

INTERNSHIP GUIDELINES

STEP 1: Complete Pre – Approval Form & Work Permit

STEP 2: Complete Internship (minimum of 60 hours)

STEP3: Turn in completed student reflection & employer evaluation

Requirements:

- ❖ Pre-approval form must be signed by College & Career Center Staff. Needs to be a safe and appropriate environment for a teenager (i.e. can't work at a brewery, bar, marijuana dispensary, etc.)
- ❖ Minimum of 60 hours must be completed at location to receive credit.
- ❖ Must have a work permit as part of the internship paperwork.
- ❖ Site of the internship must be an actual business.
- ❖ Students cannot be paid for their internship to count for high school graduation.
- ❖ After the internship is complete, a student reflection and employer evaluation must be turned in to the College & Career Center to have the hours count.