



UNIVERSITY  
CHRISTIAN  
HIGH SCHOOL  
HICKORY, NORTH CAROLINA

### **Internship Program Guidelines**

University Christian High School strives to give our students a holistic educational experience that includes the ability to gain experiences in an occupation directly related to his/her anticipated career of choice. The internship experience is a way for Juniors and Seniors to not only gain this valuable experience but also better understand real world application of the skills they are learning and honing as a high school student.

For a student to earn one elective credit for their internship, they must complete 55 or more on-the-job hours for one semester. If a student completes between 25 and 40 hours in a semester, that will earn a half credit. The internship hours can be earned during or after the school day, on weekends and days off school. This opportunity is particularly advantageous to UCHS students with gap times because of their Dual Enrollment schedule.

### **Purpose**

Allow students to explore career interests and make informed decisions about post-high school plans. Students will:

1. Narrow and/or confirm occupational interest areas,
2. Develop improved work habits,
3. Improve communications and interpersonal skills,
4. Develop an awareness of the community's resources and occupations in the world of work, and
5. Set realistic goals based on first-hand experiences.

### **Benefits of the Internship**

1. Students can learn useful employment skills through first-hand, on-the-job experiences.
2. Application of academic concepts to job situations and environments.
3. Development and practice of essential skills to assist with future career acquisition processes.
4. Observe and participate in a professional working environment to further build interpersonal relationships in a workplace environment.

### **Benefits for Employers/Community**

1. Assist in formation of future members of the workforce by modeling and encouraging desired skills, traits and practices.
2. Promotion of career opportunities for individual companies or fields.
3. Develop future employees.

### **Eligibility for Interns**

1. Be a Junior or Senior who is at least 16 years of age.
2. 2.5 GPA or higher.
3. Be in good academic standing.
4. No excessive tardies or absences.
5. No out-of-school suspensions.
6. Provide reliable transport to and from the jobsite.
7. Not repeat the same internship multiple semesters unless there is a compelling reason.
8. Adhere to all company policies related to employees (dress code, attendance, etc.)
9. Complete all internship application materials.
10. Be offered and accept an internship offer by the employer.
11. Adhere to all internship guidelines, procedures and policies and fulfill all responsibilities of an intern.

## **Required Documents from Intern**

The internship will be graded based on a pass/fail criteria. Interns will be expected to update, maintain, and turn in the following requirements in order to pass the internship and receive either a half or full elective credit depending on the number of hours completed.

### **Reflection Journal**

Once a week, interns will document their experiences and exposure from the week prior. This should be a paragraph at a minimum, in which the intern describes takeaways as well as reflections from observed skills, interactions and other experiences in the course of their previous week at the internship. Completed journal entries for the internship will be used as part of your final grade.

The Journal should not be merely a log of events. It is an opportunity for an intern to be reflective and provide insight into the things they are learning and experiencing.

Some considerations:

- What did you participate in this past week?
- What did you learn at your site? (If you are struggling with this, it means you might need to ask more questions or be a more active participant.)
- How did you feel about your experience this past week?

### **Timesheet**

Each week a timesheet will need to be updated in your Google Drive folder. Once a month, you will be required to turn in a printed hard copy of the timesheet signed by your internship site coordinator. The time sheet will have an area where you will fill in the Date, Arrival Time, Departure Time and Total hours for the week. It is imperative that the timesheet is updated weekly and signed monthly. Without these updates, UCHS had no way to verify your hours worked and will be unable to offer elective credit for the internship.

### **Internship Sponsor Evaluation**

At the midpoint and conclusion of the internship, an evaluation from the sponsor will be submitted to the internship coordinator. These evaluations will be a factor used as part of your final grade.

### **Grading System**

The internship will be graded as a pass/fail. In order for an intern to pass and receive elective credit, the following criteria must be met:

1. Completion of ALL required internship documents and submission of those documents by prescribed due dates.

2. Completion of time sheets and learning journal entries.
3. Evaluations from the internship sponsor.
4. Adherence to all internship guidelines.

# **Internship Program Agreement**

## **Student Roles and Responsibilities**

The Student Intern Agrees:

1. To follow the guidelines established for the Internship Program;
2. To comply with all rules, regulations and procedures of the internship sponsor;
3. To behave with honesty and integrity;
4. To behave in a responsible manner;
5. To visit the internship sponsor's work place in accordance with the schedule established by the sponsor, proactively engage in work experience/training activities under the supervision of the mentor assigned by the sponsor;
6. To complete the required journal and monthly time sheets;
7. To maintain a 2.5 or better overall grade point average;
8. To satisfactorily complete the tasks listed on "Required Documents" page;
9. Update the intern coordinator as changes occur or problems with a sponsor or site;
10. To respect and maintain the confidentiality of any sensitive or privileged information of the Internship Sponsor received by the intern during the internship experience;
11. To not terminate the internship without first notifying and discussing the matter with the internship sponsor and coordinator for any cause; including, but not necessarily limited to: dishonesty, inefficiency, lack of interest, poor attendance, or failure to comply with school or internship sponsor regulations and that if removed from the program, the student may be given a failing grade for the internship experience.

# **Internship Program Agreement**

## **Parent and/or Guardian Roles and Responsibilities**

The Student's Parent/Guardian Agrees:

1. To work cooperatively with the internship coordinator and internship sponsor to provide guidance and support for the student in all work experiences related to the internship program;
2. Be aware and approve of student transportation methods to and from his/her internship site;
3. To acknowledge that neither the school nor the internship sponsor assumes responsibility for any loss or personal injury to the student or the student's property that may occur in route between the internship site and school or home;
4. To acknowledge that participation in the internship program involves a degree of risk of injury or harm which will vary depending upon the specific training experience selected by the student which risks have been explained to us and that we and our student are willing to assume that risk and to release and hold the internship sponsor and UCHS free, harmless and indemnified from and against any loss, injury, claim, suit or cause of action arising from or out of the internship experience other than those caused by willful or wanton negligence;
5. To acknowledge that the student intern is not an employee of the intern sponsor and will not be covered by the North Carolina Worker's Compensation Act;
6. To acknowledge that the student intern will not receive any wages or other compensation from the internship sponsor and that the intern program is not work as defined in the Fair Labor Standards Act; and
7. To purchase and/or maintain in force and effect during the student's participation in the internship program accident, medical and/or hospitalization insurance coverage for the student and to assume and agree to pay any medical and hospital bills or expenses due to an injury suffered by the student arising from or in any way out of the student's participation in the internship program, other than injuries caused by the willful or wanton negligence of the internship sponsor, its agents or employees.

# Internship Program Agreement

## Internship Sponsor and/or Mentor Roles and Responsibilities

The internship sponsor and/or mentor agrees:

1. To provide an internship experience that will introduce the intern to specific job competencies/tasks.
2. To discuss with the intern coordinator the specific places, tasks and methods of observation and/or training to be used by the student intern and to assist the internship coordinator in the development of an observation and training plan for the intern.
3. To ensure that provisions of the Fair Labor Standards Act are not violated and the student intern doesn't go into any prohibited, hazardous situations nor become involved in close observation of any prohibited or hazardous work. (For example, allowing a student to observe closely or take part in the manufacture or storage of explosives, power-driven woodworking machines, roofing or excavation operations or exposure to radioactive substances that might subject the sponsoring employer/mentor to sanctions from the Department of Labor;
4. To ensure that the student's internship activity will be supervised by experienced and qualified persons and that any training experiences will be performed with appropriate safety instructions;
5. To ensure that the intern experience does not involve performing any work for the benefit of the sponsoring employer or any work that displaces any regular employees which would require the payment of wages to the intern under the provisions of the Fair Labor Standards Act; (this bullet is not in **Paid** Internship Agreement)
6. To ensure that the student intern receives the same consideration given employees with respect to all safety, health, general employment, and any other federal or state rules, regulations and procedures in the work place enacted for the safety, health and welfare of employees and to provide the student with safety instructions concerning any aspect of the internship experience for which such instruction would be appropriate;
7. To notify the internship coordinator if difficulties arise or changes are necessary in the intern's plan;
8. To not pay wages to the intern or give the student intern compensation any other form, including, but not necessarily limited to: free product samples or discounts on purchases;
9. To sign and verify the Internship Student Time Record form at the end of each month;
10. To complete an intern evaluation form each grading period;
11. To no discriminate against any applicant or intern on the basis of race, religion, national origin, sex, age or disability with respect to any term or condition of the internship experience;
12. That the internship placement is a part of the student's total educational program; therefore, if the student withdraws from the school, is suspended or excluded from

school, or earns a grade-point average below 2.5, the student participation in the internship program may be terminated by the school system.



# Internship Program Agreement

## School Roles and Responsibilities

University Christian High School Agrees:

1. To perform its duties and responsibilities as described in the internship program description;
2. To coordinate the activities of the student intern and Internship Sponsor/Mentor as may be necessary to the successful implementation of the Internship Program;
3. To arrange an orientation session about the Internship Program for the student and parent(s)/guardian(s) which may be conducted at the internship site;
4. To prepare with the assistance of the Internship Sponsor/Mentor an internship training plan which shall be used as a basis for evaluating the student's performance in the program;
5. To monitor the student's progress in school and keep up-to-date files on the student's internship experience, including hours spend on the internship site, internship evaluations, etc.;
6. To work out or attempt to solve any difficulties that may arise which related to the internship experience;
7. To evaluate the student's performance and, if necessary or appropriate, to terminate a student's participation in the Internship Program; and
8. **To not provide** any accident, health or hospitalization insurance coverage for students who participate in the Internship Program.

## Student Evidence of Insurance Coverage

**Student Name:** \_\_\_\_\_

**Name of Insurance**

**Policy:** \_\_\_\_\_

**Policy Number:**

\_\_\_\_\_

# Internship Application

University Christian High School

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Address \_\_\_\_\_ (Street/Apartment)

\_\_\_\_\_ Student's Telephone # \_\_\_\_\_

(City/State/Zip)

Date of Birth \_\_\_\_\_ Student Email \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Please describe the type of internship you are interested in obtaining and/or name of the company (if known).

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Describe your objective at this time. What are your post-high school graduation plans? (Include both post-secondary educational plans and career goals.)

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Describe your transportation to and from the jobsite:

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By signing below, the student, parent and/or guardian agree to the roles and responsibilities outlined in the Internship Agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Internship Training Plan

University Christian High School

Student's

Name \_\_\_\_\_

Sponsoring

Company \_\_\_\_\_

Company

Address \_\_\_\_\_

Company Contact

Person \_\_\_\_\_

Email

Address \_\_\_\_\_

Phone

Number \_\_\_\_\_

Internship

Dates \_\_\_\_\_

## Tasks to Be Performed

The student intern will:

By signing below, the Internship Sponsor agrees to the Roles and Responsibilities outlined in the Internship Agreement.

\_\_\_\_\_  
Company Sponsor Signature

\_\_\_\_\_  
Student Intern Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Internship Coordinator Signature

## Directions for Completing Time Sheets and Journals

Students are required to maintain timesheets that will be turned into the internship coordinator at the first of each month. These time sheets will be created and maintained on Google Drive. At the end of each month, you will print your time sheet and ask your internship supervisor to sign before returning the hard copy to the internship coordinator.

Students will also maintain their Internship Journal on Google Drive. It is imperative that students allow the internship coordinator editing rights to these documents so that feedback can be provided.

### Instructions for formatting information on Google Drive:

1. Log on to your Google Drive account.
2. Choose “New” and then select “Folder.”
3. Name this folder with your first and last name and the company name where you are interning. (Ex. John Doe, Flea Circus Inc.)
4. Share this folder with the internship coordinator. Make sure that you allow the coordinator editing access so that they can provide feedback on journal entries if needed.
5. Open your folder and create time sheets using Google Sheets. Each sheet should include the following columns, *Date*, *Arrival Time*, *Departure Time*, and *Total Hours*. You should create a separate tab for each month. Each sheet should be titled your last name and the month.
6. Within the folder, create a Google Document for your journal entries. The document should be titled with your last name and the word “Journal.” Within that document you should separate each entry with the dates for the week (ex. May 15 – 19). Refer to the internship program packet for specific information that should be included in your journal.
7. Make sure that all documents created within the folder that you created are shared with editing access.

## **Student Internship Journal**

You will begin your journal at the beginning of your internship. At the conclusion of your internship, the completed journal should be available to your Internship Coordinator through Google Drive. This journal is used as part of your final grade.

Your journal should be kept in a neat and chronological order. You should use proper writing techniques when journalizing each day's /week's activities.

One useful way of keeping track of what you're learning is to keep a journal or log of your activities. A journal causes you to think about your experiences and can help give you insight into what you are experiencing and how you are feeling about it. It can also give you a useful record of your learning.

To be most effective for you, the journal should not be merely a log of events. It should be a means for you to analyze the activities you are performing and the new things you are learning.

### **Each week, make an entry in your journal describing:**

- What you did at the site that week.
- What you learned at the site. If you didn't learn anything that day, maybe ask more questions, be more observant or try to engage more if possible.
- How you felt about your experience at the site that week. Were you frustrated, proud, fascinated, overwhelmed, bored?

### **The following are suggestions to include in your journal:**

- Describe the work atmosphere at your internship site. How are decisions made? Is it cooperative or competitive in atmosphere?
- How do you respond to suggestions or critiques?
- What leadership styles do you observe at your site?
- What observations have changed your thinking about this career?
- What are advantages and disadvantages of working for this organization?
- What would you do differently if you were in charge at the site? Would you make changes?





## Internship Sponsor Evaluation of Intern

University Christian High School

Intern \_\_\_\_\_ Internship Location \_\_\_\_\_

Please check in the appropriate box for each statement.

	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to site on Time						
Behaved in a professional manner.						
Effectively performed assignments.						
Communicates effectively (Oral and Written)						
Exercises Good Judgment						
Dependability						
Enthusiasm and Initiative						
Flexibility						
Cooperative with Others						
Responds well to Constructive Criticism						

Comments and/or recommendations:

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_