

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



Timber Creek Regional High School CEP Option- Internship Advisor: Mr. Ortzman

***ALL INTERNSHIP CONTRACTS ARE DUE BY AUGUST 14, 2026.**

DO NOT TURN IN AN INCOMPLETE CONTRACT - YOU WILL NOT BE APPROVED.*

STUDENT NAME: _____ **DATE:** _____

Description:

An Internship is an unpaid work experience in a field you may be interested in pursuing as a career. Students are responsible for finding and securing an internship placement. Please see Mr. Ortzman to discuss your interests/career path plans.

To The Internship Placement:

- Students are required to participate in a minimum of 5 hours per week/20 hours per month, but are encouraged to dedicate more hours if possible.
- Students must be in good standing within their placement to remain in this program.
- The internship will be verified by Mr. Ortzman, School Counselor, prior to the start of the school year.
- Please contact Mr. Ortzman at 856-232-9703 ext. 6056 or sortzman@bhprsd.org with any questions or concerns regarding the employee.

Please PRINT CLEARLY the following information:

Placement/Business: _____

Address: _____

Start date: _____ Position: _____

Anticipated hrs./week: _____

Supervisor Phone Number: _____

Supervisor email: _____

Supervisor Name (print) / Signature: _____ / _____

Internship Program Eligibility Requirements:

1. **Academic requirement:** Students MUST have ≥ 90 credits earned by September 1 of senior year AND a GPA ≥ 2.0 to participate in the CEP. Additionally, students must maintain passing grades in all courses in order to remain in the CEP program of choice.
2. **Attendance requirement:** Students MUST be in good standing (< 10 unexcused absences) to be eligible (at the time of registration)/remain in the CEP
3. **Conduct requirement:** Students MUST be in good standing (< 100 conduct points) to be eligible/remain in the CEP.
4. **Removal from CEP:** School administration has the right to remove students from any CEP at any time during the school year.
5. **Graduation Requirement:** ALL CEPs qualify as a CTE requirement for graduation purposes.
6. **Students with free/reduced lunch can remain on campus for lunch**
7. Students who would like to attend Timber Creek for the morning wheel, please note that morning courses are available on a first come, first served basis. If we cannot accommodate a morning schedule, you may have to attend your TC classes in the afternoon.

Internship Requirements:

1. **Students must secure internship placement no later than AUGUST 14, 2026.**
2. Students are required to commit a minimum of 5 hours per week.
3. Placement will be verified prior to the start of the school year, and at various points throughout. **YOUR SCHEDULE WILL NOT BE CHANGED TO A HALF DAY UNTIL YOUR CONTRACT IS IN AND HAS ADMINISTRATIVE APPROVAL.**
4. Students will be required to submit a monthly journal entry on their experience and proof of their weekly hours.
5. Students are required to notify Mr. Ortzman if terminated and/or quits or cannot find another approved CEP option, and must re-enroll for a full day within *fifteen school days*.
6. **Students must maintain passing grades in all required Timber Creek coursework.**

Credits:

If successful all year, students will earn 20 credits for this program. Students will be awarded a "P" (pass) or "F" (fail) each marking period. In order to earn full credit, students must submit monthly journal entries to Mr. Ortzman monthly via Google Classroom. **Students must participate in a minimum of 5 hours per week on-site. You will not receive credit and can be removed from the program if you are not fulfilling the program requirements.**

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Transportation is **NOT** included to your internship. The student/family will be responsible for transportation. **(Parent/Guardian Initial box)**

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We have read and understand the **"Internship Program Requirements/Rules"** above and acknowledge having to adhere to them to maintain participation in the Internship Program. **(Parent/Guardian Initial box)**

Student Signature

Date

Parent/Guardian Signature

Date

Student Contact #

Parent/Guardian Contact #

Vice Principal Approval

Date

Counselor Approval

Date

Approved by Mr. Ortzman: _____ Date: _____