

2010-2011 SRHS STUDENT INTERNSHIP PROGRAM

The Student Internship Program is designed to provide work experience to assist students as they make career and education decisions affecting their futures. Students are responsible both for securing their internship positions and working out related details. All details should be completed by the first day of school, and interns should report to the internship site as they do their other classes.

POLICIES AND PROCEDURES

ON-THE-JOB EXPECTATIONS:

1. Conduct yourself professionally at all times.
2. Attend regularly and be on time. Call your site supervisor if you will be absent or late.
3. Make your site supervisor aware of any school functions that will affect your being at the internship site, including changes in the A/B schedule because of missed time.
4. Perform responsibilities efficiently.
5. Show honesty, punctuality, courtesy, a cooperative attitude, and a willingness to learn.
6. Dress appropriately for the internship site, conforming to any dress code policies they require.

SCHOOL EXPECTATIONS:

1. Have the Student Internship Application completed by the site supervisor, signed by the appropriate persons, and returned to Ms. Stanley by the designated date.
2. It is the responsibility of the intern to assure that Daily Logs and Grade from Site Supervisor are complete, accurate, and timely. Daily Logs are 20% and the Grade from the Site Supervisor is 80% of each nine-week grade.
3. Please note that a 5% deduction will be made for each day an assignment is late.
4. You may turn in your completed logs to Mr. Farr in Building #1 or Ms. Stanley in room 108.
5. Grades from Site Supervisor may be placed in my mailbox, hand delivered by the intern in a sealed envelope, or mailed to the following address:

Mr. Bradley Farr
Staunton River High School
1095 Golden Eagle Drive
Moneta, VA 24121