



West Allegheny High School

Student Internship Proposal

An internship is a highly structured, sustained professional learning experience in which students work closely with an industry professional for a defined period of time at an established workplace to participate in and observe meaningful, practical work related to a student's field of study or career interest. Internships differ from Independent Studies by allowing students the opportunity to apply the learning they have received, gain experience in the workforce, and learn from practicing industry professionals. West Allegheny School District offers several internships on-site and is continuing to develop new internships as interests and needs are identified. Senior and Junior students are welcome to submit a student internship proposal as part of the scheduling process.

Eligibility

To be eligible for an internship, a student must be enrolled at West Allegheny, be at least 14 years old, be in good standing academically and behaviorally, and maintain positive attendance. For interns under the age of 18, a work permit must be on file. All internships will comply with state regulations for minors.

Objectives

The student will

- Gain practical skills in the field to build an understanding of the knowledge and skills required in the industry.
- Develop professional relationships and a network of support.
- Apply the knowledge gained through course work at to support the organization in which they are working.
- Develop an understanding of the duties, responsibilities, and qualifications needed to work in the career field.
- Acquire and apply critical thinking skills and effective communication skills.
- Understand and embody the professional standards required to be successful in the industry.

Guidelines

1. Senior and Junior students can propose an internship for consideration if they are currently meeting the above presented eligibility requirements.
2. All student internship proposals must include clearly defined goal statements and required signatures.
3. All internships must occur outside of a student's scheduled classes.
4. All internships must be approved by administration.
5. All internships will awarded elective credit, be graded on a Pass/Fail basis, and have no application to the student's GPA.
6. No transportation (if needed) for the internship will be provided by the school district.

Internship Direct Supervisor Responsibilities

1. **Assist** in developing performance objectives reflecting long and short-term goals.
2. **Collaborate** with administration and the student to provide clear expectations and criteria for success.
3. **Evaluate** using Pass/Fail grades at the end the internship based on the goals established at the onset of the internship.
4. **Advise** and **guide** in the completion of the learning objectives outlined above.

Steps to Apply

1. In collaboration with your Internship Direct Supervisor, complete the Student Internship Proposal and Agreement Form. **Be sure you have all appropriate signatures.**
2. Bring the completed form to your School Counselor. The School Counselor will review and submit with the student's transcript and course requests for final approval. Incomplete forms will be returned to the student.
3. If approved, the student will be contacted to adjust their schedule. **The student may not begin a proposed internship until it is officially approved.**

Student Internship Proposal and Agreement Form



Student Information:

Name	Birthdate and Age	Anticipated Graduation Year
Career and College Pathway	Current Career Goal	
Phone Number	Driving Status	Parking Status
Parent/Guardian Name	Parent Phone and Email	

Internship Information:

Title	Location of Internship
Direct Supervisor Name	Supervisor Title/Position
Phone Number	Site Address

Internship Expectations:

Time Commitment (anticipated total hours)	Credits to be earned (120 hours = 1 credit)
Start Date	End Date
Hourly Wage (if paid)	Anticipated Schedule

Internship Goals:

1.
2.
3.

Signatures of Agreement:

Student Signature	Student Name	Date
Direct Internship Supervisor Signature	Direct Supervisor Name	Date
Parent/Guardian Signature	Parent/Guardian Name	Date
Director of Special Project Signature	Dr. Katharine Roche	Date