



INTERNSHIP GUIDE

THE STUDENT INTERNSHIP is a critical component of the:

- Academy of Finance (AOF), including Personal Finance, Accounting & Financial Services
- Information Technology, including computer programming, web page develop. & mulit-media
- Bus. & Management & Computer Applications, including Microsoft Word, Excel, Publishing & PowerPoint
- Hospitality & Tourism Courses

Through the internship, students see the connections between what they learn in school and the larger world. The internship prepares students to enter the workforce by combining academic studies with practical on-the-job work experience.

ABOUT THE STUDENTS...

- They are Junior/Senior students who have completed coursework in one or more of the above programs, maintain good attendance and grade status in school. These students are motivated to further their training and experience in a hands-on opportunity in a professional business environment.
- They have completed a resume, mock interview and screening process, including an in-depth internship application.

THE IDEAL ACADEMY INTERNSHIP

The internships are designed to be flexible both for the employer and student. There are three typical types of internships and any internship experience can be tailored to meet the specific needs of the business and student:

1. **Internship Orientation**: The student is immersed in a hands-on experience full-time for 2 weeks (80 hours). The purpose of the initial 80 hours is to present an outline of how the business works and expose them to most aspects of a particular industry. The employer will have access to a model internship work plan and have support from a school supervisor throughout the experience. Ideally this would be a paid internship opportunity for the student and CAF asks that, if possible, the business organization makes a financial donation to support the program. Donations go back into the internship program for sustainability and student stipends and usually range anywhere from \$250-\$1,000. The student will also receive school credit for completing this internship.
2. **Internship Orientation with the option to hire student as an employee**: After the student completes the initial 80 hour internship as described in #1, the employer may choose to employ the student. This would be an employment agreement between the employer and student and would include pay of at least minimum wage (\$8.40/hr.) or higher. Most internships pay a wage \$9-\$10/hr. The student will receive school credit for completing this experience.
3. **Summer Internship**: The student will gain training and experience in a hands-on paid internship opportunity within a professional business environment for a 6-8 week period during the summer. Most 6-8 week internships pay at least minimum wage (\$8.40) or higher or pay a one-time stipend/donation to CAF, which in turn becomes a student stipend. In the past, student stipends ranged from \$500-\$1,000. The student will receive school credit for completing this experience.

For more information contact Tracey Williams, School-to-Work Coordinator
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***ALL internships will:**

- Ideally takes place during the summer but can take place during school year
- Provide the intern and employer with a school supervisor who will guide both through the internship experience

The Student Will...

Send a resume and interview with employers
Develop learning objectives and goals and
Complete a training agreement
Complete job assignments
Obtain parental permission
Arrange transportation
Dress appropriately for the workplace
Arrive and depart as schedules
Display polite and courteous behavior
Complete an evaluation and other documentation

The Employer will...

Interview and hire students
Sign a training agreement
Approve student learning objective
Develop a work/training schedule
Provide time to orient, train & give feedback
Review progress with the student periodically
Complete an evaluation of the experience
Discuss education and training needed to
perform within the occupation
Communicate with the school representative
At scheduled intervals

FREQUENTLY ASKED QUESTIONS...

- **What can I Do if a student does not behave in a manner that shows interest or maturity?** First, talk to the student and review the type of behavior necessary for the job. If the behavior does not change, call the school representative.
- **Who pays the costs of Worker' Compensation insurance?** Since the student will be participating in a paid activity, the employer would pay the Workers' Compensation costs.
- **Confidentiality is extremely important in my business. How can I be assured students will understand?** Since confidentiality is critical in many occupations, the student's orientation should include discussions of maintaining confidentiality.
- **How will I know what to do once students are here?** School representatives will work with you and provide materials to help guide you in your planning. An employer training session will also be held to walk you through expectations and answer any questions you might have.
- **Can I terminate a student if he or she is not meeting satisfactory standards?** Yes. Students are expected to abide by employer rules and regulations. However, prior to termination, please contact the school representative to discuss the concerns. The school rep may be able to intervene and help the student to correct the situation.

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