



Parent Acknowledgement Form

Student Name:

Parent Name and Signature:

INTRODUCTION

Internships

Complete 40 hours of internship during 11th grade. If a student enters Da Vinci School for Science and the Arts at the 12th grade level, internship must still be completed. This is a district mandated non credit graduation requirement. ***If it is not completed, the student will not graduate.***

TASKS

Non Credit Graduation Requirements

Students must complete individual internship with a total of forty hours, at an approved site. Students may not perform internship where a parent is a supervisor. The site supervisor will rate student's performance by completing the District's Performance Evaluation template.

Upon completion of internship hours, the student will complete all required paperwork and submit to counselor for review. The student will be responsible for submitting a thank you letter to the organization. The letter must be reviewed by the counselor or designee before mailing and a copy will be submitted to counselor for the student's file.

ACTIVITY/PROCESS

Deadlines

Spring Semester:

- | Internship Site
- Return acknowledgement form, completed and signed by parent to counselor
- Update resume to include academic record, job history, awards, community service and references
- Compete applications for internship site
- Submit site information sheet to counselor
- Complete a total of 40 hours**

Internship Packet:

Return supervisor evaluation checklist, signed by supervisor and student, to counselor
Complete all required reports
Submit thank you letter to Employer/Company

RESOURCES

Resources for Internship

Chamber of Commerce Membership book
Yellow Pages
Newspaper Want Ads
Professional Organizations

EXPECTATIONS

Students:

Abide by rules and policies of Burnham Wood Charter School District
Provide own transportation to and from internship site
Perform work assigned by Site Supervisor
Follow schedule of events directed by counselor
Be on time to Internship site and wear appropriate attire

Parents:

Know your student's work schedule
Facilitate transportation for student to Internship site
Contact your student's counselor if you have concerns about the location or assignment
Show an active interest in your child's experience at a community organization.

CONCLUSION

Packet Completion: Due by end of academic year

Parent Acknowledgement Form
Resume
Internship Placement Information Sheet
Supervisor Checklist
Student Response Form
Thank You Letter to Organization