

SANTIAGO HIGH SCHOOL
INTERNSHIP PROGRAM
ATTENDANCE POLICY for Ms. Fulcher's Class

The Internship Class will meet during 5th and 6th periods on 1-6 days ONLY. On Block Days (5th & 6th) you will be responsible for arriving at your designated location. Any day you asked not to report to your assignment you are to let Ms. Fulcher know ahead of time and you must be in class at Santiago unless otherwise notified or counseled by Ms. Fulcher. You may NOT leave your internship site early! This is a class like any other. If you need to leave early your parent MUST sign you out of SANTIAGO's attendance office and my must take the slip to your Internship site prior to arrival. If you are absent your absence MUST be cleared by a parent through Santiago's Internship class.

You have chosen to attend the Internship class. Failure to attend the Internship Classes during Period 5 on 1-6 days will result in you being marked absent. You will get attendance points for the time you are in class and at your assignment so it is imperative that you have excellent attendance as this is 50% of your grade each week.

It is the responsibility of you and your parents to clear any absences from the Internship class through the attendance office. Ms Fulcher will not be responsible for clearing any absences if you have missed your class or your assignment location. It is also your responsibility to check to see what you missed in class as you must MAKE UP WORK.

Keep in mind that your attendance affects your grade in the Internship program and absences from the weekly class will result in the loss of points towards your semester grade (refer to your course syllabus). This is true for BOTH excused and unexcused absences. Students in the Internship program should make every effort to attend class and their assignments regularly.

On the days that you are at your designated elementary school (or assigned business location) you are required to arrive by 1 p.m. (or other time assigned if it is a longer drive) and report promptly to your assigned teacher or supervisor promptly. You are to stay at your assignment the entire class time (1-3p.m.). Your assigned teacher or supervisor must sign a weekly time sheet for you to complete. This time sheet will be worth 5 class points weekly. In the event you are absent from your assignment on you are required to let your teacher/supervisor know with a minimum of 48 hours in advance notice for personal doctor's appointments (etc.) and at least a 4 hour notice due to sickness. If there is an emergency please call as soon as possible to let your assigned teacher or supervisor know you will not be attending and you must also send Ms. Fulcher an e-mail at sfulcher@cnusd.k12.ca.us of your absence. This assignment is just like a job and failure to not call or not show up is not acceptable unless there is an unforeseen emergency in which case both your assigned supervisor and Ms. Fulcher should be notified.

By signing below you are committing that you understand the attendance policy of the Internship program at Santiago High School and that you agree to follow the guidelines listed above.

Print Student Name here: _____

STUDENT SIGNATURE _____

Print Parent Name here: _____

PARENT SIGNATURE _____

SANTIAGO HIGH SCHOOL Internship/Mentoring Calendar - Fall 2017 Period 5

August

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NO SCHOOL	NO SCHOOL	9 1st day SHS	10 SHS	11 SHS
14 SHS	15 SHS	16 SHS	17 SHS	18 SHS
21 SHS	22 SHS	23 SHS	24 SHS	25 SHS
28 Per 5	29 SHS	30 SHS	31 INV Per 5	

September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 SHS
4 Labor Day NO SCHOOL	5 SHS	6 SHS	7 INV Per 5	8 SHS
11 Per 5	12 SHS	13 SHS	14 INV Per 5	15 SHS
18 Per 5	19 SHS	20 SHS	21 AS Per 5	22 SHS
25 Per 5	26 SHS	27 SHS	28 SHS	29 non student day

October

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Per 5	3 SHS	4 SHS	5 INV Per 5	6 SHS
9 Per 5	10 SHS	11 SHS	12 INV Per 5	13 SHS
16 Per 5	17 SHS	18 SHS	19 INV Per 5	20 SHS
23 Per 5	24 SHS	25 SHS	26 INV Per 5	27 SHS
30 Per 5	31 SHS			

November

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 SHS	2 INV Per 5	3 SHS
6 Per 5	7 SHS	8 SHS	9 SHS	10 VetDay NO SCHOOL
13 AS Per 5	14 SHS	15 SHS	16 INV Per 5	17 SHS
20 HOLIDAY	21 HOLIDAY	22 HOLIDAY	23 HOLIDAY	24 HOLIDAY
27 Per 5	28 SHS	29 SHS	30 INT Per 5	

December

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 SHS
4 Per 5	5 SHS	6 SHS	7 INV Per 5	8 SHS
11 Per 5	12 SHS	13 SHS	14 INV Per 5	15 SHS
18 SHS	19 Finals SHS	20 Finals SHS	21 Finals SHS	22 non student day
No School Winter Break				

LAST DAY of Internship for Semester is Dec 14
Semester starts January 16, 2018 Students will report for Internship

Legend:

SHS	Students are at SANTIAGO HIGH SCHOOL
NO SCHOOL	
Per 5	Intern Assgmt (Off Campus)
Per 5	SCHOOL TUTOR OR BUSINESS INTERN
AS (Assembly SCHEDULE) means students do not get off campus until 1:05 pm arrival at Internship about 1:15 p.m. or possibly a tad later	
INV (intervention SCHEDULE) means students do not get off campus until 12:50 arrival to Internship about 1:15 p.m.	
Susan B Anthony & Orange Elementary have parent teacher conferences TO BE DETERMINED	

Note: This calendar may be revised at any time

Company Name:		Call Date:
Address/e-mail:		
City:	State:	Zip Code:
Contact Person:		
Work Phone:	Alt. Phone:	
Call Back:		
NOTES:		

Company Name:		Call Date:
Address/e-mail:		
City:	State:	Zip Code:
Contact Person:		
Work Phone:	Alt. Phone:	
Call Back:		
NOTES:		

Company Name:		Call Date:
Address/e-mail:		
City:	State:	Zip Code:
Contact Person:		
Work Phone:	Alt. Phone:	
Call Back:		
NOTES:		

Company Name:		Call Date:
Address/e-mail:		
City:	State:	Zip Code:
Contact Person:		
Work Phone:	Alt. Phone:	
Call Back:		
NOTES:		

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
INTERNSHIP PROGRAM**

AGREEMENT FOR AFFILIATION

The purpose of this Agreement is to authorize an Internship Program operated by the CORONA-NORCO UNIFIED SCHOOL DISTRICT for qualified students to be provided at the Affiliate's place of business. This Agreement requires the written approval of the Affiliate, the Student and his/her parent or legal guardian if the Student is under the age of 18 at the time of signing this Agreement, and the CORONA-NORCO UNIFIED SCHOOL DISTRICT ("CNUSD").

This Agreement lists the responsibilities and expectations of the Student, the Affiliate and CNUSD. The term of this Agreement will be for the _____ school year. The time schedule and use of Affiliate's areas or departments must be approved by CNUSD and the Affiliate. Affiliate's business location where the Internship Program will be provided is at: _____, California.

1. Affiliate will instruct the Student in good work habits and job skills through the employees and facilities of the Affiliate. The facilities must be suitable for conduct of the Internship Program, according to the standards of the District. Affiliate is primarily responsible for the supervision of the Student at the work location.
2. Student must maintain regular attendance at school and at the Affiliate's facilities. Regular school attendance is required to be eligible for this Internship Program. The Student will be subject to the rules and regulations of the Affiliate during the hours they are in its facilities. The Student is also under the discipline and authority of CNUSD. When appropriate, the Student will wear apparel and/or a name tag to designate him/her as a member of the Internship Program.
3. Student is expected to be honest, punctual, cooperative, courteous, and willing to learn. Affiliate reserves the right to discharge the Student for just cause. However, Affiliate will consult with School District prior to such action whenever possible.
4. CNUSD and the Affiliate shall meet and confer, as needed, to evaluate the Internship Program progress and to identify and resolve any problems.
5. CNUSD shall provide the Student with worker's compensation insurance while participating in the Internship Program.
6. CNUSD will be responsible for all progress reports and the evaluation of the Student's performance. CNUSD will provide qualified staff for the purpose of providing instruction and assisting in the supervision to the Student enrolled in the Internship Program located at Affiliate's work location and will be responsible for the actions of the Student during the operation of the Internship Program. CNUSD employee signing this Agreement is the responsible person to be contacted by the Affiliate or the parent/legal guardian regarding the Internship Program.

7. Affiliate will provide the Student with 4 hours of training per week, exclusive of holidays. The maximum hours of training per school day are not to exceed 4 hours.
8. Affiliate will assure that there will be no unlawful discrimination regardless of race, color, ancestry, national origin, religion, sex, marital status, physical or mental disability.
9. Affiliate agrees that any Student participating in the Internship Program pursuant to this Agreement shall not displace any regular employee of the Affiliate.
10. Parent/legal guardian gives permission for Student to provide his/her own transportation and/or will provide transportation for Student.
11. Parent/legal guardian gives permission for CNUSD to discuss with Affiliate any limitations to the extent necessary for the Student to be successful on the job.
12. Any party may discontinue this affiliation by giving 14 days written notice to all individuals listed below.

CORONA-NORCO UNIFIED SCHOOL DISTRICT

By: _____
 Name/Title
 CNUSD Authorized Representative
 Telephone No: _____

Date: _____

AFFILIATE
 Business Name: _____

By: _____
 Name/Title
 Affiliate Authorized Representative
 Telephone No.: _____

Date: _____

STUDENT

By: _____
 Student's Signature

Date: _____

PARENT/LEGAL GUARDIAN

By: _____
 Parent/Legal Guardian's Signature

Date: _____

CNUSD BUSINESS DEPT. INTERNSHIP PROGRAM

AFFILIATE INTEREST Form

Company Name _____

Contact Name _____

Address _____

City _____ ZIP _____

Phone number(s) work _____ best time to call _____

Cell (if applicable) _____

E-mail _____

Potential Internship Assignment
Position/department _____ (if known)

Specific Skills desired if applicable? _____ (i.e. typing, computer software etc.)

Note: Most Internship assignment times are in the afternoon between 1 p.m. and 3 p.m. based on the block schedule of Santiago and Roosevelt High Schools. If another time works best let us know so we can evaluate your needs.



Place a check in the box next to each job category for which you may have an Internship Opportunity or use the line below to fill in your own information

Internship Industry (check one or more that may apply)

- HEALTH/SCIENCE/MEDICAL
- TECHNOLOGY
- ARTS/MEDIA & ENTERTAINMENT
- MANUFACTURING/PRODUCT/DEVELOPMENT
- EDUCATION/FAMILY SERVICES
- INFORMATION TECHNOLOGY
- PUBLIC SERVICE
- BUSINESS/MARKETING/SALES
- HOSPITALITY/TOURISM
- DESIGN/ENGINEERING
- TRANSPORTATION/BUILDING
- FINANCE/BUSINESS
- AGRICULTURE
- FASHION/INTERIOR DESIGN
- GOVERNMENT
- OTHER _____

Do you have another idea for an internship?
Let us know and we'll try to arrange it with our students.



**YOU ARE CORDIALLY
INVITED TO ATTEND...**



**A ROOTBEER FLOAT
Informational Event**

**Counselors, thank you for helping enroll
students in next year's Internship Course!
Please be our guest at a Root-beer float
invitational for students.**

**Date: Friday, May 12
Time: Both Lunches
Place: Ms. Fulcher's classroom F106**

CNUSD INTERNSHIP PROGRAM

HELP PROPEL COLLEGE AND CAREER READINESS WITHIN THE COMMUNITY
BY PARTNERING WITH CNUSD STUDENTS



The Internship program has taught me...

To value the dedication and hard work of others.

The basic skills that I need to work in an office.

To recognize all the many tasks that go into a days work that often go by unrecognized.

That I want to be my own boss!

Santiago High School
Sherry Fulcher

Ph 951.739.5600
1395 Foothill Parkway | Corona, CA 92881

sfulcher@cnusd.k12.ca.us

BENEFITS

- Influence the skills students will develop for career readiness
- Help educate young students for potential future employment
- Mold students for their future career goals
- Help students acquire professional networking abilities
- Enhance job search skills, self-confidence and work related competencies

Eleanor Roosevelt High School
Julie Holmes

Ph 951.738.2100
7447 Scholar Way | Eastvale, CA 92880

jholmes@cnusd.k12.ca.us



Maximize work-based learning opportunities that will add relevance to a student's rigorous academic learning



**CORONA-NORCO UNIFIED SCHOOL DISTRICT
COURSE OF STUDY**

NAME OF COURSE: Internship 2A/2B

DEPARTMENT: Business Education

GRADE LEVEL: 12

**RECOMMENDED
PREREQUISITE:** None

CREDITS: 10 **LENGTH:** Year

COURSE CONTENT: Instructor approval required. This course will provide a basis for career preparation for 12th grade students by enabling them to acquire a firsthand knowledge of business. Students are given an opportunity to intern at a business site in the community or on campus to learn the various skills that will make them employable as long as they have a cumulative GPA of 2.0 or higher and do not have an excess of absences/tardies. A maximum of 10 units may be earned over a 1 year period (5 units variable credit per semester). The students will be required to attend class once per week for 1 hour. An outcome of this course is that students will seek (1) a letter of recommendation; (2) a job referral; and/or (3) an internship at the firm. While interning, students may gain valuable work experience and will be able to make the connection between career/business and education while gaining work skills that will make them more employable. Students will also be encouraged to explore career pathway possibilities.

The Internship Program Curriculum will be guided by the state standards for Vocational Education as well as by the Expected School-Wide Learning Results developed by the Corona-Norco Unified School District Staff.

UC “a-f” REQUIREMENTS: None

BASIC TEXTBOOK: None

SUPPLEMENTAL MATERIAL: Handouts

Internship Characteristics and Benefits

An internship is an opportunity to integrate career related experience into a high school education by participating in planned, supervised work.

Characteristics of internships:

- Contributes to the student's personal and professional development through challenging work assignments
- Is planned and scheduled through consultation with the teacher so as to fit into the high school career preparation experience
- Involves a supervision component that is mentoring and educational
- Includes career related experiences that complement what is learned in the classroom and will have a reflection and evaluation process at the conclusion of the internship
- Builds upon the relationship that the Corona Norco Unified School District has with employers
- Is most successful when the student, the teacher and the employer all share responsibility in making it a valuable experience

These experiences are win-win situations for all involved.

Benefits to students:

- Opportunity to work in a career related or professional environment
- Provide career awareness for the students
- Give the students the chance to evaluate, reflect upon and try a career field
- Provide valuable experience that helps secure future employment
- Can earn credit
- Provide professional networking contacts
- Make classroom learning more interesting
- Help the student develop career search skills
- Develop self-confidence as they identify skills, abilities and talents

Benefits to the employer:

- Can evaluate the student for potential future employment
- Give the employer access to quality candidates for future opportunities
- Students contribute new energy and ideas to the work place
- Scheduling can be flexible to meet the employer's needs

Benefits to the school district:

- Strengthen ties to alumni and the community
- Provide scholarship opportunities for students
- Curriculum can benefit through feedback from employers
- Help with retention and graduation
- Strengthen the students' ties to the high school and the school district as well as implement partnerships within the community.

Please note that in addition to internship related skills, there are many other activities and experiences students have while in high school that build their skills and contribute to their future career success. These experiences are also important to academic, personal, and career development and include:

- Research Experience
- Service Learning
- Student Organization Involvement

COURSE OUTLINE

1. Student Orientation

- a. Class Syllabus/Outline
- b. School Expectations
- c. Legal Documents and Forms

2. Preparing For Work

- a. Why People Work
- b. Jobs vs. Careers
 - i. Career Exploration
- c. The Future Begins Now
- d. Finding Job Leads
- e. Applying For a Job
- f. Interviewing For a Job

3. Working on the Job

- a. Beginning a New Job
- b. Employee Expectations
- c. Expectations of Employers
- d. Workers Rights and Labor Laws
 - i. Sexual Harassment
- e. Safety/Privacy
- f. Work Situations – Scenarios and Ethical Decisions
- g. Human Relations at Work
 - i. Your Personality at Work
 - ii. Basic Work Manners
 - iii. Interacting with Coworkers
 - iv. Facing Conflicts at Work
- h. Appearance on The Job

4. Success Skills

- a. Communication Skills
 - i. Listening and Speaking
 - ii. Reading and Writing
- b. Leadership Skills
- c. Math and Measurement Skills

5. Economic Awareness

- a. Personal Money Management
 - i. Budgeting Money
 - ii. Saving Money
 - iii. Investing Money

- b. Banking and Credit
- c. Risk Management
- d. Insurance – Optional Benefits
- e. Tax Withholding
 - i. W-4 Forms, W-2 Forms and I9
 - ii. Payroll Deductions
- f. Social Security and Medicare

6. Technical Skills and Knowledge

- a. Office Computer Systems
- b. Network Systems
- c. Computer and Equipment Issues

7. Office Support Skills

- a. Office Competencies
- b. Mail and Telecommunication Systems
 - i. Telephone Procedures
 - ii. Filing and Managing Records
- c. Time and Workstation Management
- d. Business Documents/Financial Activities
 - i. Payroll Expenses, Accounting Forms, etc.

8. Human Resources Management

- a. Diversity/Culture/Ethics
- b. Employment Testing
- c. Workplace Structure
- d. Background Checks
- e. References

9. Independent Living

- a. Where to Live
- b. House Keeping Habits
- c. Wellness/Healthy Living
- d. Stress and Physical Fitness

10. Portfolio Project

SENIOR INTERNSHIP CLASS SCHEDULE

Week	Unit	Subject
1		Orientation
2		Why Do People Work
3		Jobs v. Career
		The Future Begins Now
		Finding Job Leads
5		Applying for Job
6		Interviewing For a Job
		Beginning a New Job
		Employee Expectations
8		Employer Expectation
9		Workers Rights and Labor Laws
END OF 1st QUARTER		
10		Safety/Privacy
11		Work Situations
12		Appearance on the Job
13		Human Relations at Work
14		Human Relations at Work
15		Communication Skills
16		Communication Skills
17		Leadership Skills
18		Math and Measurement Skills
19	Finals	
END OF 2nd QUARTER		
1		Personal Money Management
2		Banking and Credit
		Risk Management
		Insurance
		Tax Withholding
		Social Security and Medicare
5		Office Computer Systems
6		Network Systems
7		Computer and Equipment Issues
8		Office Competencies
9		Mail and Telecommunications Systems
END OF 3rd QUARTER		

10	Office Support Skills	Time and Workstation Management	
11		Business Documents/Financial Activities	
12		Diversity/Culture/Ethics	
13		Employment Testing	
14		Workplace Structure	
		Background Checks	
		References	
		Where to Live	
		House Keeping Habits	
		Wellness/Healthy Living	
		Stress and Physical Fitness	
18		Portfolio	Portfolio Project
19		Finals	
END OF 4th QUARTER			

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
COURSE OF STUDY**

NAME OF COURSE: Internship 1A/1B

DEPARTMENT: Business Education

GRADE LEVEL: 11 - 12

**RECOMMENDED
PREREQUISITE:** None

CREDITS: 10 **LENGTH:** Year

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BASIC TEXTBOOK: None

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 - i. Career Exploration
- c. The Future Begins Now
- d. Finding Job Leads
- e. Applying For a Job
- f. Interviewing For a Job

3. Working on the Job

- a. Beginning a New Job
- b. Employee Expectations
- c. Expectations of Employers
- d. Workers Rights and Labor Laws
 - i. Sexual Harassment
- e. Safety/Privacy
- f. Work Situations – Scenarios and Ethical Decisions
- g. Human Relations at Work
 - i. Your Personality at Work
 - ii. Basic Work Manners
 - iii. Interacting with Coworkers
 - iv. Facing Conflicts at Work
- h. Appearance on The Job

4. Success Skills

- a. Communication Skills
 - i. Listening and Speaking
 - ii. Reading and Writing
- b. Leadership Skills
- c. Math and Measurement Skills

5. Economic Awareness

- a. Personal Money Management
 - i. Budgeting Money
 - ii. Saving Money
 - iii. Investing Money

- b. Banking and Credit
- c. Risk Management
- d. Insurance – Optional Benefits
- e. Tax Withholding
 - i. W-4 Forms, W-2 Forms and I9
 - ii. Payroll Deductions
- f. Social Security and Medicare

6. Technical Skills and Knowledge

- a. Office Computer Systems
- b. Network Systems
- c. Computer and Equipment Issues

7. Office Support Skills

- a. Office Competencies
- b. Mail and Telecommunication Systems
 - i. Telephone Procedures
 - ii. Filing and Managing Records
- c. Time and Workstation Management
- d. Business Documents/Financial Activities
 - i. Payroll Expenses, Accounting Forms, etc.

8. Portfolio Project

JUNIOR INTERNSHIP CLASS SCHEDULE

Week	Unit	Subject
1		Orientation
2		Application for Internship Fair
3		Interviewing For a Job/Internship Fair
4		Interviewing For a Job/Internship Fair
5		Expectations of Employers/Grooming
6		Expectations of Employers/Grooming
7		Expectations of Employers/Job Performance
8		Workers' Rights & Protections
9		Beginning a New Job
END OF 1st QUARTER		
10		Workplace Communication Skills
11		Workplace Communication Skills
12		Workplace Communication Skills
13		Outlook Certification
14		Outlook Certification
15		Outlook Certification
16		Outlook Certification
17		Outlook Certification
18		Outlook Certification
19	FINALS	Certification Test
END OF 2nd QUARTER		
1		Orientation
2		Budget
3		Budget
4		Paycheck Stub and W-4
5		Paycheck Stub and W-4
6		My Life My Decision Power Point
7		My Life My Decision Power Point
8		Personal Assessment Careers PPT
9		Collaborative Zoo Resume
END OF 3rd QUARTER		
10		Career Research Project
11		Career Research Project
12		Career Research Project
13		Entry Level Job Search
14		Resume Writing
15		Resume Writing
16		Resume Writing
17		Cover Letter
18		Thank You Letter & Get Letter of Rec.
19	Finals	Course Wrap Up with Juniors
END OF 4th QUARTER		

Commented [SF1]: Working Chapter 7

Commented [SF2]: Working Chapter 7

Commented [SF3]: Working Chapter 7

Commented [SF4]: Working Chapter 8

Commented [SF5]: Working Chapter 6

Commented [SF6]: Internet Lesson 9 Scenario 1 and 2

Commented [SF7]: Internet Lesson 9 Finish Lesson

Commented [SF8]: IRS Activity

Commented [SF9]: IRS Activity Flyer

Commented [SF10]: Instruction handout and research use PPT template

Commented [SF11]: Instruction handout and research use PPT template

Commented [SF12]: Power point handout by Southwestern Publishing

Commented [SF13]: Occupational Handbook Julie has PPT Check Career Cruising

Commented [SF14]: Occupational Handbook Julie has PPT Check Career Cruising

Commented [SF15]: Occupational Handbook Julie has PPT

Commented [SF16]: Job Search Techniques Where to Find a Job? Guest Speaker? Staffing Agency?

Internship Guidelines

Santiago High School

Internship Guidelines

1. Check in with front office and or supervisor as instructed by assigned company.
 - a. Get badge and sign in (if required)
2. At the job site:
 - a. Interns are responsible for learning how the company is organized and learn the rules of the organization.
 - b. Interns will keep track of their hours worked and provide the supervisor with their weekly time sheet.
 - c. Interns will find out who they should report to if they need help or have questions.
 - d. Interns are responsible for learning about the company's culture, dress code and work habits.
 - e. Interns should know how long it will take to get to the work location and they should try to arrive a few minutes (10 minutes is recommended) before they are due to start.
 - f. The supervisor you will report to may meet you to sign you in on the first day, or may send a member of his/her staff to meet you. Make sure you make a good first impression!
3. Treat everyone courteously and professionally; remember that no matter what anyone's title may be at your assignment all your actions should reflect well on you as a professional. Keep in mind that you are also representing Santiago High School, CNUSD, family and community.
4. Check out at the front office, return your badge and leave the premises promptly when you are done for the day.

Other Circumstances

If your supervisor is absent

SHS students will be informed ahead of time by their assigned supervisor if they will be absent if at all possible. Students will then be placed in an alternate assignment or with an alternate supervisor for that day by the designated supervisor.

Holidays/closed facility or non-work days.

SHS students will report to Ms. Fulcher in F106 at their own school site.

Responsibilities of the Intern

- Interns should be punctual at all times.
- Interns should be enthusiastic and get along with workers.
- Interns should be trustworthy and be devoted to their Intern assignment.
- Interns should be eager and willing to learn their Internship duties.
- Interns shall not lie, steal or mislead in any way.
- Interns should take notes when learning new concepts and tasks.
- Interns should follow all safety rules and take caution when using company equipment.
- Interns should be concerned citizens who care about the quality of their work, be productive and make good judgment decisions.
- Interns should always have a good attitude and never let a bad day interfere with their Intern assignment.
- Interns should leave their cell phones at home or in the car while at their assignment.
- Interns shall follow all policies and rules of the work place.
- Interns shall dress professionally at all times while at the business internship in accordance with standard business practices and the culture of their assignment. Consider conservative over trendy styles at all times!

CNUSD Internship Program Handbook



**Business/Technology
Department**

Table of Contents

Internship Program Fast Facts	3
Objectives for Internships	4
CNUSD Internship Program Responsibilities	5
Internship Type	6
CNUSD Affiliate Agreement	7-8
Occupational Competencies	9-10
How Interns Are Graded	11
Intern Participation Agreement/Emergency Contact	12
CNUSD Attendance Policy	13
CNUSD Transportation Agreement	14
Parent Contract	15
Intern Standards of Conduct	16
Contact and Calendar Form	17
Intern Orientation Checklist	18
Intern Time Card	19
Worksite Supervisor Evaluation Sheet	20
Example Supervisor Reference Letter Format	21
Internship Final Presentation Assignment Outline	22
Intern Supervisor Feedback Form	23

CNUSD Internship Program

Fast Facts

Program Overview:

Would your company or organization like to get connected to the up-and-coming bright minds of the future workforce? The 11th & 12th grade students of the CNUSD Internship Program are qualified, motivated young people who will do field internships for business class credit. We are looking for companies and organizations who would like to host an intern and make a difference in a young life. Students are released from their afternoon class, two days a week, to apply their skills in a professional setting. Internships are ideally 4 afternoon hours per week from August - May. Internships are unpaid.

Student Intern Qualifications:

- Excellent Attendance
- 2.0 GPA or above
- Teacher Approval

Intern Placement Details:

- Internship Duration: 1 year preferred
- Internship Start Date: _____ Internship End Date: _____
- Intern Availability: Most interns are available to work **Mon, Tues, Thurs, & Fri, leaving school around 1 pm and arriving at the site by 1:00-1:15 pm** (Wednesdays they are required to be in class).
- Intern Weekly Hours: Ideally, interns will work **4 hours per week**
- **Transportation:** Students provide.
- **Liability:** Workers' Compensation covered by school district for all unpaid internships
- Evaluation: Interns monitored weekly by business instructor, evaluated by site internship supervisor

Steps to Host an Intern:

- (1) Find more info about the Internship Program at **Eleanor Roosevelt High School and Santiago High School Websites**
- (2) Fill out and return the online **Intern Request Form** (form found on CNUSD webpage). You will be contacted shortly after with confirmation information.
- (3) Meet with the **Intern Coordinator(s)**, Sherry Fulcher and Julie Holmes.
- (4) Schedule Interviews or attend the **Internship Interview Fair**, to interview potential interns (recommended but not mandatory)

Objectives for Internships

1. To reinforce academic skills.
2. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
3. To facilitate the transition between school and employment.
4. To provide training stations for interns to practice skills and attitudes learned in the classroom.
5. To provide interns with practical experiences that will help make their classroom instruction more meaningful.
6. To provide an opportunity, through the use of local business, for interns to acquire skills and knowledge that are best developed on the job.
7. To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with co-workers and supervisors.
8. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
9. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
10. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
11. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
12. To counsel interns who want to continue training beyond high school.
13. To point out to interns that constant educational growth is necessary for successful employment and good citizenship.
14. To graduate well-trained, experienced workers

CNUSD Internship Program Responsibilities

Student Intern Responsibilities

- Contribute real work to internship site.
- Take on a project for the internship site.
- Meet regularly with supervisor to report on progress and to receive feedback.
- Reflect on internship work and learning in weekly journal writings.
- Get weekly timecards signed by supervisor and then submit to instructor.
- Email internship supervisor and instructor if he/she is going to be absent or late.
- Complete a final “All Aspects of the Industry Report,” an in-depth research paper on internship organization.
- Present about internship experience during Senior Exhibition Project Panel.

Supervisor Responsibilities

- Train students for site-specific duties.
- Schedule regular times to meet with the student to give him/her feedback.
- Meet, call, or e-mail with the student’s instructor to discuss their work as needed.
- Sign weekly timecards.
- Contact CNUSD instructor if student is absent.
- Complete official evaluation of intern.
- Provide student with letter of completion and/or recommendation upon conclusion of internship.

CNUSD Instructor Responsibilities

- Prepare students for internship.
- Collect weekly time cards.
- Monitor intern attendance and behavior.
- Communicate with intern supervisors via phone or email.
- Conduct weekly class lessons.
- Supervisor class discussion of internship progress.
- Do on-site intern observation visitations.
- Assign student a semester grade based on their internship participation.

CNUSD Internship Type

1. Student is **not** paid.
2. Work Permits are not required.
3. Worker's Compensation Insurance is covered by Corona-Norco Unified School District.
4. Minimum/Maximum hours per week – a minimum of 54 total hours is required for internship recognition.
5. An intern is placed in an internship related to their career interest.
6. Related Instruction - Students must attend a minimum of 38 classroom hours for a year course and 18 classroom hours for a semester course. An average of one instructional period shall be conducted per week **after** students are placed in the internship.
7. Supervision Visitations – teacher will visit intern at the training site.
8. Attendance Reporting – a maximum on-the-job training cannot be more than 2 days per week.
9. Maximum Student/Instructor Ratio is limited to thirty-six (36) students per class.
10. Forms Required:
 - a. The following forms are required to be turned in before you can go out to your Internship site:
 - i. Intern Participation Agreement/ Emergency Information Form
 - ii. Internship Course Syllabus
 - iii. Attendance Policy
 - iv. Transportation Agreement
 - v. Internship Parent Contract
 - b. The following forms are required to be turned in after the 1st day at your Internship site:
 - i. Intern Standards of Conduct
 - ii. Internship Contact & Calendar Form
 - iii. Intern Orientation Checklist

**CORONA-NORCO UNIFIED SCHOOL DISTRICT
INTERNSHIP PROGRAM**

AGREEMENT FOR AFFILIATION

The purpose of this Agreement is to authorize an Internship Program operated by the CORONA-NORCO UNIFIED SCHOOL DISTRICT for qualified students to be provided at the Affiliate's place of business. This Agreement requires the written approval of the Affiliate, the Student and his/her parent or legal guardian if the Student is under the age of 18 at the time of signing this Agreement, and the CORONA-NORCO UNIFIED SCHOOL DISTRICT ("CNUSD").

This Agreement lists the responsibilities and expectations of the Student, the Affiliate and CNUSD. The term of this Agreement will be for the _____ school year. The time schedule and use of Affiliate's areas or departments must be approved by CNUSD and the Affiliate. Affiliate's business location where the Internship Program will be provided is at: _____, California.

1. Affiliate will instruct the Student in good work habits and job skills through the employees and facilities of the Affiliate. The facilities must be suitable for conduct of the Internship Program, according to the standards of the District. Affiliate is primarily responsible for the supervision of the Student at the work location.
2. Student must maintain regular attendance at school and at the Affiliate's facilities. Regular school attendance is required to be eligible for this Internship Program. The Student will be subject to the rules and regulations of the Affiliate during the hours they are in its facilities. The Student is also under the discipline and authority of CNUSD. When appropriate, the Student will wear apparel and/or a name tag to designate him/her as a member of the Internship Program.
3. Student is expected to be honest, punctual, cooperative, courteous, and willing to learn. Affiliate reserves the right to discharge the Student for just cause. However, Affiliate will consult with School District prior to such action whenever possible.
4. CNUSD and the Affiliate shall meet and confer, as needed, to evaluate the Internship Program progress and to identify and resolve any problems.
5. CNUSD shall provide the Student with worker's compensation insurance while participating in the Internship Program.
6. CNUSD will be responsible for all progress reports and the evaluation of the Student's performance. CNUSD will provide qualified staff for the purpose of providing instruction and assisting in the supervision to the Student enrolled in the Internship Program located at Affiliate's work location and will be responsible for the actions of the Student during the operation of the Internship Program. CNUSD employee signing this Agreement is the responsible person to be contacted by the Affiliate or the parent/legal guardian regarding the Internship Program.
7. Affiliate will provide the Student with ____ hours of training per week, exclusive of holidays. The maximum hours of training per school day are not to exceed ____ hours.

8. Affiliate will assure that there will be no unlawful discrimination regardless of race, color, ancestry, national origin, religion, sex, marital status, physical or mental disability.
9. Affiliate agrees that any Student participating in the Internship Program pursuant to this Agreement shall not displace any regular employee of the Affiliate.
10. Parent/legal guardian gives permission for Student to provide his/her own transportation and/or will provide transportation for Student.
11. Parent/legal guardian gives permission for CNUSD to discuss with Affiliate any limitations to the extent necessary for the Student to be successful on the job.
12. Any party may discontinue this affiliation by giving 14 days written notice to all individuals listed below.

CORONA-NORCO UNIFIED SCHOOL DISTRICT

By: _____
 Name/Title
 CNUSD Authorized Representative
 Telephone No: _____

Date: _____

AFFILIATE

Business Name: _____

By: _____
 Name/Title
 Affiliate Authorized Representative
 Telephone No.: _____

Date: _____

STUDENT

By: _____
 Student's Signature

Date: _____

PARENT/LEGAL GUARDIAN

By: _____
 Parent/Legal Guardian's Signature

Date: _____

Occupational Competencies List for CNUSD Internship Course

DIRECTIONS: Below is a list of competencies that can be applied to “the real world” of business. You may select from the competencies below what the interns will practice as part of the Internship.

Communication & Marketing

- Acquire and accurately use Business and Finance sector terminology and protocols for communicating effectively in oral, written, and multimedia formats.
- Demonstrate elements of written and electronic communication: accurate spelling, grammar, & format.
- Communicate information and ideas effectively to multiple audiences using a variety of media formats.
- Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.
- Apply high-quality techniques to product or presentation design and development.
- Construct a Marketing Plan.

Ethics & Responsibility

- Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Business and Finance sector workplace environment and community settings.
- Understand the need to adapt to changing and varied roles and responsibilities.
- Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
- Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms.
- Demonstrate ethical and legal practices consistent with Business and Finance sector workplace standards.
- Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.
- Analyze organizational culture and practices within the workplace environment.
- Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information.
- Conform to rules and regulations regarding sharing of confidential information.

Finance

- Create and use budgets to guide financial decision making.
- Interpret financial formulas commonly found in financial institutions to aid in the growth and stability of financial services (interest, use equations & graphs to summarize financial data).
- Interpret financial data, analyze results, and make sound business decisions to promote a financially healthy business.
- Apply economic concepts as they relate to financial services.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Interpret financial data, analyze results, and make sensible business decisions to promote a financially reliable business.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Develop a system for keeping and using financial records and a personal financial plan to manage cash flow and maintain creditworthiness (i.e., Excel or Spreadsheets).
- Analyze financial data in order to make short-term and long-term decisions.

Organization & Time Management

- Determine Specific, Measurable, Achievable, Realistic and Time-bound (SMART) goals for a specific project.
- Practice time management and efficiency to fulfill responsibilities.
- Plan, organize, secure, and manage resources of a project to achieve specific goals.
- Investigate the functions and techniques of management and organizational structure and distinguish between small and large companies.
- Apply economic concepts as they relate to business.
- Explain the importance of risk management and regulatory compliance in business (Prioritize risks, insurance, taxes).

Problem Solving

- Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Business and Finance sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques.
- Identify and ask significant questions that clarify various points of view to solve problems.
- Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.
- Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.
- Interpret information and draw conclusions, based on the best analysis, to make informed decisions.

Technical & Computer

- Apply essential technical knowledge and skills including proper use of computers and programs to accomplish tasks.
- Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Business and Finance sector workplace environment.
- Use electronic reference materials to gather information and produce products and services.
- Employ Web-based communications responsibly and effectively to explore complex systems and issues.
- Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.
- Utilize information and technology tools to conduct business effectively and efficiently.

Teamwork & Leadership

- Explain the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.
- Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in groups and teams.
- Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.
- Integrate the techniques and strategies used to foster positive, ongoing relationships with customers, suppliers, investors, and community.
- Explain how professional associations and organizations and associated leadership development and competitive career development activities enhance academic preparation, promote career choices, and contribute to employment opportunities.
- Respect individual and cultural differences and recognize the importance of diversity in the workplace.
- Participate in interactive teamwork to solve real Business and Finance sector issues and problems.

CNUSD Internship Program - How Interns Will Be Graded

For the duration of the Internship Program, students will be graded in three major areas: (1) Collected Assignments, (2) Behavior On-Site, (3) Attendance, and (4) Time Sheets.

1. Collected Assignments:

Assignment	Points	Due Date
<input type="checkbox"/> Internship Contract (signed by parent and student)		
<input type="checkbox"/> Intern Participation Agreement Form (with emergency info, signed by parent)		
<input type="checkbox"/> Internship Training Agreement Form (signed by student and supervisor)		
<input type="checkbox"/> Internship Transportation Agreement (signed by parent and student)		
<input type="checkbox"/> Internship Attendance Policy (signed by parent and student)		
<input type="checkbox"/> Internship Contact & Calendar Form (completed, signed by student and supervisor)		
<input type="checkbox"/> Sign-Out Sheets (must sign out daily with Mr. Walter before leaving)		Daily
<input type="checkbox"/> Internship Time Card Sheet <i>SIGNED</i>		Daily
<input type="checkbox"/> Journal Reflections or Blogs on Internship Experience		Wednesdays
<input type="checkbox"/> Internship Classwork		Wednesdays
<input type="checkbox"/> Supervisor Evaluation # 1 (completed, signed by supervisor)		
<input type="checkbox"/> Supervisor Evaluation # 2 (completed, signed by supervisor)		
<input type="checkbox"/> Copy of Thank-You Letter to Internship Supervisor		
<input type="checkbox"/> *Copy of Supervisor Letter of Reference (not required, extra credit)		
<input type="checkbox"/> Internship Final Presentation		

2. Behavior On-Site:

You are expected to be respectful and professional at your internship at all times. You will receive a grade on your behavior based on your supervisor’s evaluations of you. The following behaviors will not be tolerated and will cause you to lose points and possibly your internship: *back-talking, complaining, not following directions, being off-task, talking on your cell phone or texting, dressing inappropriately, using foul language, messing around, bringing personal drama into the workplace, and acting immaturely*. Your supervisor will be giving you two formal evaluations, but they have been told to call in to comment on your behavior and attendance at any time. The scores you receive on your two formal evaluations will translate into “bonuses” (extra points in grade) or “docked pay” (loss of points). At the end of your internship, you may also ask your supervisor for a formal Reference Letter, but only if you know you have done an outstanding job at your site!

3. Attendance:

Internship Class will meet during 5th or 6th period on Wednesday ONLY at ERHS. On all other days during 5th or 6th period you will be responsible for arriving at your designated school site at 1p.m. until 2:46p.m. Failure to attend the Internship classes will result in you being absent and will lower your grade.

In the event you are absent from your assignment you are required to let your assigned school teacher/supervisor know within a minimum of 48 hours advanced notice for personal doctor’s appointments (etc.) and at least a 4 hour notice due to sickness. You will need to e-mail your supervisor of your absence and cc Mrs. Holmes. If there is an emergency please call as soon as possible to let your supervisor know you will not be attending.

5 or more absences from your Internship assignment will result in a grade no higher than a D.

CNUSD INTERN PARTICIPATION AGREEMENT/EMERGENCY CONTACT INFORMATION

The objective of the Internship Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this training program.

Training Station Standards

- Follow company dress code policy.
- As a member of a school organization, you are not allowed to smoke.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Email your supervisor as well as your teacher prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in failing the class and losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a good year!

Emergency Information

Who to contact in case of emergency _____
Name/Relationship

Phone (_____) _____

Permission to call: If my child needs emergency medical attention and I cannot be reached, I give CNUSD and the attending site supervisor authority to call:

Our family doctor _____ Phone (_____) _____ Yes No
and/or CNUSD designated emergency clinic/hospital Yes No

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information). _____

By signing below, the student and parent, certifies that the student meets all of the following qualifications:

- Is at least 16 years of age, except a student with exceptional needs;
- Is a full time student as defined in Title 5 California Code of Regulations section 10103(b);
- Has parent or guardian approval.

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

Student Signature Date

Parent/Guardian Signature Date

CNUSD INTERNSHIP PROGRAM

ATTENDANCE POLICY

The Internship Class will meet during 5th or 6th period on Wednesday ONLY at your school site. On all other days during 5th or 6th period you will be responsible for arriving at your designated school site at 1p.m. until 2:46p.m., or school is out or the location of your Internship (Business or CNUSD District Office).

You have chosen to attend the Internship Class. Failure to attend the Internship class during 5th or 6th period will result in you being absent and will lower your grade. You receive points for your attendance in class as well as for your interning sight so it is imperative that you are present.

It is the responsibility of you and your parents to clear any absences from the Internship class through your schools attendance office. Your teacher will not be responsible for clearing any absences if you have missed class. It is also your responsibility to check to see what you missed in class.

Keep in mind that your attendance affects your grade in the Internship program and absences from the weekly class will result in the loss of points towards your semester grade (refer to your course syllabus). This is true for BOTH excused and unexcused absences. Students in the Internship program should make every effort to attend class regularly.

On the days that you are at your designated Internship site you are required to sign the attendance sheet that will be in your school sites designated area before school or during the designated times established by your teacher (sign before the tardy bell rings for 5th or 6th period). Failure to do this will result in an absence for that period. If your teacher is required to change that day's attendance due to student's failure to sign the roll sheet your attendance grade for that day will be lowered.

On the days that you are at your designated Internship site you are required to arrive prior to 1 p.m. with your badge and report promptly to your assigned work area by no later than 1 p.m. You will have a weekly time sheet for the days that you are at your Internship site. Your Supervisor will initial each day's attendance as well as sign on the last day of the week you are in attendance. This time sheet will be worth 10 class points per day worked. Your teacher will check that each day is initialed on time.

In the event you are absent from your assignment you are required to let your assigned supervisor know within a minimum of 48 hours advanced notice for personal doctor's appointments (etc.) and at least a 4 hour notice due to sickness. You will need to e-mail your supervisor of your absence and cc your teacher. You may also call your supervisor, but an e-mail is mandatory. If there is an emergency please call as soon as possible to let your supervisor know you will not be attending. This assignment is just like a job and failure to not show up without a call/e-mail is not acceptable unless there is an unforeseen emergency in which case both your supervisor and teacher should be notified.

By signing below you are committing that you understand the attendance policy of the CNUSD Internship Program and that you agree to follow these guidelines.

Print Student Name here: _____

STUDENT SIGNATURE _____

Print Parent Name here: _____

PARENT SIGNATURE _____

Corona-Norco Unified School District Internship Transportation Agreement

I _____, the parent/guardian of _____, a student at _____ do hereby acknowledge that my student has transportation to and from their Internship Site. This transportation agreement is entered into between CNUSD/my school site and _____ (referred to as the “Driver”) and the parent/guardian. The Driver agrees to the following terms and conditions of this agreement as it relates to the transportation between _____ High School and the Intern Site.

Terms and Conditions

1. Upon leaving their High School student will go directly to their Internship Site.
2. Upon leaving their Internship site students will go directly home.
3. The Driver agrees that he/she will be the sole driver of his/her motor vehicle and will not permit other students use of this transportation.
4. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting themselves to and from the locations noted above as authorized by the District.
5. The Driver shall possess a valid California operator’s license and provide your school site with proof of such license. In certain circumstances, a valid operator’s license issued by another jurisdiction will be accepted.
6. The Driver understands this agreement must be entered into each semester or as changes occur.
7. The Driver agrees that they will notify their teacher of any suspension or revocation of the Driver’s operating privilege by the State of California or another jurisdiction.
8. The Driver agrees to maintain adequate insurance coverage.

If your student does not have transportation please check this box: No Transportation

If any of the following guidelines are violated the student will be removed from the Internship class.

Print Student Name Student Signature Date

Print Parent/Guardian Name Parent/Guardian Signature Date.

Internship Parent Contract

Your student _____ who is enrolled in the Internship Program with Corona-Norco Unified School District has a unique and beneficial opportunity to be off campus during school hours for a field placement internship with a local company or organization. This internship experience, which is part of the district's Internship Program, earns the student class credit, work experience, and a special internship designation on his or her final transcript. All internship placements have been pre-approved by staff and all supervisors have undergone an interview prior to hosting an intern. The instructor will be in constant communication with the supervisor and will also visit all internship sites.

In order to leave campus for this special privilege, it is important that students and parents understand our district and program rules regarding leaving campus. Please read carefully, initial each item, and sign at the bottom, agreeing to the terms listed below.

_____ Student will attend the internship on days designated by the school site and agreed upon by supervisor and intern. All other days, the student will remain in class.

_____ Student may leave campus during the 5th period class to go to the internship. The intern must sign out with the teacher prior to leaving campus. This signature indicates that the student will be going directly to the internship site.

_____ If the student intern cannot attend the internship for a permissible reason (supervisor's request or student on-campus activity conflict), then the student must remain in class. In an event like this, reasonable advance notice must be given to both teacher and supervisor.

_____ Students who drive to their internship must have a copy of current license, registration, and insurance on file with the school site.

_____ Student must report to their internship every work day on time, dressed appropriately for that site's dress code, and prepared for the work they will be given. Student must conduct themselves professionally at all times. This includes using polite language and good etiquette with electronic devices.

_____ Student must have his or her supervisor sign a weekly timecard to verify hours worked for that week. Timesheets are due at designated times for class credit.

_____ If a student is found to not be at their internship after signing out, or does not show up, or has unreliable attendance, or rude behavior, then the following will be enforced by the teachers and administration of the CNUSD:

- **Dismissal from the internship program during school hours. Student will lose their internship privilege and will remain in class each day.**
- **An academic grade of "F" and a citizenship of "U" at the semester in the course.**
- **Consequences from CNUSD Administration for truancy and/or inappropriate behavior while representing SHS may also apply. This may include: Loss of Privileges list, Saturday School, loss of senior privileges, and/or suspension.**

We feel internships are a valuable learning experience for our students to explore careers and gain transferable work skills in a professional setting. Thank you for agreeing to our contract. Please sign below stating you understand the rules as well as the consequences for not following them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Internship Coordinator: _____ Date: _____

Intern Standards of Conduct

I, _____, understand that as an intern at
Intern name

_____ I will be required to follow the following
job site/ company or organization

Standards of appropriate workplace conduct while I am on the job:

- I will be punctual and conscientious in the fulfillment of my commitment and duties
- I will accept supervision graciously
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety training, etc.)
- I will always knock on closed doors.
- I will not chew gum or eat food while working.
- I will not bring friends to the work site.
- I will not accept tips.
- I will always notify my supervisor before I am expected if I am not able to report for work.
- I will only work when and where assigned.
- I will refrain from loud talking and laughing.
- I will refrain from using my mobile phone (text or calls) while at work
- I will not use company phones or computer for personal communication.
- I will not discuss race, religion, or politics with customers.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing the Corona-Norco Unified School District, your school, and your intern site.

Signed: _____ Date: _____
Intern's Signature

Signed: _____ Date: _____
Supervisor's Signature

Internship Contact & Calendar Form

This form is to be filled out by student and internship supervisor. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to CNUSD Internship instructor. Please print neatly using blue or black pen.

Student Intern Name: _____

Student Intern Phone: _____

Student Intern E-mail: _____

Internship Supervisor Name/Title: _____

Supervisor's Phone: _____

Supervisor's E-mail: _____

Business/Organization Name: _____

Address of Internship Site: _____

CNUSD Instructor Name: _____

Instructor Phone: _____

Instructor E-mail: _____@cnusd.k12.ca.us

Please Note: CNUSD Internships may not begin before August and must be officially completed by _____.
Students may attend Internships 2 days a week, Monday, Tuesday, Thursday, or Friday (see calendar below). All students must attend class on Wednesdays.

Internship Start Date: _____ End date: _____ Hours: _____:_____ P.M. to _____:_____ P.M.

Days of the week intern is to report: _____ Dress code: _____

(Insert calendar here)

Intern Orientation Checklist

We require intern supervisors use this for first-day orientation with interns.

Intern Name: _____

Supervisor: _____

Company & Department: _____ Time/Date of Orientation: _____

I. Welcome and Introduction

- What it means to work at this company.

- How to use phone/office equipment
- Job description
- Training plan
- Evaluation procedures

II. Workplace Tour

- Overall tour of facility
- Check-in procedures
- Tour of work space
- Exits, evacuation routes
- Introduction to staff

VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention

III. Tour of Employee Facilities

- Rest Rooms
- Parking
- Break Rooms
- Telephones
- Storage for personal belongings

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry)
- Performance expectations
- Company culture (team work, service, values, etc.)

IV. About The Company / Organization

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers / clients are
- Other branches or divisions

IX. Materials / Technology

- Computer or laptop (if needed)
- Security/ login procedures
- Personnel handbook
- Organization chart
- Telephone or email contacts

V. Department Specifics

- Telephone Number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other dept. /employees
- Hours/ break times (if applicable)

Intern Signature/ Date:

Supervisor Signature/ Date:

VI. Job Specific

- Location of Necessary supplies

Corona-Norco Unified School District

TIME SHEET

Internship/Mentoring Program

Student Name : _____

School/Work Site : _____

Day	Date	Start Time	End Time	Mentoring Teacher/Supervisor Name (print)	Mentoring Teacher/Supervisor Initials	Daily Check-in (Mrs. Holmes)

Student Signature: _____ Date: _____

Mentor Teacher/Supervisor Signature: _____ Date: _____

Due Date: _____

Day	Date	Start Time	End Time	Mentoring Teacher/Supervisor Name (print)	Mentoring Teacher/Supervisor Initials	Daily Check-in (Mrs. Holmes)

Student Signature: _____ Date: _____

Mentor Teacher/Supervisor Signature: _____ Date: _____

Corona Norco Unified School District Internship Program Student Evaluation Form

For Grade Period:	_____
Year	_____
1 st Quarter	_____
1 st Semester	_____
3 rd Quarter	_____
2 nd Semester	_____

Student: _____
 School/Site: _____
 Supervisor: _____

Instructions: Please check one statement in each category that best describes your student-learner's attitude and performance. Additional comments are welcome! Please return in a sealed envelope to your mentor student.

LIST STUDENTS MENTOR/TUTOR /JOB DUTIES:

- | | |
|--|--|
| <p>1. PUNCTUALITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS ON TIME <input type="checkbox"/> USUALLY ON TIME <input type="checkbox"/> FREQUENTLY LATE <p>2. ATTENDANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> SELDOM ABSENT <input type="checkbox"/> FREQUENTLY ABSENT <p>3. PERSONAL APPEARANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS APPROPRIATE <input type="checkbox"/> OCCASSIONALLY NOT APPROPRIATE <input type="checkbox"/> INAPPROPRIATE DRESS <p>4. ATTITUDE TOWARDS LEARNING</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENTHUSIASTIC;COOPERATIVE; EAGER TO DO A GOOD JOB <input type="checkbox"/> GENERALLY COOPERATIVE <input type="checkbox"/> RELUCTANT TO DO MORE THAN HAS TO <input type="checkbox"/> UNCOOPERATIVE; PUTS OUT LITTLE EFFORT <p>5. ATTITUDE TOWARDS SUPERVISION</p> <ul style="list-style-type: none"> <input type="checkbox"/> PROFITS BY SUGGESTIONS <input type="checkbox"/> HAS DIFFICULTY ACCEPTING SUGGESTIONS | <ul style="list-style-type: none"> <input type="checkbox"/> DOES NOT ACT ON SUGGESTIONS GIVEN <p>6. RELATIONS WITH OTHERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> IS COURTEOUS AND CONSIDERATE OF OTHERS <input type="checkbox"/> SHOULD BE MORE CONSIDERATE <input type="checkbox"/> HAS BEEN DISCOURTEOUS/RUDE <p>7. INITIATIVE</p> <ul style="list-style-type: none"> <input type="checkbox"/> INITIATES TASKS; IS SELF-DIRECTED <input type="checkbox"/> REQUIRES NORMAL DIRECTION <input type="checkbox"/> MUST HAVE CONSIDERABLE DIRECTION <p>8. JOB PERFORMANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> IS ACCURATE; ATTENTIVE TO DETAILS <input type="checkbox"/> USUALLY ACCURATE AND RELIABLE <input type="checkbox"/> OUTPUT IS SATISFACTORY <p>9. OVERALL RATING</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 EXCELLENT <input type="checkbox"/> 4 GOOD <input type="checkbox"/> 3 AVERAGE <input type="checkbox"/> 2 IMPROVEMENT NEEDED <input type="checkbox"/> 1 UNSATISFACTORY |
|--|--|

ADDITIONAL COMMENTS IF APPLICABLE:

Signed: _____ Date: _____

Return to student in the attached envelope sealed and signed

Internship Supervisor Reference Letter Example Format

At the end of the internship program, interns who feel they have performed admirably will request a letter of reference from their intern supervisors. See below for the recommended letter format:

[Please type recommendation letter on official company letterhead.]

Dear Sir or Madam:

The **first paragraph** of this reference letter template explains the connection to the student you are recommending, including: how you know them, why you are qualified to write a reference letter to comment on their character, and a description of the internship relationship you had with them. *Example first paragraph beginning: "I have had the great pleasure of employing [student name] as a student intern here at [name of worksite] for the last several months. As a volunteer community Internship Supervisor in Clairemont High School's Academy of Business Internship Program, I have regularly observed [student] as they have learned the duties of [intern's job description]..."*

The **second paragraph** of this reference letter template contains information on the student's **transferable skills** (qualities that employers value) that you have observed in your student during the course of the internship. Here you could discuss two or three skills that you have noticed your student excel in. In discussing those skills, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities/projects where you saw positive results. Be as concrete and detailed as possible. *Example second paragraph beginning: "[Student] is not only an excellent communicator, but also possesses a remarkable ability to navigate through complicated spreadsheets and databases..."*

The **third paragraph** of this reference letter template contains information on the **character** of the student you are writing about. Choose two to three specific qualities that you observed in your student. In discussing those qualities, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities you know they have been involved in (consult their resume). Be as concrete and detailed as possible. *Example third paragraph beginning: "During the course of his/her internship, I have found [student] to be energetic, honest, and future-driven..."*

The **concluding paragraph** of this reference letter template contains an offer to provide more information. Include a phone number within the paragraph, and end with a positive remark about student's prospects.

Sincerely,

Supervisor Signature

Supervisor Name Typed

Supervisor's Title

Final Exit Presentation Assignment – Internship Section Outline

EVALUATION OF INTERNSHIP PowerPoint (or Prezi) BASED ON THE FOLLOWING SLIDES/AREAS:

Slide 1: Brief History of organization

What do they do? How did it get started & grow to where it is today?

Slide 2: Company info

How many employees?

What different jobs are there? (give examples)

What education level is needed at the different jobs? (give examples)

Slide 3: How does it make money? (even non-profits have to have \$ come in to survive)

Slide 4: Technology

Does technology affect services/products to customers?

Is there a website?

What is it used for?

Is it effective?

Slide 5: What is the best thing about the organization (not your internship)?

Slide 6: Identify 1 area it could improve.

Slides 7-10+: MY INTERNSHIP EXPERIENCE – this is your chance to show off (even if you don't think what you did was "exciting" then focus on how it benefited the company)

*Typical day at internship/what did I do

*3 Things I learned from this experience (could be specific skills, general transferable skills like teamwork etc., or more specifically something you learned about yourself)

*Best thing about your internship

CNUSD Internship Program - Supervisor Feedback Form

The Corona-Norco Unified School District thanks you for your outstanding participation in our Internship Program. You've provided a first-rate learning experience for our students. Please take a moment to give us your valuable feedback.

Internship Supervisor Contact Name: _____

Company/ Organization: _____

1. Name(s) of student intern(s): _____

2. Did your intern(s) act in a mature, responsible manner while on-site? Please explain.

3. Did your intern(s) have good attendance and follow through on their expected daily duties? Please explain.

4. What skills or situations required on the job did you find your intern was prepared for?

5. What skills or situations required on the job did you find your intern was *unprepared* for?

6. Was participating in the CNUSD Internship Program an overall positive experience for you? Why or why not?

7. Please comment on the quality of communication you had with the Intern Coordinator & Instructor.

8. Please comment on anything else you feel would improve the Internship Program in future years.

9. Would you like us to contact you next year to possibly place future interns? Yes No

Internship STUDENT EMERGENCY CONTACT FORM

Name _____

Home

Address: _____

City, State, Zip:

Home Telephone _____

Your Cell # _____

Emergency contact Info:

Parent/Guardian

Name _____

Relationship _____

Address (if different from
above) _____

Cell number _____

Medical contact Info:

Doctor's Name _____

Phone number _____

Comments:

(optional) _____

Internship Students Mentoring/Tutoring Guidelines Santiago High School

Mentoring Guidelines

1. Check in with front office and or supervisor as instructed by assigned company.
 - a. Get badge and sign in
2. In the Classroom:
 - a. Students are responsible for assisting students in achieving a better understanding in a specific subject.
 - b. Tutors will present the information in a way that a student can understand.
 - c. Tutors will help students develop confidence in themselves and a positive attitude
 - d. Tutors will provide students with the necessary skills, so they can continue academic success.
 - e. Tutors can help students in organization.
 - f. Tutors will help students with note taking skills.
3. Check out in front office
 - a. Return badge and sign out.

Other Circumstances

Sub

SHS students will be informed ahead of time by their assigned teacher if they will be absent if at all possible. Students will then be placed in an alternative assignment or with an alternate teacher for that day by the designated supervisor or administrator.

Homework club

Mentor student will report to their assigned homework club and assist students with tutoring as needed.

Field Trip

Mentor student should be informed ahead of time and placed in an alternative classroom for that day by the assigned mentor teacher.

Parent-Conference Week

Students will report to their own school site.

Responsibilities of a Mentor

- Mentors should want to help others reach academic achievement, and should show proficiency in a particular subject.
- Mentors should have patience when dealing with students, who have a hard time grasping a subject or have developed a negative attitude towards school.
- Tutors must be responsible and dependable, because the students they work with count on them to help improve their academic situation.
- It is important that tutors show up on time and stay committed to their students.
- It is essential that tutors have excellent communication skills, because they will be interacting with students, parents, teachers on regular basis.
- Mentors can ensure that students are giving an effort and making positive strides in their classes.
- Tutors will maintain a professional attitude and adhere to the dress code guidelines.

TIME SHEET

Internship/Mentoring Program

Student Name : _____ Class Period _____ (period 5)

Where do you report for Internship name of Site : _____

TSWEEK of : _____ Due date _____

DAY MON, THURS,	Date	Start Time <small>i.e. 1 P.M</small>	End Time <small>i.e. 3 p.m.</small>	Mentoring Teacher/Supervisor Name (print)	Mentoring Teacher/Supervisor <i>Signature</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Student *Signature*

Date

MUST BE COMPLETE AND MUST BE ON TIME – NOT ACCEPTED LATE! YOU HAVE AN ENTIRE WEEK TO TURN IN YOUR TIME SHEET. MUST BE SIGNED BY STUDENT AND SUPERVISOR! YOU CAN HAVE ANY ADULT AT YOUR INTERNSHIP SITE SIGN YOUR TIME SHEET AS LONG AS THEY CAN VERIFY YOUR HOURS.

TIME SHEET

Internship/Mentoring Program

Student Name : _____ Class Period _____ (period 5)

Where do you report for Internship name of Site : _____

TSWEEK of : _____ Due date _____

DAY MON, THURS,	Date	Start Time <small>i.e. 1 P.M</small>	End Time <small>i.e. 3 p.m.</small>	Mentoring Teacher/Supervisor Name (print)	Mentoring Teacher/Supervisor <i>Signature</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Student *Signature*

Date

MUST BE COMPLETE AND MUST BE ON TIME – NOT ACCEPTED LATE! YOU HAVE AN ENTIRE WEEK TO TURN IN YOUR TIME SHEET. MUST BE SIGNED BY STUDENT AND SUPERVISOR! YOU CAN HAVE ANY ADULT AT YOUR INTERNSHIP SITE SIGN YOUR TIME SHEET AS LONG AS THEY CAN VERIFY YOUR HOURS.

**YOU ARE CORDIALLY
INVITED TO ATTEND...**



A ROOT BEER FLOAT
Informational Event to Learn More
About This Course

Date: Friday, May 12

Time: Both Lunches

Place: Ms Fulcher's classroom F106

For more information: See Ms. Fulcher in F106
or Mrs. Brown in counseling

Corona Norco Unified School District
Internship Program Student Rating Form
 Eleanor Roosevelt High School

For Grade Period:	
Year	_____
1 st Quarter	_____
1 st Semester	_____
3 rd Quarter	_____
2 nd Semester	_____

Student: _____
 School: _____
 Mentor Teacher: _____

Instructions: Please check one statement in each category that best describes your student-learner's attitude and performance. Additional comments are welcome! Please return in a sealed envelope to your mentor student.

LIST STUDENTS MENTOR/TUTOR DUTIES: _____

- | | |
|--|---|
| <p>1. PUNCTUALITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS ON TIME <input type="checkbox"/> USUALLY ON TIME <input type="checkbox"/> FREQUENTLY LATE <p>2. ATTENDANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> SELDOM ABSENT <input type="checkbox"/> FREQUENTLY ABSENT <p>3. PERSONAL APPEARANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS APPROPRIATE <input type="checkbox"/> OCCASIONALLY NOT APPROPRIATE <input type="checkbox"/> INAPPROPRIATE DRESS <p>4. ATTITUDE TOWARDS LEARNING</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENTHUSIASTIC; COOPERATIVE; EAGER TO DO A GOOD JOB <input type="checkbox"/> GENERALLY COOPERATIVE <input type="checkbox"/> RELUCTANT TO DO MORE THAN HAS TO <input type="checkbox"/> UNCOOPERATIVE; PUTS OUT LITTLE EFFORT <p>5. ATTITUDE TOWARDS SUPERVISION</p> <ul style="list-style-type: none"> <input type="checkbox"/> PROFITS BY SUGGESTIONS <input type="checkbox"/> HAS DIFFICULTY ACCEPTING SUGGESTIONS <input type="checkbox"/> DOES NOT ACT ON SUGGESTIONS GIVEN | <p>6. RELATIONS WITH OTHERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> IS COURTEOUS AND CONSIDERATE OF OTHERS <input type="checkbox"/> SHOULD BE MORE CONSIDERATE <input type="checkbox"/> HAS BEEN DISCOURTEOUS/RUDE <p>7. INITIATIVE</p> <ul style="list-style-type: none"> <input type="checkbox"/> INITIATES TASKS; IS SELF-DIRECTED <input type="checkbox"/> REQUIRES NORMAL DIRECTION <input type="checkbox"/> MUST HAVE CONSIDERABLE DIRECTION <p>8. JOB PERFORMANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> IS ACCURATE; ATTENTIVE TO DETAILS <input type="checkbox"/> USUALLY ACCURATE AND RELIABLE <input type="checkbox"/> OUTPUT IS SATISFACTORY <p>9. OVERALL RATING</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 EXCELLENT <input type="checkbox"/> 4 GOOD <input type="checkbox"/> 3 AVERAGE <input type="checkbox"/> 2 IMPROVEMENT NEEDED <input type="checkbox"/> 1 UNSATISFACTORY |
|--|---|

ADDITIONAL COMMENTS IF APPLICABLE:

Signed: _____ Date: _____

Corona Norco Unified School District

Waiver

College and Career Readiness

We the parents of _____ (child's name) do hereby give our consent to allow our child to participate in the Santiago High School/CNUSD school mentoring/Internship program. We understand that this program calls for our child to leave the Santiago High School premises as scheduled during the Internship class on block days to walk, drive or ride (with parent/guardian) to the assigned elementary, middle school or business. We absolve Corona Norco Unified School District of any and all liability in my child's travel from Santiago High School of which my child is assigned to the assigned mentorship/Internship location.

NAME OF PARENT (Guardian) 1: _____

Phone: _____

Signature: _____ Date: _____

NAME OF PARENT (Guardian) 2: _____

Phone: _____

Signature: _____ Date: _____

ADDRESS _____ City _____ zip _____

Santiago High School Internship Transportation Agreement

I _____, the parent/guardian of _____, a student at SHS do hereby acknowledge that my student has transportation to and from their Internship Site. This transportation agreement is entered into between CNUSD/SHS and _____ (referred to as the "Driver") and the parent/guardian. The Driver agrees to the following terms and conditions of this agreement as it relates to the transportation between Santiago High School and the Intern Site.

Terms and Conditions

1. Upon leaving Santiago High School student will go directly to their Internship Site.
2. Upon leaving their Internship site students will go directly home.
3. The Driver agrees that he/she will be the sole driver of his/her motor vehicle and will not permit other students use of this transportation during or for the above specified purpose.
4. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting themselves to and from the locations noted above as authorized by the District.
5. The Driver shall possess a valid California operator's license and provide Ms. Fulcher at Santiago High School with proof of such license. In certain circumstances, a valid operator's license issued by another jurisdiction will be accepted.
6. The Driver understands this agreement must be entered into each semester or as changes occur.
7. The Driver agrees that they will notify Ms. Fulcher of any suspension or revocation of the Driver's operating privilege by the State of California or another jurisdiction.
8. The Driver agrees to maintain adequate insurance coverage.

If your student does not have transportation please check this box: No Transportation

If any of the following guidelines are violated the student will be removed from the Internship class.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date.