

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



Timber Creek Regional High School CEP Option- Internship Advisor: Mrs. Brittany Pellegrino

***ALL INTERNSHIP CONTRACTS ARE DUE BY AUGUST 11, 2023.**

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. Pellegrino to discuss your interests/career path plans for assistance in securing an opportunity. If you have an Internship placement that you are interested in, please write and describe it below.

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. Brittany Pellegrino, Career Education Counselor, prior to the start of the school year.
- Please contact Mrs. Brittany Pellegrino at 856-232-9703 ext. 6054 or bpellegrino@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 ≥ 90 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 11, 2023. (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.**
4. Students will be required to submit a monthly journal entry on their experience and proof of their weekly hours.
5. Students are required to notify Mrs. Pellegrino if terminated and/or quits or cannot find another approved CEP option, and must re-enroll for a full day within *fifteen school days*.
6. Students must maintain passing grades in all required Timber Creek 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. Pellegrino 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.**

Transportation is **NOT** included to the internship placement. The student/family will be responsible for transportation. **Parent/Guardian Initial box)**

We have read and understand the **"Internship Program Requirements/Rules"** above and acknowledge having to adhere to them to maintain participation in the Internship 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. Pellegrino: _____ Date: _____