

Senior Internship Grading Policy

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Overview

Senior Internship offers qualified seniors structured, hands-on learning in a professional environment. Participants, referred to as interns, engage in experiences that integrate industry standards with the technical training acquired during grades 9–11 in their career and technical education program.

Senior Internship operates every other day during their senior year, with interns completing a minimum of 140 minutes in a supervised workplace from 12:00 pm to 2:50 pm on scheduled days.

Intern's Responsibility	Business Partner's Responsibility
- Secure approved placement and complete all onboarding requirements before starting. - Report on time, maintain attendance, and make up missed days outside school hours. - Follow directions, safety protocols, and quality standards. - Take initiative—request assignments when work is complete. - Apply academic, technical, and interpersonal skills in the workplace. - Follow the school or employer dress code. - Maintain professionalism in all workplace interactions. - Complete daily log after each workday in the provided software. - Attend monthly conferences with the Senior Internship Coordinator.	- Provide supervised, structured training aligned with industry standards. - Assign a mentor/supervisor and offer meaningful, varied tasks (beyond observation or clerical work). - Operate at least five days per week; provide work for 140 minutes every other day. - Maintain regular communication with the Senior Internship Coordinator. - Allow site visits by the Coordinator (about 30 minutes every 10 workdays). - Maintain insurance: - UCVTS liability coverage until 2:50 pm. - Workers' compensation required after that time. - Students must arrange their own transportation (no carpooling, Uber, or Lyft).

Failure to meet attendance, documentation, or performance expectations may result in program removal and replacement with additional coursework.



Be confident!



Be curious!



Be persistent!



Be engaged!

Grading Policy

- Business Partner Evaluations – 50%
 - Completed monthly
 - Includes:
 - Performance of Assigned Tasks
 - Time Management
 - Professional Responsibilities
- Senior Internship Coordinator Evaluations – 40%
 - Completed for each internship day
 - Includes:
 - Attendance records
 - Daily log submissions
 - Timely and Effective Communication
 - Participation in conferences
- Student Self-Evaluation – 10%
 - Completed monthly
 - Includes:
 - Self-reflective evaluation form
 - Participation in conferences with Senior Internship Coordinator



Note: the Business Partner, the Senior Internship Coordinator, and the student will conduct formative and summative evaluations each marking period—including written, oral, and practical assessments—to comprehensively assess intern performance. These evaluations serve as diagnostic tools to guide necessary adjustments to the training plan and support continued progress toward program goals. The Senior Internship awards high school credit, with the number of credits depending on the program length and schedule. Grades and interim reports follow the regular UCVTS marking period schedule.

Attendance Policy

As an intern, you are expected to complete assigned tasks promptly, so absences should be minimized. Participation in school-sponsored activities that conflict with internship hours, such as field trips or competitions, is permitted but requires making up missed time. If you are absent from school or your internship, you must notify both your employer and Senior Internship Coordinator immediately.

If you are attending school instead of your internship, you must be supervised on campus, notify your Coordinator of your location, and log your activities; failure to do so will count as an absence. Makeup time is not required for absences due to school closures, flip-flop schedules, testing days, assemblies, senior trips, AP exams, or prom.

Attendance is tracked via electronic daily timesheets. **More than nine absences may jeopardize course credit.**

Mandatory meetings with the Coordinator will be scheduled, typically during co-curricular period. Check your UCVTS email daily for updates and assignments.

“ Every day is a new adventure. Be curious, be brave, and never stop learning! ”