



# Senior Internship

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The Culminating Experience



# History

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The first internships started in the late 90s and they were on a volunteer basis.

The program grew steadily over the first four years and became mandatory when all but three students volunteered for it.

Senior Explorations 1999-2022 ( 23rd year).

[Internship Promo Video](#)

# Benefits of the Program

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The program is a terrific way for our students and the school to connect with the community.

Our students have the freedom to choose an internship in an area that interests them.

The internship allows our students to utilize the skills they developed during their thirteen years of schooling in real world settings.

It's a great way to provide a meaningful experience as their high school career culminates.

# Internship Process

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Teachers who have only seniors in their classes become faculty advisors for our students (approximately 30 teachers this year).

Students are assigned to an advisor in January based on the students' schedules. Faculty advisors will serve as liaisons with parents and sites.

We have three formal meetings with the students throughout the year.

Ms. Croke is available during 3rd period, lunch periods and via email. Ms. Sautner is available in the main office and via email. Please reach out with any questions!

# Internship Program

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The Senior will be securing a site that can accommodate 30 hours of meaningful work for the student in person, virtually or a combination of both.

The Senior will still meet with their faculty advisor weekly and will need to complete the expectations form, resume and daily journal.

A final presentation is also required.

# Site Selection

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Recommended list of sites that have been used by students in the past. (please see end of presentation)

Community members contact us to offer internships.

Networking with family, friends and contacting organizations of interest.

Traditional offerings (politicians/businesses/law firms) are often used.

Areas of pursuit: Philanthropic, College/Career and personal interest.

Students can attend sites in person, virtually or a combination of both.

# Guidelines

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The internship runs the last six weeks of the school year (May 2nd-June 10th).

Students may not: intern at a place where they've previously worked, be supervised by a family member, receive compensation, intern where family has membership or intern at a private residence (for in-person experiences).

We reserve the right to limit the number of interns at a particular site.

# Details

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Students who are taking AP classes get eight hours off per week. (One hour for class and one hour for study time for each class time that meets).

Peer leaders, Chemistry TAs, Computer Science TAs and Big Brother/Big Sister get four hours off per week.

Students who are traveling more than 25 miles to their internship (NY City) get five hours off per week (if choosing the traditional program with an in-person internship experience.)

Students meet with their faculty advisors in school once each week or virtually to check-in on their weekly progress.

Online virtual etiquette is expected.



# Program Outline & Forms-

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The program outline will be available electronically on the website.

All forms are electronic this year.

The only paper forms needed to be printed out with a parent's signature are the internship permission and medical emergency/transportation forms. (This is the same process used to obtain a parking pass.)

During the last week of internship, a parent evaluation will be sent to the email on record in ESD.

# Final Presentation

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The Internship final presentation is the last assessment students have before they graduate.

Students are allowed to virtually invite their site supervisors, parents, teachers, and friends. Presentations are scheduled and managed by faculty advisors.

# Past Internship Sites

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<https://docs.google.com/presentation/d/1ptcJF1Xe0eDbNrUF55K07FXRMNLwX2LvuJqWPSjVLxl/edit#slide=id.p>

# Questions/Contact Information:

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