

2020-2021

NORTH LITTLE ROCK HIGH SCHOOL
Internship Student/Parent Contract
2020-21 School Year

The Internship program is a cooperative effort between the school and business partners in the community. The student receives training/experience through part-time employment or internships. Students selected for participation in this program take regular courses in high school in order to meet all graduation requirements, along with working/interning a minimum of 10 hours per week. Students may be released from school to report to work during blocks 3 and 4. A student is not allowed to leave campus for work purposes unless he/she is enrolled in a work/internship-supervised program. Students receive one local credit per period of internship/work (up to three credits). The North Little Rock School District will not provide transportation to and from the work/internship location. The privilege of being in the program carries with it responsibilities each student and his/her parent(s)/guardian must understand and agree to.

1. I understand that my place of employment is considered an "internship site". I understand that I must have an approved training station in the fall semester by **August 3, 2020** or I will not be able to participate in the Internship program. **This may require communication with the coordinator during the summer months.**
2. I will attend all training required by my employer. Required training during the regular school day may be authorized if I notify my counselor in advance.
3. The work/internship experience should encompass aspects of a career pathway the student is interested in pursuing. If I enroll in the Internship program and plan to use a current job as my work/internship site, I understand my job is subject to the rules of this contract.
4. I will not leave a position without notification to and approval of my counselor. I will make all necessary arrangements to then leave the position with satisfactory notice and a satisfactory work record. If I quit my job or change training stations without discussing the situation with my counselor, I understand I may receive an "F" for all internship credits and may be rescheduled into a full class schedule.
5. If I lose my job for reasons beyond my contract (such as a reduction-in-force), I will not be penalized. I will then find an alternate suitable work/internship station within 3 weeks from the date of termination.
6. I understand that Internship is a part of my school schedule; therefore, attendance is critical. I should make all attempts to report to my training station for my scheduled periods/work schedule. However, if I will be absent for Internship, whether excused or unexcused, I will do the following:
 - a. Contact my supervisor/employer **IMMEDIATELY** to inform him/her of my absence
 - b. Contact my counselor to inform him/her of my absence
7. I will maintain an accurate and up-to-date record of the hours worked at my training station using the online log provided by my counselor. I understand that this log may be reviewed by the counselor at any time. Falsifying information on the time log in any way could result in receiving an "F" and being removed from the program.
8. I understand that I must return a Work/Internship Performance review each semester and that an end-of-the year project is required to be submitted to my counselor. I also understand that my grade will be negatively impacted if I fail to complete these requirements.
9. I understand and agree that I will leave campus at the beginning of my assigned work/internship block(s)

2020-2021

North Little Rock High School SENIOR Internship

Name: _____ Student Cell# _____

Student ID#: _____

I will be participating in the program:

Internship/Work Program

(up to 2 blocks in the afternoon)

I will work/intern at:

I want to be off campus for...

Blocks: (circle all that apply) A3 A4 B3 B4

I understand and agree that I will leave campus at the beginning of my assigned work/internship block(s)

I have permission from:

Counselor: _____

Parent/Guardian*: _____

Parent/Guardian#: _____

Parent/Guardian Email: _____

*Parent/Guardian must match the individual listed in your eSchool file. Additionally, the parent/guardian will be contacted to verify that they signed the form and are aware of your involvement in the Internship class. **If the parent/guardian cannot be contacted, the student will not be placed in the Internship program.**

*Return to Counselor's Office"

Date Received: _____

2020-2021

I have read and agree to the stipulations detailed in the Internship Student/Parent Contract. Additionally, I have been given a copy of the contract for future reference.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

North Little Rock High School Internship Program
Project Requirements

At the completion of the course, students will be required to produce a project that details their internship experience. Students are encouraged to work on this project throughout the internship. The project will be comprised of one of the following:

- **Slide Presentation** five to ten minutes in length.

OR

- **Video Presentation** five to ten minutes in length.
- The presentation should:
 - Explain your objectives for your work/internship experience. (what did you want to gain from the experience/why did you choose to participate in the program)
 - Provide information about the organization for which you are working/interning. (what the business does, brief history of the business, etc.)
 - Discuss your supervisor and the stakeholders included in your work/internship experience (co-workers, customers, etc.)
 - Provide specific examples of your tasks and responsibilities; include any special projects you helped with.
 - Explain the challenges you faced during your work/internship and how you overcame them.
 - Provide photos related to the experience.
 - Describe the specific skills you acquired from your work/internship.
 - Include the personal benefits you gained from this work/internship experience.
 - Include a reflection: Is this a career path that you plan to continue?

*The presentations will also be graded on overall organization.

*You will not have to present these to the Internship group