

The Internship/Apprenticeship Program is an integral component of the career programs at EHOVE Career Center. The internship serves as a link between classroom learning and practical application involving the student in making decisions and learning about a field through hands-on experience.

### **General Guidelines:**

- The internship/apprenticeship position must be related to the career program and enhance the competencies that are included in the student's career tech program.
- The length of an internship/apprenticeship can be one day or several days in length.
- An Internship/Apprenticeship Program for a specific career program may be a sporadic experience or on a scheduled rotational basis.
- The student may or may not be paid during the Internship/Apprenticeship Program.
- The "Training Agreement" and "Student Release and Medical Authorization" forms must be completed and approved by the Career Services Coordinator before a student may begin an internship/apprenticeship experience.

### **Employer Responsibilities:**

- Provide the instructor/student with a position description and tasks to be performed/observed
- Provide on-going, informal feedback to the student about his/her work performance.
- Contact the Instructor or Career Services Coordinator with any feedback or concerns.
- Complete the Competency Sheet form along with the Instructor at the end of the internship.

### **Instructor Responsibilities:**

- Contact the Career Services Coordinator to discuss details regarding the Program.
- Visit the worksite and complete a Job Site Approval form
- Meet with the student to complete the Training Agreement and Student Release and Medical Authorization forms.
- Submit all completed forms to the Career Services Coordinator for review and final approval.
- A reminder that the program instructor must receive final approval before a student can begin the internship.
- Complete the Competency Sheet form along with the Employer at the end of the internship.

### **Career Services Responsibilities:**

- Review and provide approval of appropriate internships.
- Provide student release pass and notify appropriate parties of time(s) student will be off campus.
- Provide guidance to students regarding the internship process.
- Communicate with the employer regarding the internship/apprenticeship process, resolving any concerns as necessary

### **Student Responsibilities:**

- Have an updated résumé on file in your program's Google Classroom
- Complete student section of Training Agreement and Student Release and Medical Authorization forms.
- Perform as competent, mature employee with good work ethic and communication skills.
- Thank the host site for the opportunity