155 and/or the student's parents or guardian will provide necessary insurance for the student.
- Students will participate in ten weeks of related curricular studies to prepare for the internship experience.

Student Responsibilities:

- Comply with all policies and procedures of the internship site
- Complete and submit all weekly progress reports, timesheets, and related assignments
- Provide sufficient notification of tardies or absences to site supervisor and coordinator
- Provide own transportation to and from internship site
- Remain at the assigned internship site for the duration of the internship period

Activities: Because every business is different, the tasks, duties, and responsibilities of the student will be different at each site location. Regardless, we hope that each student will sample a variety activities so he or she will have a reasonable understanding of requirements and expectations.