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Description: *Micro Internship* is a ¼ credit course that allows students to explore career interests and participate in an experiential learning opportunity. Prior to the micro internship, students will interview with the site host and receive guidance in employer expectations from their teacher.

Dates: Flexible, but approximately 4 or 5 weeks.
Start & end dates should be mutually agreed upon between the student and the employer.

Hours: The student and the site supervisor should mutually agree on specific days and times.
The recommendation is a minimum of 10 hours total, but more is permitted.

Site Supervisor/Mentor Role:

- Share a general anticipated plan/timeline with the student.
- Inform the students of safety practices and emergency procedures.
- Share your knowledge of workplace culture, background on company, workplace expectations, pros & cons of various jobs, and other relevant information.
- Complete the student evaluation form - provided by the internship coordinator at the end of experience.

Misc. Information for Site Supervisors:

- Termination of the internship experience is possible if the student's responsibilities are unfulfilled or if the site supervisor feels the student is not meeting workplace expectations.
- Because this is an unpaid school experience, Community High School District 155 provides liability insurance for the student.

Student Responsibilities:

- Comply with all policies and procedures of the internship site.
- Provide sufficient notification of any tardies or absences to the site supervisor.
- Provides own transportation to and from the internship site.

Activities:

Because every business is different, the type and level of participation will be different at each site. We hope the students can shadow and/or sample a variety of activities so they will have a reasonable understanding of the requirements and expectations for each career pathway.