

2021-22 WFHS CTE Internship Application

Application Checklist:

The following items must be completed and submitted BEFORE students can register to start an internship.

Note: Internships ARE NOT guaranteed. A review of scheduling and prerequisites will be made once below forms are submitted.

1. _____ Prerequisites for Internship Form
2. _____ Covid Form
3. _____ Code of Conduct Form
4. _____ Internship Placement Agreement
5. _____ Internship Application with Teacher Recommendations – Application must be filled out to be considered for review.
6. _____ Add CTE Internship Course Form

Deadlines for Internship Packet Paperwork:

May 27, 2022 (Summer & Fall 2022 Interns)

Dear Internship Applicant:

Enclosed you will find important information that will be helpful to you in your internship. Please read the material and utilize the suggestions to make the most of your internship experience. You will be completing three components for this internship (project, portfolio, and work experience) with each having a grading rubric.

A project idea will be discussed with the internship supervisor and the CDC, Mrs. Tyson. After an idea is chosen and approved, you will work on the project during the internship experience and collect information to use in a final presentation. The employer, school representatives, parents and others may be present during your presentation. This will be the time to share what you have learned and thank the people you have worked with during the internship.

A portfolio will be submitted using Google Classroom & Canvas; it will include journals, progress reports, timesheets, etc. based on the list provided in the Portfolio section of this document.

The work experience component relates to your time spent at the internship and includes professionalism, demonstrations of integrity and high ethical standards, and an understanding of the company's culture, mission, goal, and vision. Your internship supervisor will complete a rubric for this component.

The positive impression you make will be helpful to you in the future when you are seeking a reference or a permanent position. Recognize that through your job performance you are representing Wake Forest High School. We hope this experience will ensure that your employer will warmly receive future interns. Your internship will give you a chance to demonstrate your competence and initiative; we hope you will use it as an opportunity to learn and grow.

Sincerely,

Mrs. Susan Tyson, Career Development Coordinator

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 120 hours. Students will earn a credit (1) for the internship.

Internship Requirements:

- Students must have begun the 11th or 12th grade.
- Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern).
- The internship can be paid or unpaid. Most are unpaid.
- Students cannot intern with their parent/guardian or family business.
- Wake County Public Schools maintains liability insurance for all students who participate in an approved internship.
- Internships may be taken in place of a class at school if the student is on track to graduate. Internships are usually taken during 4th period. The internship includes completion of 120 hours of work-based experiences for one high school credit on a graded basis. A maximum of two WCPSS internships are allowed per student

Pre-Approval

- Students should schedule a conference with Internship Coordinator - Mrs. Tyson, styson@wcpss.net
- Students complete the following application forms and return them to the internship coordinator before the internship deadline:
 - Internship Application with Two teacher recommendations
 - Code of Conduct form
 - Prerequisites for an Internship form
 - Resume
 - Internship Agreement for site placement
- Students must arrange their own transportation for the internship
- Internship placement must be off campus

See forms below - print, sign, and return to Mrs. Tyson, Room 226.

WCPSS School to Career Internship Program

PREREQUISITES FOR AN INTERNSHIP

1. Excellent attendance and punctuality – no more than five absences per term
2. A minimum overall GPA of 2.5. If students do not have an overall GPA of 2.5, they must submit a written request for an internship, including bulleted reasons why the student should be awarded an internship
3. Two (2) teacher recommendation letters.
4. Satisfactory performance on the preliminary practice interview conducted at the school, by School Staff or business representative if applicable
5. Submission of an acceptable résumé
6. Availability to work a minimum of 120 hours either full time in the summer or part time in the junior/senior year
7. Declaration of academic or honors internship credit before starting internship.
8. Personal possession of requisite documents (social security card, green card, working papers, etc. if a paid internship)
9. Proper business attire and careful grooming for all interviews
10. Punctuality at internship interviews, meetings, etc. (Failure to follow through or keep appointments will result in removal from internship pool)
11. Attendance at the pre-internship meeting
12. Communication with Internship Coordinator regarding any problem related to placement
13. Compliance with any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.
14. Ability to provide own transportation

I have read the above and understand that these criteria must be met before I will be eligible for an internship placement through Wake Forest High School. I understand that ultimately it is my responsibility to secure the internship.

Student Name (printed) _____

Signature _____ *Date* _____

Witnessed by (Parent Signature) _____ *Date* _____

Wake County Public School System

CTE Internship Agreement Addendum COVID-19 Recognition of Risk

All parties, (students, guardians, and business partners) recognize the risks associated with the COVID-19 pandemic and understand participation in this internship program is voluntary and not required by the Wake County Public School System. All parties are entering into the internship agreement acknowledging the risk and absolving The Wake County Public School System of any liability related to COVID-19 infection. Students will adhere to the business's COVID-19 risk management and safety policies for employees. Business partners will adhere to the Centers for Disease Control guidelines and industry standards for reducing the risk of infection.

Student Name:

Internship Site:

Internship Start Date:

Student Signature

Date

Parent/Guardian Signature

Date

Business Partner Signature

Date

Internship Coordinator Signature

Date

WCPSS School to Career Internship Program

STUDENT INTERN CODE OF CONDUCT

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will always knock-on closed doors.
- I will not discuss or ask about the amount of money employees earn.
- I will not chew gum or eat food while working.
- I will not take friends to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will always notify my supervisor if I am not able to report for work.
- I will work only when and where assigned.
- I will refrain from loud talking and inappropriate laughing.
- I will not use company phones or email for personal use.
- I will not use my cell phone for personal use while on the job, including texting.
- I will not surf the Internet, use personal email, or play games while on the job.
- I will keep company information confidential unless directed otherwise.

Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential, and any dissemination of this information could lead to legal prosecution. Always remember that you are representing WCPSS to the public.

Intern signature

Date

Intern name - printed

WCPSS School to Career Internship Program

INTERNSHIP PLACEMENT AGREEMENT

Student Name: _____

Internship Site _____

Internship Supervisor Name & Title: _____

Internship Supervisor Email: _____

Internship Supervisor Office Phone: _____ Ext. _____

Internship Supervisor Cell Phone: _____ Ext. _____

Internship Site Alternate Contact Person Name:

Internship Site Alternate Contact Person Phone Number:

Internship Site Address, City, Zip: _____

Internship Site phone #: _____ FAX #: _____

Building/Department of Student Location:

Student Responsibilities/Duties:

Internship start date: _____ Number of weeks: _____ # Hours per week _____

Internship end date: _____

Rate of pay (if applicable): _____ per _____ Frequency of payment:

The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Discuss project proposal with the Internship Supervisor.
4. Consult with the Internship Coordinator as assigned by the Internship Coordinator.
5. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and Internship Supervisor should accident or illness occur.
6. Conform to the regulations of the organization (dress, conduct, etc.)
7. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.

8. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
9. Complete all WCPSS internship credit requirements.
10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

The Internship Coordinator agrees to:

1. Review the student intern's project proposal and internship responsibilities.
2. Monitor the student performance during the internship.
3. Maintain contact with the Internship Supervisor.
4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information.
5. Assess the student intern using the Internship Project Rubric and Internship Portfolio Grading Rubric.

The Parents/Guardian agrees to:

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health, and accident insurance for the student.
4. Report any concerns regarding internship to the Internship Coordinator.

The Internship Supervisor agrees to:

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with project ideas.
3. Assign a mentor to work with the student intern and evaluate all work products.
4. Confer with student intern to provide feedback on strengths and areas to be improved.
5. Provide the opportunity to work 120 hours within one semester or agreed upon time.
6. Verify and sign off on the student's work hours.
7. Allow the Internship Coordinator to visit the site during the internship
8. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly or if there are issues with the student's work performance.
9. Provide a written evaluation using the Internship Work Experience Rubric (provided by WCPSS) of the intern's work at the end of the internship experience.

Student Intern Signature _____ Date

Parent/Guardian Signature _____ Date

Internship Coordinator Signature _____ Date

Internship Supervisor Signature _____ Date

INTERNSHIP APPLICATION

Last Name: _____ First Name: _____ MI: _____

Grade: _____ Counselor: _____

Street Address: _____ City: _____ Zip: _____

Student E-mail: _____ Home Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Briefly describe how this internship is related to your career goals. Be very specific. This is required!

Career Goal: _____

Briefly explain your plans after high school graduation:

List any CTE or other courses you have taken or are currently taking related to the Internship and your career goals:

Briefly describe any paid or unpaid work experience you may have had:

Describe any industry tours, visits, or job shadowing experiences you have had and your thoughts on those experiences:

I hereby certify that the information on this application is true and accurate to the best of my knowledge.

Student Signature

Date

Parent Signature

Date

Teacher Recommendation Form

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to student. Thank you!

Student Name:				
Teacher Name:				
Please rate this student honestly on the characteristics below.				
	Excellent	Above Average	Average	Needs Improvement
Attendance/Punctuality				
Cooperation/Teamwork				
Follows Direction				
Solves Problems				
Takes Initiative				
Responds to Suggestions				
Works well with or without supervision				
Completes Assignments and tasks on time				
Treats others with Respect				
Student Strengths:				
Student Areas for Improvement:				
Other Comments:				

Teacher Recommendation Form

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to student. Thank you!

Student Name:				
Teacher Name:				
Please rate this student honestly on the characteristics below.				
	Excellent	Above Average	Average	Needs Improvement
Attendance/Punctuality				
Cooperation/Teamwork				
Follows Direction				
Solves Problems				
Takes Initiative				
Responds to Suggestions				
Works well with or without supervision				
Completes Assignments and tasks on time				
Treats others with Respect				
Student Strengths:				
Student Areas for Improvement:				
Other Comments:				

Wake Forest High School Internship Program

Mrs. Susan Tyson, Coordinator

Room 226, 919.554.8611, ext.23700, styson@wcpss.net

Add CTE Internship Course Form

Date: _____

Student First Name: _____ Last Name: _____

Middle Name _____ Students ID #: _____

Student Phone # _____

Student Email _____

Parent/Guardian Name _____

Parent Email _____ Parent Phone # _____

Internship Semester: ____ Fall ____ Spring Course to Be Added: CTE Internship

Course Code: _____ (Mrs. Tyson will complete this) Credit: **1 credit**

Course (s) to be dropped: _____

Course Name _____ Course # _____ Period _____

Course Name _____ Course # _____ Period _____

Desired Internship Period: 1st 2nd *3rd 4th 5th

I have discussed my desire to intern this semester with Mrs. Tyson. I have met all requirements:

- Junior or Senior
- Able to provide own transportation
- Will obtain the MINIMUM required 120 hours
- * If you are interning 3rd period, **you will need to submit an early release form** for 4th period.

Student Signature _____ Date _____

Please submit this form and get a signature from your Counselor for his/her approval. (Graduation requirements will be reviewed.) Return this form to Ms. Tyson, Room 226. Mrs. Tyson will then submit this form to Ms. Simons, API, for her review and approval. If approved, Ms. Simons will forward this form to Ms. Taylor, Data Manager. Finally, Ms. Taylor will update your schedule to reflect your internship and, if applicable, will input your early release.

----- Office Use Only -----

1) Counselor's Signature of Approval _____ Date _____

2) Internship Coordinator (Mrs. Tyson) _____ Date _____

3) Ms. Simons' Signature of Approval _____ Date _____

3) Ms. Taylor's Signature of Internship Course Addition _____ Date _____