

## District 214 Internship Program Description

Township High School District 214 offers students an opportunity to apply for and participate in a variety of school and district internship programs. These programs are for students who have reached a point in their life and career planning where they are ready, willing, and able to explore a career in greater detail.

Below are the requirements for both the students and the onsite businesses.

- Students must complete an application process that includes self-reflection, a three page parent evaluation, a minimum of two teacher recommendations and proof of insurance.
- Students are interviewed by the Internship Coordinator or Career Advisor for career relevance.
- Students need to have taken coursework related to the field as well as participated in career exploration of their chosen career area before doing an internship.
- Students are onsite from 5-10 hours per week. (Times to be determined by district and work-site.)
- Students participate in various opportunities which cannot be replicated in the classroom.
- Students must keep a daily journal of their experiences and e-mail them to the Internship Coordinator.
- Upon successful completion of their journal and evaluation, students receive 0.5 credits per semester for this experience.
- Internships are available per semester or in a six week summer program.
- All interns are either juniors or seniors.
  
- Mentors provide an opportunity for students to ask questions and participate in hands-on projects that would benefit the student's learning and understanding of the career area.
- Mentors are required to complete an evaluation form twice during the course of a semester.
- Mentors will be contacted once each quarter by the Internship Coordinator to discuss the progress of the student.
- The Internship Coordinator is always available to the mentors to discuss any questions or problems that might arise.
- All district internships are unpaid since the sites are considered an extended classroom and learning opportunity.
- The mentor, student, parent/guardian, counselor and coordinator must sign an Internship Agreement Form.

Please direct all questions to:

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