

## Winterim Internship Information

Internships scheduled during Winterim are a unique opportunity for our juniors and seniors to observe and experience a working professional's life for a week. Participating in an internship is a privilege that involves significant responsibility on the part of the student. Student interns and their parents are expected to review and understand the following guidelines and responsibilities.

- Transportation to and from the workplace is the responsibility of the family.
- Your internship needs to minimally be the same number of hours as your regular school day/week (7 hours a day/35 hours).
- You will receive a pass/fail grade for your internship. Your grade will be based on your attendance, evaluation by your internship contact at the organization you are interning with, a daily journal, and a Power Point or poster presentation depicting your experience which must be submitted to Mrs. Hallman the week following your internship.
- It is important that you visit your intern host during the month of January to obtain a clear list of expectations (arrival/departure time, appropriate dress, etc.).
- You will be expected to represent West-Mont, and even more so, Christ well. "Whatever you do, work at it with all your heart, as working for the Lord, not for men." Colossians 3:23. Your effort, attitude, and actions will affect future opportunities for you and other prospective interns.

### Steps to Complete

1. Contact the potential internship host and share specific requirements of the internship (hours, evaluation, journaling, etc.)
2. Set up a tentative agreement with the host. All internship requests must be submitted by Dec. 15<sup>th</sup>. Approval notification will be given by Dec. 22<sup>nd</sup>.
3. Fulfill obligations as agreed upon with the host.
4. Provide the host with an evaluation form and stamped envelope.
5. Complete and turn in the daily journal no later than March 16<sup>th</sup>. The journal should include:
  - A summary of the highlights of the experience
  - An explanation of the most enjoyable parts of the experience.
  - An explanation of the least enjoyable parts of the experience.
  - A conclusion that indicates the significance of the experience for the intern.

The Journal and Host Evaluation must be turned in no later than **March 16<sup>th</sup>**.

**Winterim Internship Application**

**Student's Name** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

**Student's Email** \_\_\_\_\_

**Student's Cell Phone** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Email Address** \_\_\_\_\_

Please print all information clearly.

HOST INFORMATION

**Contact Information** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Briefly explain what you will be doing/observing during your internship and what you hope to learn from time spent in an internship.

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**Winterim Internship Parent/Student Agreement**

I feel that my son/daughter has the responsibility and maturity to participate in this Winterim internship. I understand that my child must be in good standing with regards to his/her conduct in school in order to participate.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Host Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Administrative Approval**

- Request approved
- Request denied

\_\_\_\_\_  
Administrative Signature

\_\_\_\_\_  
Date

