



## High Tech High North County Academic Internships

**Insurance:** Interns are covered by HTHNC liability insurance while on-site or participating in any activity related to their internship.

**Pay:** Unpaid. Program is academic in nature. Interns may be paid after internship hours, after school, or in the summer at mentor's discretion. Donations are accepted to the program for *transportation and other expenses*.

**Transportation:** Provided (either by the students own car, a HTHNC shuttle, mass transit, or parent).

### Academic Internship Goals

- The goals of High Tech High North County's Academic Internship program are to provide students with workplace skills and foster personal growth in a adult-world environment. The program is designed to offer local organizations a well-supported intern who provides a modest return on investment.
- All HTHNC juniors are required to complete an academic internship. Students receive credit for successfully completing their internship and related course work. Students should work a recommended 30 hours per week. If a student cannot work enough hours per week, then it is not a viable internship.
- All interns develop a substantial project(s) with their mentor and their team teacher that contributes to the work site.
- Near the end of the internship, each intern presents his/her projects and overall learning to a small panel of mentors and other site employees. This culminating event celebrates the student's accomplishments and offers an occasion for reflection and constructive critique.
- The site experience is accompanied by weekly blog assignments, where students write, discuss, and reflect on their internship experiences. Assignments include mentor interviews, photojournalism, creation of an internship portfolio, project proposals, and regular reflection on growth and progress.



## **Structure and Mentor Guidelines**

- Four weeks: (May 15<sup>th</sup> - June 9<sup>th</sup> 2017). Students report to the site every day to experience the workplace more deeply and work independently on their projects.
- Each student is paired with a mentor who has earned a Bachelor's Degree or higher and who understands and supports the goals of the program. Mentors communicate regularly with HTHNC team teachers about student progress, attendance, and project development.
- The student and mentor work together to plan the student's substantive project. It is important to develop a project proposal during the first two weeks, to ensure that both the mentor and the intern have a clear goal to work towards.
- HTHNC students work on projects that include, but are not limited to, event and marketing support projects, web design projects, recruitment and retention projects with the HR department, networking, software and hardware support, and public relations support, including presentations in public forums and in the community.
- The mentor plans a time toward the end of the semester that the intern can present his/her project and learning to a small panel of employees, and to HTHNC teachers and peers.



INTERNSHIPS

Student Name: \_\_\_\_\_

**Internship Commitment Form Due March 17, 2017**

Date: _____	To: <u>11th Grade Team Teachers</u> _____
Employer Name: _____	
Employer Address: _____	
City: _____	Zipcode: _____
Contact Person: _____	Dept/Title: _____
Phone: _____	Email: _____
Type of Business: _____	Intern Job Title: _____
Workplace Mentor (if different from above): _____	
Title: _____	
Phone: _____	Email: _____
Employer Performance Tests:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Paid Physical/Drug Tests:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Age Requirement:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Background Checks	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Project Description/Job Duties:** Describe your internship project, work performed, and equipment, methods and type of materials used.

**Skill Requirements:** Explain the skills, knowledge, and abilities needed for a successful internship.

**Signature Confirmation**

I (Print Name) \_\_\_\_\_ am a committed and confirmed mentor.

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (Print Name) \_\_\_\_\_ am a committed and confirmed intern.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_