



## Internship Student Expectations

To participate in *Winterim* as an intern is a privilege that involves significant responsibility on the part of the student. The internship is a formally structured learning experience that starts long before the first day on the job. Student interns and their parents are expected to review and understand the following guidelines and responsibilities:

- Students are required to complete an internship training, which will be offered as online modules for students to complete on their own. During the training, you will begin to develop your internship portfolio (which is due January 18, the Wednesday after *Winterim*).
- Check your school email regularly for information updates from Mrs. Polet, Mrs. Groendyk, or your internship supervisor.
- If one host is unable to take you for the minimum requirements of 50 hours, then you will need to find other hosts/sites in order to complete your required hours. It is your responsibility to understand how many days and hours they can take you before you turn in your application and contract. If you are interning at multiple sites, you will need to provide a schedule of your internships to the *Winterim* Internship Coordinator prior to Christmas break.
- Contact your host(s) and make an appointment to meet him/her and visit the location sometime during the months of October, November, or December. Interns outside of the Grand Rapids area will do this by phone or email. Things to review/determine with your host include:
  - introduce yourself
  - get acquainted with the location
  - determine the host's expectations of you
  - confirm your schedule
  - where you should park
  - appropriate dress for the position
- Be on time on your scheduled days. Employers expect you to be prompt and responsible. Call your supervisor if you are ill or anticipate being late. Also, call and leave a message for Mrs. Polet at 616.574.5500.
- Businesses do not have snow days. If there is a snow day at school, and your parents feel it is not safe for you to drive, contact your internship host to let them know. Your internship hours requirement will be reduced by 5 hours for every snow day.
- Be professional:
  - Carefully listen to and follow the instructions of your supervisor.
  - Do not be afraid to ask questions.
  - Be available and willing to work.
  - Ask how you can help and then do the job completely. Never leave a mess for someone else to clean up.
  - Cooperate with your co-workers and others with whom you come in contact. You are the guest. You can learn by listening and watching as well as by doing.
  - Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
  - Thank your host appropriately. For example, send a thank you note saying specifically what you appreciated about the opportunity.
- Represent yourself and Grand Rapids Christian High in the best possible manner. Be consistent with our school standards for conduct. Your opportunity to do the internship is a result of the credibility of



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the program that has been developed. Your effort, attitude, and actions affect future opportunities for our interns.

- Students are assessed to determine credit for their internship. Assessment is based on the following criteria:
  - successful completion of the internship
  - timely and thoughtful completion of the online portfolio.
  - completion of the intern online survey
  - host completion of online survey including recommendation for pass/fail based on your performance in your internship.