



2015-16

IBX Internships and Service Learning

Internship Defined: An internship is a student worksite experience that emphasizes connecting activities, coordination and integration between worksite and classroom learning, uses written agreements to outline mutual expectations, and runs for at least 180 hours per semester.

Monitoring: A student **MUST** be monitored by a SPS CTE instructor at the work site. It is the students responsibility to contact the monitor and work together to meet with the employer. If a student is not monitored, THEY WILL NOT RECEIVE ACADEMIC CREDIT.

Academic Credit for paid internship: Once placed in an internship, to receive Academic Credit students must fulfill the following requirements:

- Completed (or taken concurrently) a qualifying CTE course
- Completed ALL Internship Application forms – completed by STUDENT & signed by parent
- Submit weekly journals to your monitor
- Meet at your work site with monitor and supervisor
- Work 180 paid hours = .50 Career & Technical Education Credit or work 90 unpaid hours
- Submit signed time sheets documenting hours worked
- Submit Reflection Paper
- Satisfactory Internship Employer Evaluation

Academic Credit for unpaid internship: If you work for a Non-Profit Agency, you can receive academic credit as unpaid. You need to fulfill the following requirements:

- Work 90 unpaid hours = .50 Career and Technical Education Credit
- Complete all of above for Academic Credit

Service Learning forms are available at each high school. The form needs to be completed and the student can attach goals & objectives to the form and have them reviewed and signed off by the supervisor. Any reflection for this experience should be based on the accomplishments of these goals and objectives.

Seattle Skills Center summer school option is also available to students who need a CTE qualifying course. See Seattle Skills Center webpage for information

If you have any questions do not hesitate to contact: Joanne Patrick cjpatrick@seattleschools.org
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