

OUR LADY of FATIMA HIGH SCHOOL

SENIOR INTERNSHIP PROGRAM

THE INTERNSHIP COORDINATOR WILL MEET WITH SENIORS TO EXPLAIN THE FORMAT AND GUIDELINES. ANY, AND ALL, INFORMATION GIVEN TO SENIORS WILL ALSO BE MAILED TO PARENTS AND POSTED ON THE FATIMA WEBSITE.

1. All seniors are required to perform a thirty {30} hour internship program. The internship program will replace the twenty {20} hour community service requirement.
2. This program is a mandatory requirement for graduation, and credit will be noted on the final transcript.
3. Seniors are required to secure their individual internship program, pending approval of the internship coordinator.
4. Prior to 19 Oct '09 {1st. qtr.}, seniors will present their planned internship program request to the internship coordinator for approval. Requests will be reviewed and researched to determine if program meets criteria*.
5. Location/site of internship can be at a place where the senior is currently employed, BUT, the internship hours and the employment hours cannot overlap or be combined.
6. Pending approval of location/site, contract will be signed {parent, senior, school principal, site coordinator and internship coordinator}. If approval is not granted, senior has 10 school days to present a secondary location/site for approval.
7. Senior will then begin internship, with completion by 30 Apr '10.
8. Seniors must create and maintain a portfolio/diary/log of internship program, depending on the program. The senior, parent and internship coordinator will meet to discuss which format will be most beneficial to senior.
9. Students will make an oral presentation to the junior and senior class.
10. Seniors must meet monthly with internship coordinator, or designee, to review progress.

Options – pre-grade 12 summer; school vacations; and/or every seven {7} days {if last period study}.

***ALL INTERNSHIPS MUST BE IN COMPLIANCE WITH ANY STATE/FEDERAL LAWS GOVERNING WORKING CONDITIONS, SAFETY REGULATIONS, AND/OR OSHA GUIDELINES.**