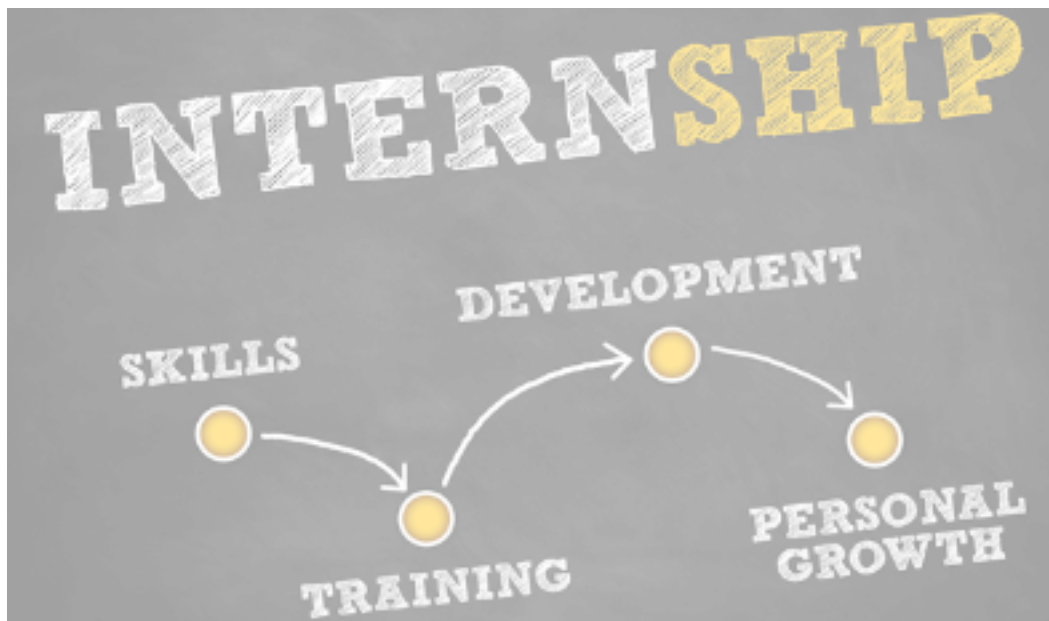


# Profile School Guide to the Internship Program



*In partnership with the North Country Workplace Education Program*

[North Country Workplace Education Program](#)

## What is an internship?

Think of it like a job. You leave school and spend time at a local business learning new things, contributing, and gaining skills and experiences. Instead of money you are rewarded with academic credit that shows up on your transcript helping you get into college or get job in the near future.

## What internships does Profile offer?

If you can dream up an opportunity that exists in the north country, we can likely find you an internship. Over 50 businesses in our area participate in our internship program. We have opportunities in automotive, healthcare, banking, education, history, cartography, technology, business, art, journalism, radio, science and more. Come talk with us about your interests and we can find the best fit for you.

Check out our website: [North Country Workplace Education Program](#)

## Am I eligible?

Ask yourself these very simple questions and if the answers are YES, then you are eligible.

- 1.) Do you have transportation (car or a ride from a qualified adult) to and from your internship?
- 2.) Has the guidance department reviewed your schedule to see if you have time in your schedule? If not are you available after school hours?
- 3.) Are you passing your classes? Are you staying out of trouble at school?
- 4.) Are you ready to act professionally, attend your internship every day and act reliably and responsibly? It's like a job, if you don't attend, you're out! It's rigorous there are in school and out of school responsibilities that must be met.
- 5.) Do you have the support/permission of your family?

## How much time is required?

130 Hours in a full year or 65 in a semester. Meeting the competencies and expectations of the internship is as important as reaching your hours goal.

## Four Easy Steps to Obtaining an Internship

- ❑ See your guidance counselor and meet with Mrs. Opalinski
- ❑ Have your parents sign the necessary paperwork
  
- ❑ Write a resume and cover letter explaining why you want an internship.
- ❑ Interview with the business that you are applying to intern with.
  
- ❑ Once you've passed the interview and they have agreed to take you, we set up a schedule and you're off and running.

## Grading Requirements

### 1. Performance Evaluation

The supervisor at your work site will evaluate your performance once every quarter. November, January, March and May. The input of your supervisor is VERY important - obviously! Please remind your supervisor two weeks in advance that grades are coming due.

### 2. Attendance

Keep careful track of your dates and hours so your supervisor can sign off. **IF YOU MISS MORE THAN 3 DAYS in any THREE MONTH PERIOD this may be cause for termination.** *The goal is 65 hours in a semester or 130 in a year.*

### 3. Internship meetings at Profile

Meeting with all the intern students and your school coordinator Mrs. Opalinski. Four meetings a year are required. You will be notified through Enriching Students & Email.

### 4. Photojournal.

Create a Google Document that serves as a running record of what you are learning in your internship. Include links so that I can learn more and photos to show me what you are doing. Track your hours in this document.

### 5. End of year presentation!

You'll create a short video and short slide presentation of your experience. Explain what you've learned, what you did, etc. Plan ahead, start in early April so you have plenty of time.

The internship experience is fun and rigorous. All five of the above grading requirements must be completed before full credit will be granted. You will be given reminders, exemplars, support and tips along the way to support your work. But at the end of the day, the responsibility is yours.

## Tips for a Successful Internship Experience

1.) **Be Flexible** - the business you are joining is a busy place. Be ready to jump into whatever they need you to do. Be a team player. Help out.

### 2.) **Communication!**

You're there to learn. You'll learn more if you get involved and ask questions. Address any concerns right away. *Let the site know at least 24 hours in advance if you can't make it to your internship.* Stop by to see Mrs. Opalinski to check in.

### 3.) **Take Initiative**

The best, most valued interns take initiative. They step up and take command of their learning. They learn the flow of the business quickly and figure out how to be helpful and how to fit in. You can't always wait for a job or assignment to be given to you. You have to reach out and and take the lead to get the most out of this experience.

### 4.) **Positive Attitude**

Be happy! Sometimes you'll be doing work you might think is boring or not worth your time. You'll be asked to take on many roles in your internship. Try to do every job, big or small, willingly and with a smile. Example: a chef in a restaurant does cook but sometimes they mop the floor. Don't complain to coworkers or fellow students if you get in a rut. Come to your school coordinator right away. They will help. That's the professional way to solve a problem at your internship.

### 5.) **Privacy**

Privacy is EXTREMELY important. Please don't discuss confidential details of your internship with others. The hospital, dental office, or school may be more critical than the local farm or library but always follow the privacy policy of your internship site. Breach of privacy is a reason for immediate termination. Take it seriously.

## IMPORTANT SCHEDULE GUIDELINES

## August -

Set up a meeting with your guidance counselor and Mrs. Opalinski the school internship coordinator. Submit all applications and forms for fall internships. Have resume and cover letters ready to go.

## Estimated 3 Weeks Set Up Time

It takes 3-4 weeks to connect with an internship site, submit your resume and cover letter, set up your interview and finish the required paperwork.

## September -

You will be ready to go in September unless we are having trouble finding you a placement. This does happen. If it does, be patient, you'll have a study hall in the library and we'll get you going as soon as we can.

## December -

Come see me if you want to set up a second semester internship. September is better but if this is a last minute decision now is the time.

## April-

Time to get all the ducks in a row. Polish up your photo journal, make sure you have all your evaluation forms in, work on your presentation, update your timesheets in google docs. You're almost done.

## May-

Celebration breakfast with Littleton and Lisbon Schools. End of year presentations at our school. Sending a thank you note at the end of May to your supervisor is a really nice thing to do. Many internships end late May, early June.

## May & June -

This is a great time to get ahead for next fall's internship. If you let me know now, I can help make sure you get a spot at your number one site. You can fill out the paperwork, get your resume and cover letter done too. The interview may not happen until late August but at least you'll be ready to go! Just watch your email in early August.

## CONTACT INFORMATION

Profile School Internship Coordinator  
Jennifer Opalinski  
691 Profile Rd. Bethlehem, NH 03574  
jopal@profile.k12.nh.us  
603-823-7411 x234

Director of Guidance  
Cindy McLaren  
cimcla@profile.k12.nh.us  
603-823-7411 x

