

**MONUMENT MOUNTAIN REGIONAL HIGH SCHOOL
INTERNSHIP PROGRAM CONTRACT AND STUDENT RECORD
2015-2016**

PROGRAM OBJECTIVE: The internship program is an individualized career education opportunity that offers our students hands-on experience and insight into a particular profession. It is coordinated and supervised by the Guidance Department. Students receive 1.5 academic credits per semester. In order to be eligible for the internship, students must have an approved site and completed contract handed in to the Guidance Department by **Friday September 18th**.

COURSE REQUIREMENTS

Attendance

Interns must:

- Be scheduled at the internship site for a minimum of 7.5 hours per week
- Submit signed Attendance sheet to Mrs. D'Aniello on the main office, every Friday during lunch.
- Notify the school **and** internship mentor ahead of time if they are going to be absent
- Sign in and out of school everyday
- **Attend internship seminar meetings**

Internship Seminars and Quarterly Assignment (Seminars will take place in the library during lunch periods)

1. Students must establish 5 or 6 learning goals, based on the **Work based Learning Plan** document at the beginning of their internship with the help of their mentor. **Due October 28th**.
2. Submit end of the 1st quarter evaluation and attend 1st quarter seminar meeting. **Wed. October 28st**.
3. **Schedule meeting with Mr. Flynn to go over 1st quarter evaluation for Wednesday Nov. 4th** . .
4. Students will complete a 1-page biographical interview of their mentor. **Due Wednesday December 2nd**..
5. Submit 2nd quarter evaluation and attend 2nd quarter seminar. **Due Wednesday January 13th**.
6. Submit new or revised learning goals and meet with Mr. Flynn **February 3rd**.
7. Submit 3rd quarter evaluation and attend 3rd quarter seminar. **Wed. March 16th**.
8. Complete a resume that is proofread by their mentor with signature of approval. **Due Wednesday April 6th**.
9. Submit 4th quarter evaluation and complete a self-reflective essay that will be based on their learning goals and overall internship experience and attend 4th quarter seminar. **Due Wednesday May 4th**.

Evaluations

The grade for the course is Pass/Fail and is based on completed assignments, attendance, the internship mentor's quarterly evaluation, and approval by Mr. Flynn.

INTERNSHIP MENTOR AGREES TO:

- Submit a copy of their general liability insurance and follow all appropriate labor laws.
- Complete a mandated CORI form, and a copy of your driver's license
- Sign Civil Rights compliance document.
- Submit an evaluation to Mr. Flynn at the end of each marking period.
- Notify the school of absences; Meet with the intern and Mr. Flynn when a change appears to be necessary.

"Berkshire Hills Regional High School District does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness."