

HELENA HIGH SCHOOL **INTERNSHIP PACKET**

Thank you for your interest in completing an internship! This is an unpaid elective credit opportunity with limited availability. An internship requires maturity and professional behavior and is limited to junior and seniors. Students must be able to commit to 90 hours per semester for 0.5 credit (5 hours per week) or 180 hours per semester for 1.0 credit (10 hours per week).

Students interested in participating in the internship must be in good standing. You must be willing and able to commit to completing the internship, be professional, maintain good standing in your Helena High classes, and be an outstanding representative of Helena High School to the community.

Minimum Qualifications:

- ✓ Senior (Junior if there is availability)
- ✓ 2.5 GPA or higher
- ✓ Good attendance - less than an average of 15 absences per year
- ✓ Be on track to graduate
- ✓ No disciplinary record resulting in suspension
- ✓ Student must have reliable transportation

***KEEP THE TOP TWO PAGES OF
THIS PACKET FOR YOUR
INFORMATION.**

If you meet the minimum qualifications complete the next steps:

- ✓ Identify an area you may be interested in completing your internship
 - Meet and discuss with the Career Counselor, Ms. Rausch
- ✓ Complete and submit an Internship application.

Not all placements are possible due to HIPAA regulations, many internships in the medical and other health care settings are not possible. While not under HIPAA guidelines, internships in accounting and law are typically not available due to privacy/confidentiality rules.

REMEMBER THIS OPPORTUNITY IS A PRIVILEGE NOT A RIGHT. IF AT ANY POINT YOU FAIL TO MEET THE REQUIREMENTS OR STANDARDS, YOU WILL BE REMOVED FROM THE INTERNSHIP AND WILL RECEIVE AN F.



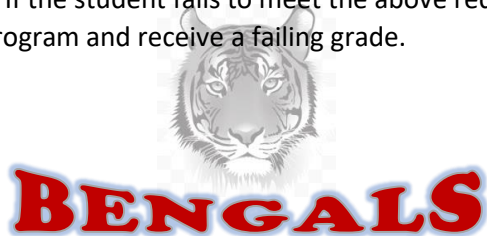
Contact the Career Counselor, Ms. Rausch, in the counseling center with any questions, concerns, or changes.
rausch@helenaschools.org | (406) 324-2225

HELENA HIGH SCHOOL

STUDENT INTERN RESPONSIBILITIES

- ✓ **Identify an area you may be interested in completing your internship**
 - Meet and discuss with Ms. Rausch, Career Counselor
- ✓ **Apply for the Internship**
 - Application, resume, cover letter/letter of interest, teacher recommendation form, and two references
 - Submit your Application and Required Documents to Ms. Rausch, Career Counselor
- ✓ **Once Accepted into the Internship Program, prior to your start date**
 - Complete Internship Agreement
 - Attend Orientation
 - Develop a work schedule to include:
 - A minimum of 4 hours per week (0.5 credit) OR
 - A minimum of 8 hours per week (1.0 credit)
- ✓ **Once internship has started**
 - **DAILY:**
 - Complete timecards and have them signed by your supervisor
 - Journal
 - 10 minutes (at least) of weekly journaling to be completed outside of your scheduled internship time.
 - Examples topics:
 - Duties performed/tasks learned
 - Progress toward learning goals
 - Accomplishments/achievements
 - Issues or problems encountered and how you dealt with them
 - **WEEKLY:**
 - Meet with Career Counselor, Ms. Rausch, for a check-in
 - **MIDTERM:**
 - Self-Evaluation – Refer to your learning goals
 - Supervisor-Evaluations – Sent by Ms. Rausch
 - **FINAL:**
 - Self-Evaluation – Refer to your learning goals
 - Supervisor Evaluations – Sent by Ms. Rausch
 - Final Project
 - Presentation or Paper, discuss details with Ms. Rausch
 - Thank you letter – send to Internship Provider within 1 week of completion

Students will receive a pass/fail grade based on the above requirements (hours, journals, check-ins, evaluations, and final projects). If the student fails to meet the above requirements, he/she may be removed from the Internship Program and receive a failing grade.



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HELENA HIGH SCHOOL

APPLICATION FOR INTERNSHIP

Thank you for your interest! Please return the completed application and supporting documents to Ms. Rausch in the Counseling Center.

- ✓ APPLICATION
- ✓ LETTER OF INTEREST/COVER LETTER
- ✓ RESUME
- ✓ TEACHER RECOMMENDATION FORM

**Note: All applications will be reviewed by their counselor and administrator. Some sites may require an interview.*

Date: _____

Preferred Semester: S1 S2 | Credits: 0.5 1.0

Grade: SR JR (depending on availability)

Name _____ Phone #: _____

Current Address: _____ GPA: _____

Email: _____

Approximately how many days of school did you miss last semester? _____

Do you have a discipline record? YES NO

If yes, please explain: _____

Internship Position Desired: _____

Have you ever applied for a position/internship with us before? YES NO

If yes, when? _____

Do you have reliable transportation to get you to/from your internship? YES NO



Contact the Career Counselor, Ms. Rausch, in the counseling center with any questions, concerns, or changes.
arausc@helenaschools.org | (406) 324-2225

Classes/training you have had that relate to the internship you are applying for:

Please explain why you would be a good candidate for the internship position you are applying for:

Learning Goals:

1. _____
2. _____
3. _____

List two references other than relatives:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

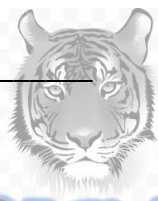
How long they have known you: _____

How long have they known you: _____

I attest that the information contained in this application is true to the best of my knowledge and any information found to be false could result in my not being hired or terminated from my position. I further understand that the Internship Coordinator will periodically check my grades and attendance at the work place and school. Failure to keep grades up, attend or comply could result in my termination without notice.

Signed: _____

Date: _____



BENGALS



HELENA HIGH SCHOOL

TEACHER RECOMMENDATION

The below student has applied for an internship.

Student Name: _____

Area of Interest/Job Site: _____

Please check all descriptive traits of above student (check the one that best fits):

1. Participation in discussion (self-initiated)

- always involved, often initiates discussion
- usually participates
- often participates
- occasionally participates
- seldom participates
- not applicable

3. Personal Responsibility

- always accepts fully
- usually accepts fully
- partially accepts
- sometimes refuses
- often refuses

2. Involvement in classroom activities

- very involved in all activities
- active, usually shows genuine interest
- mild, politely attentive
- fair, attention often wanders
- distracted, does other things in class
- disinterested, doesn't participate

4. Consideration of others

- always considerate of others' rights and feelings
- usually considerate
- courteous, little evidence of consideration
- sometimes inconsiderate
- often inconsiderate
- inadequate opportunity to observe

Please rate you student 1-5 (5 being the highest) in the following areas:

Attitude:

- Demonstrated initiative: _____
- Accepts/Makes constructive criticism: _____
- Is courteous and friendly: _____

Self-management:

- Maintains professional manner/appearance: _____
- Manages time and resources effectively: _____
- Seeks guidance when appropriate: _____
- Sets realistic goals: _____

Relationships:

- Works effectively with other students: _____
- Is respectfully of teachers/authority: _____

Learning:

- Understands expectations: _____
- Is flexible and willing to learn: _____

Overall Performance: _____ Would you recommend this student for and internship: YES NO

Comments:

Name (Print) _____ Title: _____

Signature: _____ Date: _____