



Washk12 Internship Program

Student Internship Packet

A Work-Based Learning Experience

**Washk12 Internships
Washington County School District
121 W. Tabernacle Street, St. George, UT 84770
Phone: 435-817-5714 | Fax: 435-652-4720
Email: washk12internships@washk12.org
www.washk12internships.org**

NEXT STEPS

Congratulations on qualifying for the washk12 internship program! Now that you have qualified for the internship, it's time to compete for the company of your choice.

BEFORE THE INTERNSHIP BEGINS

- Email or drop off your resume with the internship company & request an interview.
- Once the company tells you they will hire you on as an intern, fill out the TRAINING AGREEMENT asap.
- Upload the training agreement to step #3 at washk12internships.org
- Meet with your school counselor to add the internship to your schedule.

DURING THE INTERNSHIP

- You will be responsible for timecards totaling 46 hours & final project.
- Timecard #1: February 12, 2020
- Timecard #2: March 11, 2020
- Timecard #3: April 8, 2020
- Timecard #4: May 13, 2020
- Final Project: Due anytime between May 1 - May 13, 2020

COMPLETION OF THE INTERNSHIP

- Student intern evaluation: May 13, 2019
- Step 1: Go to www.washk12internships.org.
- Step 2: Hover your mouse over "STUDENT" tab.
- Step 3: Click on "STUDENT EVALUATION".
- Step 4: Complete short evaluation.

VERIFYING HOURS

Interns are responsible for completing 46 hours at the internship site to receive academic credit. The student is responsible to turn in training agreements, time cards, etc.

SEMESTER LENGTH

Fall and Spring semesters are typically 14-15 weeks. Interns are not expected to be at the site during holiday breaks.

FREQUENTLY ASKED QUESTIONS FROM STUDENTS

Q: Can you tell me exactly what I need to turn in during the semester?

A: Application to your counselor, Complete both workshops, 4 time cards w/ journal entries, final project & employer evaluation.

Q: If I already did an internship last semester, do I have to fill out an application again?

A: Yes, if you have completed the workshops previously, you will still need to apply again, turn in your updated resume to our workshop and complete a mock interview prior to doing another internship.

Q: Is the internship during school hours or after school hours?

A: Internship is during school hours and used as a class credit. You must be able to have two class periods together or the same hour on both A day and B day.

Q: How many hours is the internship?

A: 46 hours minimum in a semester. This includes your time spent in the workshops.

Q: Is this a paid or unpaid internship?

A: In general, this is an unpaid internship used for school credit and to develop professional job skills in your chosen field.

Q: I already have a job, so can I do an internship?

A: Possibly. In some cases, we can negotiate with your employer to provide and upgrade of job duties to enhance your CTE pathway professional development. You may begin your internship with the employer but will still be required to complete the professional development workshops during the semester to pass the internship.

Q: How old do I have to be?

A: You must be at least 16. However, there are certain businesses that require you are 18 years old by the first day of the internship. These are mostly within the medical and mechanical industry. We can provide you with individual requirements as you prepare for your internship.

Q: Can I have my parent or guardian deliver my resume?

A: No, you are responsible for contacting and the follow through with the employer.

Q: Do I need to have transportation?

A: Yes. It is the parent's responsibility to provide transportation to and

from the internship site.

Q: How should I dress for the interview?

A: In general, you should dress one step above the position you are applying for when dropping off resumes and interviewing.

Q: How do I follow up?

A: If you have not heard back within one week, we recommend you call the point of contact to set up the interview. (This will be covered in more depth during the workshop).

Q: When do the workshops take place?

A: Each workshop will be taught after school hours. You can see the workshop times in the calendar section.

Q: Now that I have the internship offer, what is the next step?

A: Meet with your school counselor to add the internship to your schedule and start the necessary paperwork, then begin with the employer.

Q: How long will the internship last?

A: The length of one semester.

Q: How old do I have to be to intern with IHC?

A: You must be 18 years old.

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