



## Internship Responsibilities of Students and Sponsors

This program is designed as a special experience for our students in their junior and senior years of high school. The objective of the program is to offer students practical experiences in career fields of their choice while they are internalizing the world of work.

The program should entail approximately 80 hours a semester--about 60 hours in the actual workplace, and another 20 hours for required meeting with and reporting to the school supervisors.

### **On-Site Sponsors** will be responsible for the following:

1. Conduct an initial interview with the student. Guidelines, work rules, and schedules will be determined at this time.
2. Assign experiences that may seem routine, but will profit the institution. At your discretion, also allow for some meaningful observations, personal contacts, and mature responsibilities as time progresses.
3. Assign direct supervision to insure that students fulfill their responsibilities.
4. Complete two brief evaluation checklists. (One per 9-weeks of each semester.)
5. Communicate with school if there are any concerns regarding the student.
6. If deemed appropriate, write a brief letter of reference for the student's future use.
7. Sign timesheet at the end of each week.

### **Students** will be responsible for the following:

1. Develop and maintain the workplace schedule with the on-site sponsor so that required hours are met.
2. Take full responsibility for transportation to and from the site.
3. At all times act professionally regarding appearance, timeliness, courtesy, responsibility and initiative.
4. Every Monday, meet with school coordinators in Mrs. Harrell's room. Bring weekly timesheets.
5. Bring your five written pieces pre semester in a regular and timely manner. (You may e-submit them if you prefer.)
6. Bring on-site sponsor evaluations each 9-week of the semester.
7. Prepare final portfolio and presentation as directed during the internship.

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