

# BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



## *Triton Regional High School CEP Option- Internship Advisor: Dr. Sarah Smith*

**\*ALL INTERNSHIP CONTRACTS ARE DUE BY AUGUST 15, 2020.**

**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 Dr. Smith 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.

### **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 Dr. Sarah Smith, Career Education Counselor prior to the start of the school year.
- Please contact Dr. Sarah Smith at (856) 939-4500 ext. 2027 or [ssmith@bhprsd.org](mailto:ssmith@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  $\geq 100$  credits earned by September 1 of senior year AND a GPA  $\geq 2.0$  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. **Schedule/Common Time:** All students are scheduled for  $\geq 30$  credits during scheduling season of their junior year. Once a student is approved for a CEP, students will be scheduled for 20 credits in the morning wheel. Unless scheduled for lunch detention, students may be dismissed after 3rd bell each day. With VP permission they may remain in the building through Common Time.
- 5. **Removal from CEP:** School administration has the right to remove students from any CEP at any time during the school year.
- 6. **Graduation Requirement:** **ALL CEPs** qualify as a CTE requirement for graduation purposes.
- 7. **Students with free/reduced lunch should remain on campus during common time for lunch**

**Internship Requirements:**

- 1. **Students must secure internship placement no later than AUGUST 15, 2020. (An interview may be required)**
- 2. Student is 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. Student will be required to submit a monthly journal entry on their experience.
- 4. Student is required to notify Dr. Smith 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 Triton 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 Dr. Smith 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
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Student Contact #	Parent/Guardian Contact #
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Vice Principal Approval	Date	Counselor Approval	Date
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Approved by Dr. Smith: \_\_\_\_\_ Date: \_\_\_\_\_