



# CHARLESTON

CUSD NUMBER ONE

## WORKPLACE EXPERIENCE

### TRADITIONAL AND EXTENDED INTERNSHIPS

**Purpose:**

A hands-on professional learning experience related to a career goal

**Who Can Enroll:**

Juniors and Seniors

**Pay:**

Can be paid or unpaid  
Academic credit is given

**Duration/Hours:**

*One semester or full academic year*

Traditional: One 80-minute class period per day every week, Monday through Friday for a minimum of 60 hours/semester.

Extended: Two 80-minute class periods per day every week, Monday through Friday for a minimum of 120 hours/semester

**Employer Role:**

Serves as a mentor to the student  
Offers training, where relevant  
Works with the coordinator to establish goals  
Prepares quarterly evaluation of student

**Other:**

Classroom instruction is provided periodically throughout the course  
Students must submit an application, and teacher recommendations, and complete the internship handbook before admittance into the program  
Students must secure their own transportation  
Good attendance is a must & students must be on track for graduation  
*Students may repeat this course*

For more information  
contact:

**Angie Niebrugge**

*CTE Specialist*

Charleston High School

[aniebrugge@charleston.k12.il.us](mailto:aniebrugge@charleston.k12.il.us)

(217) 639-5100

LEARNING AND LEADING EVERY DAY