

High School District 214 Internship Program Process

1. Our formalized Internship program provides students an opportunity for advanced skill development and to engage in meaningful work within their identified career areas of interest.
2. Students take a sequence of courses within an identified career pathway, including orientation or survey, developmental, and capstone level courses.
 - a. Internships are included as an opportunity within a capstone course of a career pathway
3. Student applies for the Internship program. A complete application consists of:
 - a. Student Application
 - b. Parent Recommendation and Consent forms
 - i. Medical Insurance form
 - ii. Syllabus Agreement
 - iii. Transportation form
 - iv. Off-campus Release
 - v. Internship Agreement
 - c. 2 Teacher Recommendations
4. Student's attendance, grades, and discipline records are screened
5. Every internship is customized so detailed information is obtained during an interview with the applicant
 - a. This information, along with data obtained from the screening, is entered into our relational management system CSO
6. Acceptance emails are sent to students with next steps including enrollment in our LMS (I use Moodle 2)
7. Our team searches for internship placements based on student career interests and what our industry partners can provide
8. Once a placement is secured:
 - a. A placement email is sent to the student with detailed information and next steps
 - b. An email confirmation is sent to the industry partner
9. Evaluation and Collection of Data/feedback
 - a. Our team conduct site visits
 - b. Half way through the semester:
 - i. Student completes a self-evaluation
 - ii. Site supervisor completes an evaluation on the intern
 - c. Conclusion of the semester
 - i. Student completes a self-evaluation
 - ii. Supervisor completes an evaluation on the intern
10. Grading
 - a. Student earns .5 credit for the Fall or Spring semester (5-10 hrs/wk)
 - b. Student earns 1.0 credit for the Summer semester (120 hrs over 6 weeks)
 - c. The overall grade is comprised of student performance at the internship site, along with assignments completed via Moodle 2
 - i. Reflective journaling; forums; analysis paper; ePortfolio