

WHAT IS AN INTERNSHIP?

An internship is an opportunity for a student to focus on a particular occupation for an extended period of time, varying from several weeks to several months. The student will gain a realistic sense of a typical work day through classroom study and hands-on work-site experience. The work site will appoint a mentor for the student who will assist in developing a training plan. These work experiences may or may not be paid positions.



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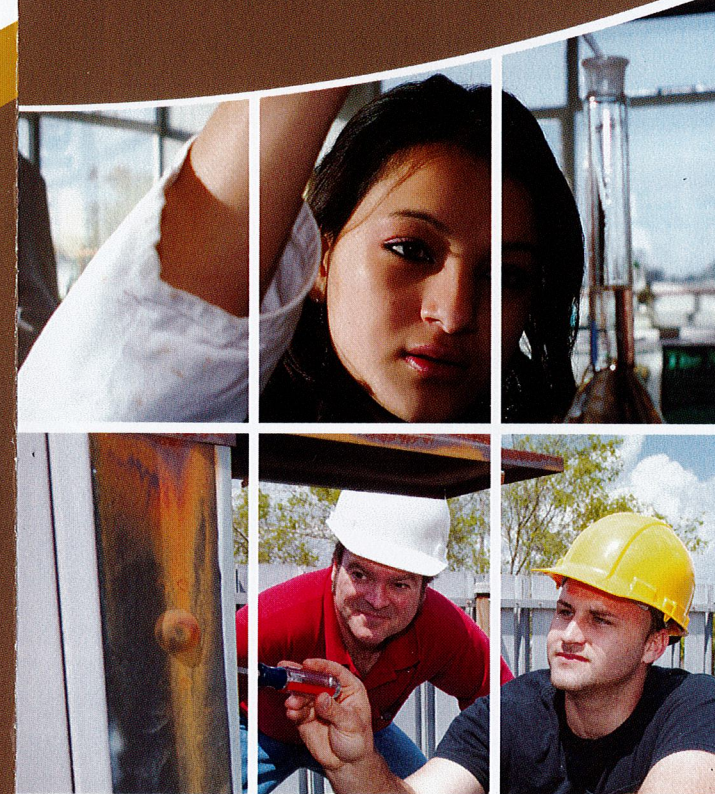
Haverhill High School
137 Monument Street
Haverhill, MA 01832



*Do what you love,
love what you do.*



Building Partnerships
for a Brighter Future



GOALS OF THE INTERNSHIP

During the internship, students will:

- Gain a more realistic sense of a typical workday.
- Experience the relationship between learning and earning.
- Acquire practical experience in communication.
- Learn to interact with others.
- Learn to blend academic and occupational skills.
- Improve critical thinking skills.
- Make observations and draw valid conclusions.
- Build a career portfolio.
- Participate in discussions both at the work site and during internship meetings.

HAVERHILL HIGH RESPONSIBILITIES

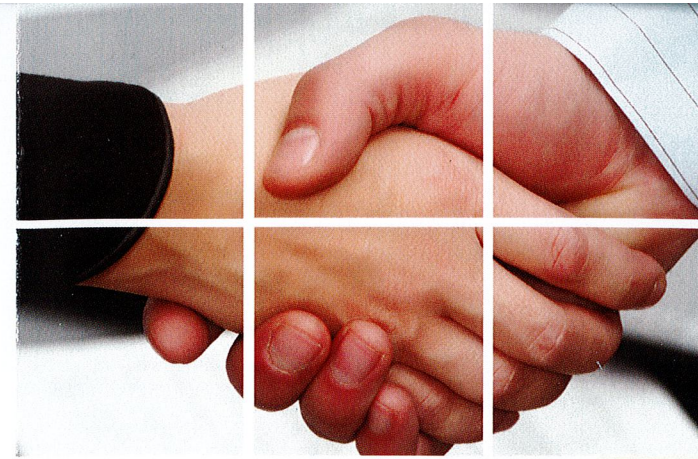
Assign an internship coordinator to:

- Track student involvement and progress.
- Serve as a contact person for teachers, guidance counselors, and administrators.
- Act as a liaison between the school and industry.
- Provide instruction on workplace safety, labor laws and job hunting skills.

WORK SITE RESPONSIBILITIES

During the internship, the site is asked to:

- Appoint a training supervisor/mentor for student.
- Assist in the development of a training plan.
- Provide a variety of work assignments.
- Provide constant supervision by qualified personnel.
- Provide instruction on company policies including safety and dress code.
- Complete an evaluation of the student's performance.
- Contact the Internship Program's office should a problem arise.



STUDENT RESPONSIBILITIES

Prior to the internship, student will:

- Be at least 16 years old.
- Find a work site or ideas for potential work sites.
- Obtain parent/guardian permission to participate.
- Interview with an internship coordinator.

During the internship, the student will:

- Attend internship regularly and call in absences.
- Observe all company and school policies including dress code.
- Report work-related problems to internship supervisors.
- Discuss the internship experience during meetings.
- Meet all program requirements.

FAQ

- Q: Will I be covered if there is an accident on the work site?
A: Yes. You will be covered by the school's Student Accident Insurance while at the work site.
- Q: Will I receive credit for participating in this program?
A: Yes. Students receive credit and the internship will appear on their transcript.
- Q: How much time will I be spending at the work site?
A: Student must receive a minimum of five hours per week at their work site.



PARENT/GUARDIAN RESPONSIBILITIES

During the internship, the parent/guardian will:

- Grant permission and provide support for the student's participation in work-based learning.
- Support the student in meeting the terms of the training plan.
- If the student is driving, assume responsibility for the student traveling to the work site.
- Contact the Internship Program's office should a problem arise.

INTERNSHIP DURATION: *Fall semester: Sept - Jan | Spring semester: Feb - May (Seniors) or June (Juniors)*
First three weeks of each semester reserved for classes at HHS prior to student going out to their work site.

