

Board of Education Policy 3.3600
Catawba County Schools Administrative Procedure

Internships

The Catawba County School System believes that there is a serious need to extend learning beyond the classroom to include broader community experiences. In an effort to address this need, the school system has developed several internship programs in which qualified students can participate. Career internships give students the opportunity to gain practical work experience in a career they are seriously considering. Service internships allow students to participate in opportunities designed to establish an appreciation for helping and caring for others in their communities. Teaching internships permit students to experience working with children in an educational setting. All of these programs are available during the regular school year, as well as career and service internship opportunities during the summer. While the Internship Programs provide the student with opportunities to grow and learn, it is the student's responsibility to gain as much from the internship experience as possible through promptness, attentiveness, and enthusiasm. These programs do not attempt to replace the regular school curriculum, but rather to enhance and extend the classroom experience by providing a forum in which to apply knowledge, as well as expand community involvement.

- Prospective interns must be classified as juniors or seniors* for career and teaching internships, or freshman, sophomores, juniors, or seniors for service internships, and must be in good standing at their schools with regard to grades, attendance, tardies, and discipline. Once placed as interns, students must remain in good standing at their schools with regard to grades, attendance, tardies, and discipline; or they may be placed on probation from the program or dismissed from the program with a failing grade. (*Students who are in their 3rd or 4th year of high school who earn enough credits at mid-year to qualify for junior or senior status will be eligible to apply for programs designed only for juniors and seniors.)
- Prospective interns must complete the application process, which will include two written recommendations from current or last semester's teachers, a counselor recommendation, as well as records of grades and attendance, tardies, and discipline.
- Internships require participants to have training with school personnel and/or sponsor before beginning their internship experiences.
- No wages can be received for any hours counted toward internship credit.
- During the regular school year, service internships cannot be done during school hours. Teaching internships are scheduled throughout the school day. Career internships, when taken as a class, are scheduled for the last period of the school day for juniors; or for either last period of the day, or two consecutive class periods* for seniors. (*Two consecutive class periods of internship award one unit of credit and require an approval of "Shortened School Day" by Superintendent.)
- The maximum amount of credit earned for any internship during a semester is one unit (fall, spring, or summer). Hours in excess of credit limits (35/70/135) do not carry over from one semester to another.
- No curricular, co-curricular, or extra-curricular activities of the Catawba County School System can be considered for internship credit.
- All internships sites, as well as the activities in which the intern will be involved, must be approved by the Catawba County Schools Career-Technical Education Department before an internship can begin.
- Internships must be arranged, developed, coordinated and supervised by Catawba County Schools

Internship Program personnel.

- Any internship that requires an overnight stay must be in compliance with Catawba County Schools' Board of Education Policy #3.6320 and administrative procedures.
- Interns must submit required paperwork as outlined in the guidelines for their particular internship program.
- Periodic contact with the Internship Coordinator is expected throughout the semester to document how the internship is progressing. In the case of a problem or concern, the school counselor in charge of internships or the Internship Coordinator must be contacted immediately.
- Internships give the potential for elective credit awarded on a Pass or Fail basis. The internship credit counts toward graduation units, but carries no point value in the student's grade point average (GPA).
- Credit is awarded for internships based on the completion of specified time and program requirements, a satisfactory evaluation(s), and completion of all required paperwork by the deadline. Failure to satisfy any of the program requirements can result in a failing grade that would be recorded on the student's official transcript.

It is the policy of the Catawba County School System not to discriminate against race, age, color, religion, sex, marital status, pregnancy, parenthood, or handicapping conditions in its educational activities or employment policies.

Approved _____

Date 11/28/2005