

Portland Waldorf High School
Junior & Senior Elective Internship Program Expectations & Agreement

The Elective Internship is designed to give Juniors and Seniors work experience that they can apply to college and future jobs. It is also an opportunity for members of our larger community to meet high school students and realize what awesome human beings they are. A letter will be sent from the school to Mentors explaining the expectations of our program and asking them to agree to those expectations. Although an Intern does not receive any pay for their work as an Intern, it will be made clear to mentors that Internship is different from volunteering. Although there will be a fair amount of menial tasks (because that is a real aspect of most jobs), mentors must also agree to seek out tasks in which interns can learn and practice new skills that could benefit them in the future. In return for the mentor's time and effort in making this experience meaningful, interns are asked to be positive and curious towards all of the work asked of them. The Internship experience will be listed on the student's transcript with a Pass/Fail grade based on attendance and on meeting the expectations laid out by the Mentor.

Expectations of the intern:

- 1) Student will spend a minimum of one or two hours per week (depending on the quarter) working with their mentor. If the internship does not fit within the time allotted in the school schedule, the student may be allowed to use the time in school for independent study and meet with the mentor after school hours. If a student is approved for independent study and does not use that time responsibly, the internship will be canceled and the student will join a different elective.
- 2) Students will arrive on time to all intern meetings.
- 3) If a student is sick or has another valid reason for absence, the student will contact the mentor in advance to directly notify him/her of the planned absence.
- 4) Students will dress and act according to the mentor's expectations.
- 5) Students will give their best effort and attitude to the work at hand, and will seek out opportunities to learn and be helpful.
- 6) Student will give a presentation at High School Assembly describing the internship work and what was learned from that work.

Expectations of the Mentor:

- 1) Mentors are available to supervise the student for two hours per week.
- 2) Mentors prepare plenty of work for the student to ensure that the student is engaged in work for the entire 2 hours every week.
- 3) Mentors provide instruction and explanations of the work so that students can gain knowledge and skill to use in future jobs (it is understood that not all tasks will be meaningful and skills focused, but we ask that you help them learn whenever feasibly possible).
- 4) Mentors communicate in advance with the student *and* Shanti.McCarter@portlandwaldorf.org if an internship meeting must be canceled for a specific week.

The selection of a Mentor is the responsibility of the student and their parents. The school will not be assessing the qualifications of the Mentors, so we suggest that parents ensure that they feel comfortable with the adult chosen. The parents can independently request a background check of the Mentor if desired. By signing below, you are agreeing to the terms and expectations of this internship described on this form.

_____	_____
Student	Date
_____	_____
Parent	Date

Internships Schedule 2016-17

- You can choose to do an internship during just 1st quarter, or just 2nd and 3rd quarter combined, or for all three quarters. When you aren't doing an internship you'll need to attend an elective.
- First Quarter (Sept. 7-Nov. 4) (Fri. 2:45-3:45): you can choose Myers Art, Living Lab, Computer Tech, or Internship.
- Second and Third Quarter (Nov. 7 – Jan. 27) (Tue. 1:30-2:45; Fri. 2:45-3:45): you can choose Myers Art, Theatre, Computer Tech, or Internship.
- Note: most internships will not fit in the short time given during the school day. If this is true for you, you can request to use your internship periods as study hall and then do your internship hours after school or on the weekend.