

# Sanborn Regional High School

## Community Partners

### Internship Handbook



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Dear Community Member,

Thank you for your interest in supporting community base learning at Sanborn Regional High School. Through our Extended Learning Opportunity program we involve students in a variety of community experiences. These experiences are often driven by student interests, although we are very receptive to community needs when developing programs. Our goal is to provide students with personalized learning in a community setting. Students learn best when education provides students with real-world, relevant and rigorous opportunities which do not require transferring the learning from the classroom, but the learning is embedded in the work environment.

As internship coordinators, we are interested in talking with you before any plan is put in place. We are appreciative of the community's willingness to become involved with our students. If you are interested or have any questions or concerns, please do not hesitate to contact us. Many of our graduates report that the internship experience was the highlight of their high school career. We recognize it as a valuable addition to their educational experience and we welcome your involvement in the process.

We have a process in place:

1. Student or community partner identifies a need and a student agrees to the experience
2. Student then prepares the introductory documents – proposal, permission slips
3. Through discussion with the community partner, student, internship coordinator and guidance counselor (to determine amount of credit awarded) a plan is written that establishes learning goals, tasks that will lead to meeting those goals, a timeline for working and a presentation of learning.
4. Student works at the site, keeps a journal of the experience, and keeps a timesheet to bring back to the school. The school and the community partner maintain contact to determine if the student is continuing to make progress. The school will provide tools and email support with the process.
5. The student will participate in a two week Career Pathway Seminar before starting the internship. This seminar will cover topics such as cell phone etiquette, appropriate attire in the workplace, resume and cover letter development as well as reviewing FERPA, HIPPA and OSHA regulations. In addition, students meet weekly with the internship coordinator to review journals and to assess progress.
6. At the end of the experience the student will develop a presentation which demonstrates their skills in meeting the learning goals. The presentation to a faculty board may also be attended by the family and the community partner.
7. The student, the school or the community partner can end the experience at any time. Contacting the internship coordinator is required and meetings to finalize the process will be determined at that time.
8. Final credit is awarded based on the student's performance on the weekly journals, final presentation and the final evaluation by the community partner.

## **Internship Expectations**

An internship is a collaborative process. Key to the success of an internship is student involvement in all aspects of the experience – including development of a plan and learning goals as well as the assessment of learning. The following describes the role of various individuals involved in the internship process:

### **Community Partner**

The specific role of the community partner is determined at the outset.

- Work with the student and the school to develop a learning plan with a clear set of expectations
- Provide student with safety training in order to safely engage in the learning at your business
- Meet with the student on a regular basis and monitor the student's learning
- Participate in an assessment of the student's work (a rubric will be provided)
- Provide adequate support and supervision so the student will meet the learning expectations
- Provide learning experiences/environments that allow the student to gain mastery in the pre-determined competencies
- Provide the student with timely, detailed feedback to develop skills
- Monitor student attendance
- Maintain honest and open communication at all times. Be particularly attentive to any issues or concerns.

### **Student**

Collaborate with the community partner and the school

- Work with the community partner and the school to develop a learning plan with a clear set of expectations
- Develop and maintain a notebook/journal to document your learning and reflections
- Complete all agreed upon curriculum competency work and assessments
- Plan and develop a presentation of your learning
- Attend the community partners celebration in May
- Participate in the Career Pathways Seminar at the beginning of the semester
- Participate in weekly meetings with the internship coordinator
- Attend an evaluation meeting with your community partner and the internship coordinator
- Maintain honest and open communication at all times. Be particularly attentive to any issues or concerns.
- Be professional and respectful at all times
- Determine your means of transportation
- If you are going to be absent, inform your community partner

**Parent/Guardian**

Student success is linked to parent/guardian involvement and encouraged throughout the internship process.

- Become familiar with the internship process and assessments
- Provide support and coaching to the student throughout the internship
- Attend the final presentation of learning

Sanborn Regional High School

Agreement to Participate in Internship Program

We agree to participate in Sanborn Regional High School's internship program and provide them with the following information:

Organization name:

Manager or contact person:

Phone:

Email:

Address:

Federal Identification Number:

Number of Employees:

Do you have a safety program in place?

Are you willing to provide safety training and necessary safety equipment to the student?

This information is necessary as we are required to register all our of district work based learning experiences with the New Hampshire Department of Labor. In addition, we ask the following:

- The business complies with OSHA and other applicable workplace health and safety requirements
- The student will have no contact with registered sex offenders
- The business is non-discriminatory and is willing to offer reasonable accommodations
- The business has a policy of running background checks of their employees and the student will not have contact with any employee who poses a risk.

By signing this document you are agreeing that the above policies are in place.

Thank you for providing a quality experience for our students.

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Supervisor

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Date