

**FAULKTON AREA SCHOOL DISTRICT**  
**Internship Program**  
Updated May 2012 by Nikki Melius

**Program Goal:** To afford opportunities to students to learn job skills and explore career options.

**Enrollment Criteria:**

1. Student must have completed and received a B average (85.5%) or better in the CTE Employability Skills (FS201) course prior to enrolling in the Internship program.
2. Student has had no more than ten excused absences during the year prior to the internship.
3. Student has had no un-excused absences during the year prior to the internship.
4. Student has had no more than five un-excused tardies during the year prior to the internship.
5. Student has had no history of being removed from any class for misbehavior or suspended from school for any reason during the year prior to an internship.
6. Student must submit completed internship application in to the Internship Coordinator.
7. Application submittal and completed contract deadlines are as follows: (Note: if the deadline date is not a school day, the date reverts to the Monday immediately following the stated date.)
  - Summer: April 1 application; May 1 for completed contracts
  - Fall: May 1 for application; August 1 for completed contracts
  - Spring: November 1 for application; December 1 for completed contracts
8. Exceptions to the above criteria may be allowed at the discretion of the Internship Coordinator and/or HS principal.

**Process:**

1. Student submits Internship Program Application to Internship Coordinator.
2. Student meets with to Internship Coordinator discuss career interests and goals. Potential internship opportunities and employers are then determined.
  - Student must not be related to the employer.
  - Student must have no previous work experience in that position with that employer.
  - Exceptions to the above statements may be approved at the discretion of the Internship Coordinator.
3. Student completes Student's Internship Contract. Signatures from a parent and high school administrator are required prior to obtaining the Internship Coordinator's signature and completing the application process.
4. Student completes Employer's Internship Contract. Internship is an unpaid position. Payment after the completion of course requirements is under the authority of the site coordinator but neither encouraged or required.
5. Employer completes student evaluation form and turns in record of hours worked at a minimum of every month.

6. Student writes mid-term paper after 45 hours of work have been completed.
  - a. Minimum of 250 words in length
  - b. Typed in 12 point font and double-spaced
  - c. Content should include the following items:
    - i. What student learned so far from the internship experience.
    - ii. How student applied what was learned in high school courses to the job.
    - iii. Career training skills that have been utilized.
    - iv. How employer trained student.
7. Student meets with Internship Coordinator to discuss progress and mid-term paper.
8. Student prepares multi-media presentation after 90 hours for .5 credit or 180 hours for 1 credit.
  - i. \*\* See guidelines page
9. Employer completes evaluation and hours worked forms. Submits to Internship Coordinator.
10. Student prepares a presentation on the internship experience and presents it to the Internship Coordinator and school administrator.
11. Internship Coordinator turns in grade and credit(s) earned to student's high school. IF the site chooses to employ a student after the completion of the course, it may not take place until final grades have been posted. At this time the student is not longer the responsibility or liability of the Faulkton Area School District.

**Process Review:**

- \_\_\_\_\_ Student submits completed Internship Application to Internship Coordinator. (deadline)
- \_\_\_\_\_ Student meets with Internship Coordinator to discuss employment opportunities.
- \_\_\_\_\_ Student submits contract completed and signed. (deadline.)
- \_\_\_\_\_ Student submits employer contract completed and signed. (deadline)
- \_\_\_\_\_ Employer submits a signed student evaluation and record of hours (monthly).
- \_\_\_\_\_ Student submits mid-term paper after 40 hours are worked.
- \_\_\_\_\_ Student meets with Internship Coordinator to discuss progress & mid-term paper.
- \_\_\_\_\_ Employer submits evaluation and hours worked form to Internship Coordinator at completion of internship.
- \_\_\_\_\_ Student writes final paper at completion of internship.
- \_\_\_\_\_ Student completes final presentation.
- \_\_\_\_\_ Internship Coordinator turns in grade and credit(s) to student's school.