

# VICTORY CHARTER

# HIGH SCHOOL



## High School Internship Program General Information

Internships are temporary, supervised career exploration opportunities designed to give students practical job experience, work skills, and exposure to the occupations they are considering for future employment. Students are expected to actively engage in the search for an internship mentor in a career field that interests them. During their internships students are encouraged to be inquisitive, industrious and helpful to demonstrate appreciation for the gift of time their mentors are giving them.

Students must complete an internship for each year in grades 10-12. Sophomores have the option of breaking their 30 hour internship requirement into multiple shorter experiences.

Year in School	Hours required	Credits	Total for graduation
Sophomore	30 hours	1.0 credit	120 hours
Junior	30 hours	1.0 credit	120 hours
Senior	60 hours	2.0 credits	90 hours (covid reduction applied)



# **Victory Charter High School Internship Agreement**

**2021 - 2022**

## **OVERVIEW**

Internships at Victory Charter High School are temporary, supervised career exploration opportunities designed to give students practical job experience and exposure to the occupations they are considering for their future employment. Each high school student must complete a total of 120 internship hours before they graduate (except seniors because they have a 30 hour covid year deduction).

## **GOALS AND EXPECTATIONS**

1. Students will observe and experience the daily responsibilities and tasks of their mentor
2. Students will become aware of professional work expectations and appropriate workplace relationships
3. Students will complete tasks assigned by their mentors which might include reading books and trade publications, watching training or other work related videos, and completing relevant projects. These assignments completed, both on the worksite and off, help accumulate the required internship hours. All hours will be documented on the provided timesheet
4. Students will conduct a final interview with their mentor to wrap up the internship and then write a reflection paper
5. Both the student and mentor will complete the provided internship evaluation form

The information and signatures on the next page, along with the goals form, must be turned into the Victory Internship Coordinator, Mrs. Bower, for final approval before internship begins and no later than October 20, 2021.

# Victory Charter High School Internship Agreement

## Internship Participants:

Student: \_\_\_\_\_ Grade: (circle) 10th 11th 12th

Mentor: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Mentor phone: \_\_\_\_\_ email: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Hours to be completed (circle) 30 60 other \_\_\_\_\_

**Internship Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Signatures:

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

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

Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Victory Charter High School

9779 Kris Jensen Lane,

Nampa, ID 83686

Phone: (208) 442-9400

Email: [dbower@victorycharterschool.net](mailto:dbower@victorycharterschool.net)

Dear Victory High School Student Mentor,

Thank you for your willingness to play a significant role in the future of a Victory High School student by mentoring them in your area of expertise and providing such a valuable internship opportunity. Your generous support has life changing potential for our students, and we are grateful for your community service. As the Internship Coordinator I want to be a resource for you should you have any questions, concerns or needs as you interact with our student. My email is [dbower@victorycharterschool.net](mailto:dbower@victorycharterschool.net).

At Victory High School, students serve internships during grades 10-12. They receive academic credit once they've completed the required internship hours. Your intern is requesting a \_\_\_\_\_ hour internship with you. Work site observation, when possible, is important to internships, but there are additional ways to help your intern explore your profession and attain their hours. They are listed below along with other aspects of the mentor role that we've found make for a successful real-world experience.

**Mentor's role:**

- To expect mature, professional behavior at all times from your intern
- To provide appropriate job related experiences, tasks or assignments and educational materials (publications, websites, videos, etc.) that will result in an accurate understanding of your occupation, industry or trade
- To explain the educational requirements for your occupation
- To communicate any concerns or questions to the Internship Coordinator
- To complete the provided evaluation of the student intern at the culmination of the internship

**What you should receive from your intern:**

- An Internship Agreement document to sign
- Emergency Contact Information form

Thanks again for your participation!

Dee Bower  
Victory High School Internship Coordinator  
[dbower@victorycharterschool.net](mailto:dbower@victorycharterschool.net)



## **Victory Internship Program - Parent Information**

Dear Parent,

Thank you for all you do to support your Victory Charter High School student. Your child is about to embark on what could become a life changing experience, a high school career exploration internship.

At Victory Charter High School we want students to be as prepared as possible for the world of work, and so we have high expectations for the time and energy they spend searching out their interests and the opportunities they have to prepare for their future. Please look over the information your student received about their internship assignment to see how you can be an integral part of your student's success.

Also, please fill out the insurance coverage form on the back of this page and have your student return it along with their other paperwork. Because of the potential risks in any place of business and because internships are completed outside of the school day, it's important that parents be able to provide insurance coverage for their child while they are completing their internship hours. Don't hesitate to contact me if you have questions.

Sincerely,

Dee Bower, Internship Coordinator  
[dbower@victorycharterschoool.net](mailto:dbower@victorycharterschoool.net)

# Insurance Coverage Information for Victory Student Internship Program

Student's Name
Parent/Guardian Name
Insurance Company:
Policy number:
Parent Signature and Date



Victory Charter High School  
9779 Kris Jensen Lane  
Nampa, Idaho 83686  
208-442-9400

## Emergency Contact Information

*Please fill out this emergency contact information for your internship mentor*

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

Address: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

# **Intern responsibilities and checklist:**

## **Secure an internship mentor**

- Meet with Mrs. Bower for assistance when needed (Mrs. Bower is available during 3rd period at Victory on Mondays and Wednesdays and at Liberty on Tuesdays and Thursdays)
- Attend Networking Workshop (date to be announced) if you're struggling to find a mentor
- Once you've found a mentor, turn in your Internship Agreement document and goals form for Mrs. Bower's signature and final approval

## **Provide your mentor with the paperwork listed here:**

- Letter from Mrs. Bower
- Insurance form filled out by your parents/guardian
- A copy of the signed Internship Agreement
- Emergency contact form

## **Meet all deadlines to avoid grade deductions:**

- Internship identified, agreement signed and goals form submitted - October 20, 2021
- Status report due if internship is not already completed - March 9, 2022 (forms will be available in high school office)
- Reflection paper, timecard, evaluations due - no later than May 16th, 2022 , but may be turned in earlier when your internship is completed



## **During internship:**

Act in a responsible and professional manner while in mentor's place of business

- Dress appropriately, have a positive and engaged demeanor
- Maintain confidentiality where needed
- Be on time and honor the schedule you and your mentor create
- Notify mentor if you are unable to make any scheduled appointments
- Always look for ways to be helpful and a contributing member of your mentor's team
- Notify Mrs. Bower if internship challenged arise
- Keep your timecard up to date
- Keep a diary of your experiences

**After completion of your internship, turn in the following no later than May 16th, 2022:**

- A reflection paper written according to the guidelines
- The evaluation form filled out by your mentor
- The evaluation of internship you complete (forms attached)
- Timecard with verification signatures

## **School's responsibilities:**

- Provide students and mentors with helpful information about the Internship Program
- Be supportive of both students and mentors to facilitate a successful experience for both parties
- Provide appropriate forms concerning insurance coverage during internship
- Schedule an orientation meeting and other at school learning opportunities to enhance the internship experience and provide additional hours to help fulfill the program's requirements
- Keep students up to date on opportunities in the community that could contribute to their career exploration journey

## **Mentor's responsibilities:**

- To expect mature, professional behavior from their intern
- To provide intern with appropriate job related tasks and educational materials (publications, websites, videos, etc.) that will result in an accurate understanding of the occupation, industry or trade
- To communicate any concerns or questions to the Internship Coordinator
- To complete an evaluation of the student intern at the culmination of the internship and email it to the Internship Coordinator or give to student

## **Reflection paper guidelines:**

- Write a two page reflection paper describing your career exploration experience.
- Explain what you did and where, and who you worked with, interviewed and observed.
- Explain why you chose this particular career to explore.
- What did you learn from the experience? Give specific examples and stories concerning your key takeaways.
- Describe the hard and soft skills you discovered that you would need to be successful in this occupation.
- In what ways does this career now seem like a potential fit for you, or not?
- Did the internship help you meet the goals you set at the beginning of the year?
- In light of what you've learned from this experience, what's your next step (in future internships, academic pursuits or other career investigations)?

**Submit your paper, along with your timesheet and evaluations no later than May 16th, 2022**







# Student Intern Evaluation

Student's Name \_\_\_\_\_ School \_\_\_\_\_

Mentor's Name \_\_\_\_\_ Business \_\_\_\_\_

*(Mentors, please fill out front and back)*

	1 Minimally	2 Sometimes	3 Usually	4 Always!
Student was engaged, inquisitive and positive during internship interactions.				
Student exhibited a professional demeanor and respected supervisors as well as workplace rules.				
Student was a fast learner and quick to ask questions to better understand this career and its requirements for success.				
A desire to excel was evident as student looked for ways to go above and beyond.				
Student has effective communication skills to navigate in a work				
Student followed directions and completed all assignments given.				
Student was punctual and reliable.				
This student showed hirability once they have the education needed for this career.				





# Internship Evaluation

Student's name \_\_\_\_\_

Mentor's name \_\_\_\_\_

Career explored \_\_\_\_\_

(Students, fill out both sides of form)

	Did not meet expectations	Almost Met expectations	Met expectations	Exceeded expectations
This internship helped me reach the goals I set at the beginning of the school year.				
I was able to experience many aspects of this career and learned a lot that I didn't know before.				
My mentor gave me a variety of assignments and experiences to help me gain as much knowledge as possible.				
The workplace environment was positive and welcoming.				
The people I interacted with will be part of my network for employment in the future.				
I have an understanding of the hard and soft skills needed for this career.				
I would recommend this internship to other students.				

