

Highland Regional High School
CEP Option- Internship
Advisor: Mrs. Lauren McElroy

***ALL INTERNSHIP CONTRACTS ARE DUE BY AUGUST 12, 2022.**

DO NOT TURN IN AN INCOMPLETE CONTRACT - YOU WILL NOT BE APPROVED.*

STUDENT NAME: _____ DATE: _____

Description:

An Internship is an unpaid work experience in a field you may be interested in pursuing as a career. Please see Mrs. McElroy to discuss your interests/career path plans and learn about Internship options. If you have an Internship placement that you are interested in, please write and describe it below. ***Due to COVID, the District has not been able to secure any Internship options for the 2022-2023 school year. If you would like to participate in an Internship, you will need to find placement. The Career Counselor is available to help and make recommendations.***

Internship options (please list career fields of interest):

To The Internship Placement:

- Students are required to participate in a minimum of 5 hours per week/20 hours per month, but are encouraged to dedicate more hours if possible.
- Students must be in good standing within their placement to remain in this program.
- The internship will be verified by Mrs. Lauren McElroy, Career Education Counselor, prior to the start of the school year.
- Please contact Mrs. Lauren McElroy at 856-227-4100 ext. 4043 or lmcelroy@bhprsd.org with any questions or concerns regarding the employee.

Please **PRINT CLEARLY** the following information:

Placement/Business: _____

Address: _____

Start date: _____ Position & anticipated hrs./week: _____

Supervisor Phone Number: _____

Supervisor email: _____

Supervisor Name (print) / Signature: _____ / _____

Internship Program Eligibility Requirements:

1. **Academic requirement:** Students MUST have ≥ 85 credits earned by September 1 of senior year AND a GPA ≥ 2.0 to participate in the CEP. Additionally, students must maintain passing grades in all courses in order to remain in the CEP program of choice.
2. **Attendance requirement:** Students MUST be in good standing (< 10 unexcused absences) to be eligible (at the time of registration)/remain in the CEP
3. **Conduct requirement:** Students MUST be in good standing (< 100 conduct points) to be eligible/remain in the CEP.
4. **Removal from CEP:** School administration has the right to remove students from any CEP at any time during the school year.
5. **Graduation Requirement:** ALL CEPs qualify as a CTE requirement for graduation purposes.
6. **Students with free/reduced lunch can remain on campus for lunch**

Internship Requirements:

1. **Students must secure internship placement no later than AUGUST 12, 2022. (An interview may be required.)**
2. Students are required to commit a *minimum* of 5 hours per week.
3. Placement will be verified prior to the start of the school year, and at various points throughout. **YOUR SCHEDULE WILL NOT BE CHANGED TO A HALF DAY UNTIL YOUR CONTRACT IS IN AND HAS ADMINISTRATIVE APPROVAL.** Students will be required to submit a monthly journal entry on their experience.
4. Students are required to notify Mrs. McElroy if terminated and/or quits or cannot find another approved CEP option, and must re-enroll for a full day within *fifteen school days*.
5. Students must maintain passing grades in all required Highland coursework.

Credits:

If successful all year, students will earn 20 credits for this program. Students will be awarded a “P” (pass) or “F”(fail) each marking period. In order to earn full credit, students must submit monthly journal entries to Mrs. McElroy monthly via Google Classroom. **Students must participate in a minimum of 5 hours per week on-site. You will not receive credit and can be removed from the program if you are not fulfilling the program requirements.**

We have read and understand the *“Internship Program Requirements/Rules”* above and acknowledge having to adhere to them to maintain participation in the Work Study Program.
(Parent/Guardian Initial box)

Student Signature	Date	Parent/Guardian Signature	Date
Student Contact #		Parent/Guardian Contact #	
Vice Principal Approval	Date	Counselor Approval	Date
Approved by Mrs. McElroy: _____		Date: _____	