



Internship 2024-2025

Student/Parent Packet

Program Overview:

The Liberty Charter High School Internship Program aims to provide students with real-world work experience, allowing them to explore potential career paths, develop valuable skills, and build a foundation for future success.

Students are responsible for finding and securing their own internships, with support available from the internship coordinator as needed. This process encourages students to take initiative and be self-directed, fostering a sense of ownership over their learning journey and their future career paths.

Requirements:

Each high school student is required to complete a total of 50 internship hours before graduation.

GOALS AND EXPECTATIONS

- Gain hands-on experience in a professional setting related to a student's interest.
- Improve communication, teamwork, time management, and problem-solving skills.
- Explore potential career paths and understand the day-to-day responsibilities in their chosen field.
- Build professional networks by connecting with mentors, colleagues, and industry professionals during their internship.
- Add valuable practical experience to a student's resume or college application.
- Learn proper workplace etiquette, professional behavior, and employer expectations in a corporate environment.
- Build Confidence and understand career goals by navigating real-world challenges and contributing to projects.
- Enhance future career opportunities and establish industry connections through practical experience



How Internship Works:

- At the start of the semester, students will receive a Google Classroom invitation via email, providing access to the Internship course.
- To commence their internship assignments, students will independently participate in self-assessment activities aimed at identifying personal interests, strengths, and career aspirations.
- Students will engage in lessons covering the areas of resume building, interview skills, and workplace etiquette. In addition, they will participate in a mock interview to enhance their interviewing skills.
- After completing these steps, students will be prepared and ready to start their internship search.

INTERN RESPONSIBILITIES AND CHECKLIST:

1. Complete all assignments via Google Classroom on or before their due dates.
2. Secure an internship: Meet with Mr. Brown for assistance when needed, or if you are struggling to find an internship.
3. Provide your internship provider with the Internship Agreement form.
4. After completing your internship, turn in the following: Internship Timelog and your Internship Final Project.

HOW CAN I HELP MY STUDENT?

1. Be involved! Ask them questions! Try to excite them about participating in an internship and the place they choose.
2. Be open to all kinds of internship ideas; help your student(s) figure out what will truly ignite their passion and desire to explore a career of their choice.
3. Keep your student(s) accountable for completing their work. Display the internship timeline on your fridge.
4. Connect them with the people, places, or other resources they need to be successful.



How Is Internship Graded?

20% of the grade = Google Classroom Assignments

80% of the grade = 50 hours of internship

Important Dates - Keep for Reference

All assignments are due on or before the following dates:

UNIT & LESSON TITLES	ASSIGNMENT(S)	S1 DUE DATES	S2 DUE DATES
UNIT 1: Career Exploration (15 Points)	Parent Signature (5) Career Assessment (5) Discussion #1 (5)	Friday, August 16th	Friday, January 31st
UNIT 2: Resume Building (10 Points)	Resume Building (10)	Friday, August 23rd	Friday, February 7th
UNIT 3: Interview Skills (15 Points)	Mock Interview (10) Discussion #2 (5)	Friday, August 30th	Friday, February 14th
UNIT 4: Internship Search (15 Points)	Internship Search Log (10) Discussion #3 (5)	Friday, September 6th	Friday, February 21st
Unit 5: Starting Your Internship (15 Points)	Internship Agreement (10) Discussion #4 (5)	Friday, October 4th	Friday, March 21st
UNIT 6: Completing Your Internship (30 Points)	Internship Timecard (10) Internship Final Project (20)	Friday, January 17th, 2025	Friday, June 2nd, 2025



Internship Parent/Student Signature Sheet

Due Friday, January 31st, 2025

Turn in to Internship Coordinator: Shawn Brown

STUDENT

I have read through the Internship expectations. I understand and agree to the requirements. I know that if there is something that I do not understand, it is my responsibility to contact the internship coordinator and ask for clarification.

Student Name: _____

Student Signature: _____

PARENT/GUARDIAN

I have read through the course syllabus with my student(s). I understand and agree to the requirements that my student will find and complete 50 hours at an internship as well as complete the online assignments via Google Classroom. I know that if there is something that I do not understand, it is my responsibility to contact the internship coordinator and ask for clarification.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Best Parent/Guardian Email: _____

Best Parent/Guardian Phone number: _____