VICTORY CHARTER HIGH SCHOOL

High School Internship Program General Information

Internships are temporary, supervised career exploration opportunities designed to give students exposure to the occupations they are considering for future employment, practical job experience, and real world work skills. Students are expected to actively engage in the search for internship mentors in career fields that interest them. During their internships students are encouraged to be inquisitive, industrious and helpful to demonstrate appreciation for the gift of time their mentors are giving them.

Students must complete an internship for each year in grades 10-12 for a total of 120 hours as a requirement for graduation. The hours below are the minimum to be completed each year, but students are allowed to serve more hours in any given year with approval from the Internship Coordinator.

Year in School	Hours required	Credit Hours	Total for Graduation
Sophomore	30 hours	1.0 credit	
Junior	30 hours	1.0 credit	
Senior	60 hours + balance needed to complete 120 hour requirement	2.0 credits	120 hours

Victory Charter High School Internship Agreement

OVERVIEW

Internships at Victory Charter High School are temporary, supervised career exploration opportunities designed to give students practical job experience and exposure to the occupations they are considering for their future employment. Each high school student must complete a total of 120 internship hours before they graduate, and receive a total of 4 credit hours for the internships they complete.

GOALS AND EXPECTATIONS

1. Students will observe and experience the daily responsibilities and tasks of their mentor
2. Students will become aware of professional work expectations and appropriate workplace relationships
3. Students will complete tasks assigned by their mentors which might include reading books and trade publications, watching training or other work related videos, and completing relevant projects. These assignments completed both on the worksite and off, help accumulate the required internship hours. All hours will be documented on the provided timesheet
4. Students will conduct a final interview with their mentor to wrap up the internship and then write a reflection paper
5. Both the student and mentor will complete the provided internship evaluation form

The information and signatures on the next page must be filled out and turned in on Schoology no later than September 29, 2025.

Victory Charter High School Internship Agreement

Internship Participants:

Student: _____Grade: (circle) 10th 11th 12th
Mentor: _____
Occupation:_____
Business:_____
Address:_____
Mentor phone: _____
Mentor email:_____
Anticipated Start Date: _____
Hours to be completed (circle) 30 60 other _____

Internship Description:

_____

_____

_____

Signatures:

Student: _____
Date:_____

Mentor: _____
Date:_____

Parent: _____
Date: _____

Note: Students must submit this form by Sept. 29, 2025 and submit a reflection paper and other internship documentation by April 21, 2026.

Dear Victory High School Student Mentor,

Thank you for your willingness to play a significant role in the future of a Liberty High School student by mentoring them in your area of expertise and providing a valuable internship opportunity. Your generous support has life changing potential for our students, and we are grateful for your community service. As the Internship Coordinator I want to be a resource for you should you have any questions, concerns or needs as you interact with our student(s). My email is internship@victorycharterschool.net.

At Victory High School, students serve internships during grades 10-12. They receive academic credit once they've completed the required internship hours. Your intern is requesting a _____ hour internship with you. Work site observation, when possible, is important to internships, but there are additional ways to help your intern explore your profession and attain their hours. They are listed below along with other aspects of the mentor role that we've found make for a successful real-world experience.

Mentor's role:

- To expect mature, professional behavior at all times from your intern
- To provide appropriate job related experiences/observations, tasks or assignments and educational materials (publications, websites, videos, etc.) that will result in an accurate understanding of your occupation, industry or trade
- To explain the educational requirements for your occupation
- To communicate any concerns or questions to the Internship Coordinator
- To complete the provided evaluation of the student intern at the culmination of the internship prior to April 21, 2026.

What you should receive from your intern:

- An Internship Agreement document to sign
- An enthusiastic and engaged student willing to learn and pitch in when appropriate
- An evaluation form of your student intern to complete before April 21, 2026

Thanks again for your participation!

Bailey Hirschi
Liberty High School Internship Coordinator
internship@victorycharterschool.net

Internship Program - Parent Information

Dear Parent,

Thank you for all you do to support your Victory Charter High School student. Your child is about to embark on what could become a life changing experience, a high school career exploration internship.

At Victory Charter High School we want students to be as prepared as possible for the world of work, and so we have high expectations for the time and energy they spend searching out their interests and the opportunities they have to prepare for their future. Please look over the information your student received about their internship assignment to see how you can be an integral part of your student's success.

Your student will turn in a reflection paper, two evaluations, and a timecard no later than April 21, 2026. It will be exciting to see what they learn from this challenging assignment.

Sincerely,

Bailey Hirschi, Internship Coordinator
internship@victorycharterschool.net

Intern responsibilities and checklist:

Secure an internship mentor

- Begin networking right away to find a mentor in your area of interest. If you are struggling to decide on a career to explore, revisit Next Steps Idaho and other websites that offer career exploration tools.
- Meet with Mrs. Hirschi for assistance when needed (available by appointment by filling out the appointment form in the high school office or by emailing internship@victorycharterschool.net)
- Once you've found a mentor, scan and submit your Internship Agreement document (signed by your mentor, a parent/guardian and you) on Schoology.

Provide your mentor with the paperwork listed here:

- Letter from Mrs. Hirschi
- A copy of the signed Internship Agreement

Meet all deadlines to avoid grade deductions:

- **Internship identified and contract signed October 29, 2025.** Be sure to communicate any challenges you are having well before the due date to receive assistance.
- **Reflection paper, timecard, evaluations due no later than April 21, 2026**. May be turned in earlier once your internship is completed.

During internship:

Act in a responsible and professional manner while in mentor's place of business

- Dress appropriately, have a positive and engaged demeanor
- Maintain confidentiality where needed
- Be on time and honor the schedule you and your mentor create
- Notify mentor if you are unable to make any scheduled appointments
- Always look for ways to be helpful and a contributing member of your mentor's team. Go the extra mile.
- Notify Internship Coordinator if internship challenges arise
- Keep your timecard up to date
- Keep a diary of your experiences

After completion of your internship, turn in the following no later than April 21, 2026.

- A reflection paper written according to the guidelines included in packet
- The evaluation form filled out by your mentor (scan and submit on Schoology)
- The evaluation of internship you complete
- **Legible** timecard with verification signatures and total hours completed. (scan and submit on Schoology)

Reflection paper guidelines:

- [ ] Write a two page reflection paper describing your career exploration experience.
- [ ] Explain what you did and where, and who you worked with, interviewed and observed.
- [ ] Explain why you chose this particular career to explore.
- [ ] What did you learn from the experience? Give specific examples and stories concerning your key takeaways.
- [ ] Describe the hard and soft skills you discovered necessary for success in this occupation.
- [ ] In what ways does this career now seem like a potential fit for you, or not?
- [ ] Did the internship help you meet the goals you set for the experience?
- [ ] In light of what you've learned from this experience, what's your next step (in regard to future internships, academic pursuits or other career [investigations)?

Submit your paper on Schoology, along with your time card and evaluations no later than April 21, 2026.

Internship Time Card

Date	In time	Out time	Hours completed	Mentor initials	Note about nature of tasks/learning
TOTAL TIME:					

Student Intern Evaluation

Student's Name _____
School_____

Mentor's Name _____
Business _____

(Mentors, please fill out and return to student no later than April 17th, 2026)

	1 Minimally	2 Sometimes	3 Usually	4 Always!
Student was engaged, inquisitive and positive during internship interactions.				
Student exhibited a professional demeanor and respected supervisors as well as workplace rules.				
Student was a fast learner and quick to ask questions to better understand this career and its requirements for success.				
A desire to excel was evident as student looked for ways to go above and beyond.				
Student has effective communication skills to navigate in a work environment.				
Student followed directions and completed all assignments given.				
Student was punctual and reliable.				
This student showed hireability once they have the education needed for this career.				

Mentor comments:

Internship Evaluation

Student's name _____Mentor's name_____

Career explored_____

(Students,fill out both sides of form)

	Did not meet expectations	Almost Met expectations	Met expectations	Exceeded expectations
This internship helped me reach the goals I set at the beginning of the school year.				
I was able to experience many aspects of this career and learned a lot that I didn't know before.				
My mentor gave me a variety of assignments and experiences to help me gain as much knowledge as possible.				
The workplace environment was positive and welcoming.				
The people I interacted with will be part of my network for employment in the future.				
I have an understanding of the hard and soft skills needed for this career.				
I would recommend this internship to other students.				

Student comments:

Submit this evaluation of your internship on Schoology along with your reflection paper, time card and your mentor's evaluation of your performance as an intern.