

HIGH SCHOOL



INTERNSHIP
PROGRAM

Student Packet

Building Bridges to Careers 2017



The purpose of this internship program is to provide an experience for high school students that will complement what you are learning in the classroom and increase your soft skills. This is different than a part time job in that you are expected to reflect on the experience and use what you have learned to help determine a post-secondary pathway. Career awareness and

development is the main goal of the program.

BB2C offers two levels of internships for high school students, a supportive internship, and an independent internship.

A **supportive internship** is for developing soft skills and to provide an educational experience that will help the students discover what they like to do. If your business has more than one department, for example, in a supportive internship the student could complete a rotation in each department. The purpose of this would be to help the student experience the different types of work completed by the organization. This internship will require more one-on-one support than the independent internship.

An **independent internship** is similar to a “next level” experience. These interns will have developed soft skills and can work independently, or with little monitoring. Since they are still students they will still need guidance and may need assistance, but overall should be able to complete tasks efficiently.

What's in it for you?

- ▶ Experience: The time you spend in this internship will help you apply what you have learned in the classroom, and build on your knowledge.
- ▶ Resume Builder: Building a resume is an important step for all students regardless of the post-secondary plans that you have.
- ▶ Workplace Knowledge: This opportunity will provide you a better understanding of the realities of the job or career cluster that you are pursuing.
- ▶ Networking: By completing an internship, you will build relationships in a professional environment. These connections could support you in the future as references or resources.

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*Means that it is required

Confidentiality Agreement *

I, _____ from _____ High School know that dependent upon where my internship takes place, I may come into contact with confidential information. That being said, by signing this form I agree to NOT discuss specific information with anyone that does not work with me directly at my internship site.

Signature

Date

*If the business provides a confidentiality agreement, you will need to sign both agreements.

Student Information

Student Name: _____ Grade: _____

High School: _____ Age: _____

Student Email address: _____

Student Cell Phone Number: _____

Internship Request: _____

Dates/Times to avoid: _____

Type of HS credit: Flex or Scheduled during school day



Please contact Tonya Davis, BB2C Coordinator at bbccoord@gmail.com or 304-482-1366 for further information.

Emergency Contact and Medical Information

Student Name	Date of Birth		M	F
		Sex		
Parent's/Guardian's Name	Parent's/Guardian's Name			
Home Phone	Work Phone	Home Phone	Work Phone	
Address		Address		
City, ST ZIP Code		City, ST ZIP Code		

Alternative Emergency Contacts

Primary Emergency Contact	Secondary Emergency Contact
Home Phone	Work Phone
Home Phone	Work Phone
Address	
Address	
City, ST ZIP Code	City, ST ZIP Code

Medical Information

Hospital/Clinic Preference	
Physician's Name	Phone Number
Insurance Company	Policy Number
Allergies/Special Health Considerations	

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature	Date
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I give permission for my child to go on field trips. I release [Organization] and individuals from liability in case of accident during activities related to [Organization], as long as normal safety procedures have been taken.

Parent's/Guardian's Signature	Date
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High School Internship Program Waiver of Liability

We are pleased to accept your High School Internship Program Application and assign you to a worksite that matches your interest.

Student Name _____ Today's Date _____
 Phone _____ E-mail _____

Student Responsibilities:

- Return the below Waiver of Liability to Tonya Davis prior to first scheduled internship time.
- If an emergency arises, contact the site and let them know you cannot make it that day. You will be responsible to re-schedule with the BB2C Coordinator.
- Conduct self in a professional manner (promptness, appropriate attire, good manners, body language).
- Follow all safety and security policies and procedures of employer.
- Be appreciative of time spent and follow-up with thank you note within two days of last internship date.
- Complete a pre and post survey.
- If missing class time, it is your responsibility to make up all missed assignments.

Waiver of Liability

Your son/daughter has been assigned to a High School Internship experience with a business/professional person who has volunteered his/her time to spend with your son/daughter to observe their career field. Students participating in an internship experience are responsible for their own transportation to and from the internship placement site. In addition, your child's school and Building Bridges to Careers cannot be responsible for your son/daughter while visiting the site. Every reasonable and responsible effort will be made to assure the safety, health and welfare of your child. I understand there is no direct school supervision of my child while during the internship experience, only that provided by the adult resource/business person, and accept full responsibility for the safety and well-being of my child.

I give my child _____ permission to participate in the Internship Program.
(name of student)

Parent/Guardian Signature _____

Extended Response Questions

Please type your responses to the following questions on a separate sheet(s) of paper and attach them to this application. Make sure to include your name on the paper. It is important to be succinct with your answers.

- 1). Explain where your interest comes from related to the area you are interested in for your internship.
- 2). What are your plans for post-secondary training? (Ex: certification, career center, apprenticeship, on-the-job training, or college) Please elaborate.
- 3). What are your career goals?
- 4). Do you have a particular company in mind you would like to intern with, if possible? If yes, which company and why you would like to intern with them. (If you are applying for a specific internship developed by Building Bridges to Careers or your high school, please list that opportunity here.)

Expectations from BB2C

Expectations from BB2C are put into place to enable those involved to learn as much as they can in safe and focused environments. An internship gives the students an under the surface view of these career/job types, and thus these expectations are made known so that there is no confusion on what BB2C expects while you represent your high school and Building Bridges to Careers. These expectations ensure the quality of the experience for the intern and the business.

- Be on time
- Be responsible
- Ask for help if you need it
- Have transportation (Either yourself, or someone reliable)
- Understand that while you are at your placement, not only are you representing your school, but also recognize that you represent BB2C and your behavior directly impacts whether or not this company utilizes our intern program in the future
- Please refrain from using your phone at the placement

16 Career Clusters

For an in-depth explanation of what each cluster is and includes, please visit:

<https://www.careerwise.mnscu.edu/careers/clusters.html>

1. Agriculture and Environmental Systems
2. Arts and Communication
3. Business and Administrative Services
4. Construction Technologies
5. Education and Training
6. Engineering and Science Technologies
7. Finance
8. Government and Public Administration
9. Health Science
10. Hospitality and Tourism
11. Human Services
12. Information Technology
13. Law and Public Safety
14. Manufacturing
15. Marketing
16. Transportation Systems



HS INTERNSHIP LOG IN SHEET

Name:	Semester/Year:
Supervising Teacher:	School:

Date:	Time In:	Time Out:	Time Served:	Business Representative Initials:

By signing I confirm that these hours are correct:

Supervisor Signature
Student Signature
Business Representative Signature