

CHARLESTON HIGH SCHOOL

INTERNSHIP HANDBOOK

2024-2025



CHARLESTON

— CUSD NUMBER ONE —

CHARLESTON HIGH SCHOOL

INTERNSHIP PROGRAM

INTERNSHIP PROGRAM OVERVIEW

Program Goal:

An internship is defined as a hands-on professional learning experience where a student works at a company or organization in order to gain work experience related to a specific career goal. Students learn how their career pathway applies to the real world which enables them to be one step closer to their post-secondary goal. An internship can be an excellent and eye-opening way to decide if a certain field or major is in fact the right fit. Our goal is for each student to have a meaningful work experience outside of the classroom that better prepares them for their future.

Program Description:

Any junior or senior student who is on-track for graduation has the opportunity to participate in an internship. As part of the program, students meet in the classroom approximately the first two weeks of the semester to learn essential workplace skills, create a professional resume and cover letter, and further explore post-secondary goals. Then students leave the classroom to attend their internships and apply their skills in a professional industry setting during one 80-minute class period every day for the remainder of the semester. Students will also meet in the classroom once a month to continue lessons on essential skills and career exploration.

For students who are ahead on credits and their schedule allows, they may select the Extended Internship, which includes two 80-minute class periods every day during the morning block or afternoon block.

Interns are required to complete a minimum of 60 hours of work during the course of the semester for the Traditional Internship and 120 hours for the Extended Internship. Students are supported by their instructor and are graded on hours worked, assignments, a final project, and most importantly, evaluations by their supervisors. Internships may be paid or unpaid. Students earn course credit for their experience, as well as gain valuable work experience to add to their resumes.

Internship Placements & Partnerships:

CHS interns can be placed into their internships in one of two ways: (1) A student can seek out an internship and apply, provided the company or organization meets our criteria and registers with CHS to complete all necessary paperwork. This site must be approved by the internship coordinator. (2) A student can also choose an internship with one of our industry partners which can be found on our school website and soon on SchoolLinks.

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Important Dates for the 2024-25 Internship Program:

(Dates are subject to change)

Task	Fall Semester	Spring Semester
Intern Application & Teacher Recommendations (complete online on CHS Internships page)	March 15, 2024	December 1, 2024
Internship Packet (download from the CHS Internships page) Includes contact information form, work schedule form, and agreement (with required signatures)	May 1, 2024	December 1, 2024
Supervisor Request for Intern Online Application Form Window (for any business wishing to request an intern) (complete online on CHS Internships Page)	At any time, but prior to the first day of school. Ideally during the spring semester for placement, the following fall.	November 1-December 16, 2024
Intern “Bootcamp” (In-class 2-week Training: SchoolLinks, Career Assessments & Exploration, Resumes, Cover Letters, Interview Skills, Workplace Essential Skills)	First two weeks of semester (due to larger group)	First week of semester (New Interns only)
Intern Start Date (First Day of Work at Placement)	September 3, 2024; Day after Labor Day	January 8, 2025 (New Interns Only) January 2, 2025 for Full-Year Interns
Intern Non-Work Days (Dates interns are not required to work due to school holidays/events; if available, interns may opt to work to make up hours)	Students will meet in the classroom once a month (a tentative schedule will be provided to students and supervisors); Other non-work days include October Institute; Columbus Day; PT Conferences; Election Day, Thanksgiving Break	Students will meet in the classroom once a month (see tentative schedule); Other non-work days include President’s Day; Spring Break; PT Conferences; Good Friday
Interns’ End Date (Last Day of Work at Placements)	December 17, 2024 (last day before finals)	Tentatively May 20, 2025 (last day before finals) Seniors’ last day is May 6, 2025

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OBJECTIVES FOR INTERNSHIPS

1. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
2. To facilitate the transition between school and employment.
3. To provide training for interns to practice skills and attitudes learned in the classroom.
4. To provide interns with practical experiences that will help make their classroom instruction more meaningful.
5. To provide an opportunity, through the use of local businesses, for interns to acquire skills and knowledge that are best developed on the job.
6. To provide opportunities for interns to develop the ability to work cooperatively with co-workers and supervisors.
7. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
8. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
9. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making skills.
10. To prepare students to be successful in reaching their post-secondary career and/or college goals.
11. To graduate students who are equipped with the necessary skills to be a productive citizen within their community.

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INTERNSHIP PROGRAM RESPONSIBILITIES

Student Intern Responsibilities

- Contribute real work to a site **not owned or supervised by an immediate family member**
- Secure their own transportation to and from the internship site and have a signed travel waiver on file (*included as part of the student application form*)
- Meet regularly with their supervisor to report on progress and to receive feedback
- Take on projects, as required, for the internship site or supervisor
- Submit weekly timesheets via SchoolLinks (and verified by their supervisor) by the due date (*every Monday*)
- Call or email their internship supervisor and instructor if he/she is going to be absent or late
- Complete all necessary projects and/or assignments assigned by the instructor
- Dress professionally while at the internship site
- Demonstrate an attitude and work ethic that will display a positive reflection of CHS and the internship program
- Be in attendance every day at the internship site
- Refusal to abide by internship guidelines, excessive absences (no more than eight), or unacceptable behavior, may result in dismissal from the program
- If dismissed from school due to disciplinary reasons, the student will not participate in the internship, in any manner, until the situation is satisfactorily resolved by the internship coordinator and school administration

Supervisor Responsibilities

- Provide any necessary training for site-specific duties
- Schedule regular time to check in with the student to provide feedback
- Meet, call, or email with the student's instructor to discuss their work, as needed
- Verify weekly timesheets via SchoolLinks email request and keep a log of student attendance
- Contact the instructor if a student is absent or continually tardy
- Complete a quarterly evaluation of the intern
- Provide the student with a letter of recommendation upon conclusion of internship, if asked

Instructor Responsibilities

- Prepare students for the internship experience as well as for future employment
- Manage weekly timesheets
- Monitor intern attendance and behavior
- Communicate with intern supervisors quarterly and as needed
- Visit internship sites for each intern (once per semester)
- Prepare quarterly evaluation materials for supervisors
- Assign students a semester grade based on their internship participation both in class and the worksite

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HOW INTERNS ARE GRADED

For the duration of the Internship Program, students will be graded on three major areas: (1) Classwork, (2) Attendance, and (3) Supervisor Evaluation.

1. Classwork – Includes all required paperwork and weekly assignments/projects

*Internship Application (signed by student and parent/guardian)
*Internship Contact Information Form (completed and signed by student and supervisor)
*Internship Work Schedule (completed by student)
*Internship Agreement Form (signed by student, parent, supervisor, and coordinator)
*Teacher Recommendation Forms accessible online (completed by three different teachers)
Weekly Time Sheet (completed and submitted by the student through SchoolLinks and then verified by supervisor; due every Monday)
Supervisor Evaluation #1 (completed by the supervisor at the end of 1 st Quarter/3 rd Quarter)
Supervisor Evaluation #2 (completed by the supervisor at the end of 2 nd Quarter/4 th Quarter)
Copy of Thank-You Letter to Internship Supervisor
Copy of Supervisor Letter of Reference (not required, extra credit)
Essential Skills (completion of learning activities)
Employment Documents (resume, cover letter, and references)
SchoolLinks (account creation, assessments, career exploration)
Internship Final Project/Presentation

* Required paperwork can be accessed on the CHS/CTE/Internship webpage.

2. Attendance:

Attendance at internships is MANDATORY. You will attend your internship every day that you are scheduled to work. You are not required to attend your internship on a school holiday; however, if your supervisor agrees and the business is open, you may attend to make up any previously missed hours. For classroom purposes and completion of the timesheet, each class period worked is equivalent to 80 minutes regardless of driving time. Students with excessive absences (more than eight absences) without a medical excuse may be removed from the program and placed in a study hall.

A weekly timesheet will be submitted every Monday through SchoolLinks. It must be completely filled out with the total number of hours for the week along with a short summary of skills learned for the week. Any extra notes needed for the instructor can be included as well. A 10% deduction will be given for all late timesheets.

3. Supervisor Evaluations

Your supervisor will assign a quarterly grade based on your performance, attendance, and behavior. You are expected to be on time every day, perform the duties you have been assigned, and be respectful and professional at all times. If the supervisor has concerns, a meeting may be scheduled to discuss possible solutions, alternative placement or removal from the program. You are representing Charleston High School and a local business in your community; make them proud!

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INTERNSHIP CONTACT INFORMATION

This form is to be completed by the student and internship supervisor. Two copies should be made: one for the student, one for the supervisor, and then the original for the instructor. Please print neatly.

Student Name: _____

Phone: _____ Email: _____

Supervisor Name: _____

Phone: (Office) _____ (Cell) _____

Email: _____

Name of Business/Organization: _____

Address of Internship Site: _____

Student Emergency Information:

Who to contact in case of emergency:

Name

Relationship

Phone

Please list any special medical conditions that need to be noted:

Instructor's Name: Angie Niebrugge, CTE Specialist/Internship Coordinator

Instructor's Phone: (217) 639-5118

CHS Main Office Phone: (217) 639-5000

Instructor's Email: aniebrugge@charleston.k12.il.us

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INTERNSHIP WORK SCHEDULE

This form is to be completed by the student and internship supervisor. Three copies should be made: one for the student, one for the supervisor, and one for the instructor. Please print neatly. Be sure to complete for the correct semester: Fall or Spring.

Student Name: _____

The Internship will take place: ☐ Semester 1 ☐ Semester 2 ☐ Entire Year

Internship Start Date: _____ **End Date:** _____

Dress Code: _____

Work Schedule: *Check the class periods below that will be used for your internship time. Charleston High School uses a block schedule. Monday and Wednesday are Scarlet Days (Periods 1, 3, 5 and 7) and Tuesday and Thursday are Gold Days (Periods 2, 4, 6 and 8). All classes meet every Friday. The class times for Friday vary slightly from the M-Th schedule. Early bird classes meet every day before school.*

- ☐ Period 1 ☐ Period 2 ☐ Period 3 ☐ Period 4
☐ Period 5 ☐ Period 6 ☐ Period 7 ☐ Period 8

CHS BLOCK SCHEDULE					
	Monday <i>Scarlet Day</i>	Tuesday <i>Gold Day</i>	Wednesday <i>Scarlet Day</i>	Thursday <i>Gold Day</i>	Friday <i>(All classes meet)</i>
EB	7:55-8:35	7:55-8:35	7:55-8:35	7:55-8:35	7:55-8:35
1/2	8:40-10:00	8:40-10:00	8:40-10:00	8:40-10:00	1: 8:40-9:20 2: 9:25-10:05
3/4	10:05-11:25	10:05-11:25	10:05-11:25	10:05-11:25	3: 10:10-10:50 4: 10:55-11:35
Lunch/W.I.N.	11:30-12:30	11:30-12:30	11:30-12:30	11:30-12:30	11:35-12:20 (No WIN)
5/6	12:35-1:55	12:35-1:55	12:35-1:55	12:35-1:55	5: 12:25-1:05 6: 1:10-1:50
7/8	2:00-3:20	2:00-3:20	2:00-3:20	2:00-3:20	7: 1:55-2:35 8: 2:40-3:20

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INTERNSHIP AGREEMENT

Student Name: _____

This form is to be completed by the student and internship supervisor and signed by those indicated at the bottom. Three copies should be made: one for the student/parent/guardian, one for the supervisor, and one for the instructor. Please print neatly. This agreement should be completed for all new internship placements.

Agreement to Program Guidelines:

The internship program is a valuable learning experience for students to explore careers and gain transferrable work skills in a professional setting. This handbook serves as a resource for all individuals with a direct involvement in the program.

By signing below, you are indicating that you have read through the handbook and are aware of your responsibilities. Students and parents must have also completed and signed the internship application, which includes the travel waiver, prior to signing this agreement.

If at any time you have questions or concerns, please contact the internship coordinator.

Signatures:

Student Date

Parent/Guardian Date

Internship Supervisor Date

CHS Internship Coordinator Date

Nondiscrimination Notice

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. (Board Policy 7.10)