



DFHS SENIOR INTERNSHIP 2019

Ms. Nicole Confalone
Mr. Richard Hoffman
Co-Coordinators

What is the Senior Internship?

The Senior Internship is...

- An opportunity for you to explore your own interests, and learn about something you choose;
- A chance to discover a possible career path (or eliminate one);
- A learning experience outside the classroom and the walls of the school.

When does the Senior Internship officially begin?

→ The official start date for internships is May 6 (Monday)

Are you in a class with an IB exam? If yes...

- You will be excused from internship attendance on days when you have the actual exam and on days that your teacher has scheduled review sessions.
- You should not wait to begin your internship when all exams have ended. You may need to negotiate a part-time schedule for the first week or so.

Are you attending the afternoon BOCES program? If yes...

- You will continue to attend morning BOCES classes and set up an afternoon-only internship OR you will set up an internship directly through your BOCES program.

Are you considering the Westchester Police Academy internship?

- The Westchester Police Academy internship may begin earlier than May 6.
If so, permission of every one of your class teachers will be required so that adequate arrangements have been made for classes that you would miss.
- You will only be excused from the WYPA on days that you have IB exams.

ALL STUDENTS must have a passing grade in ALL courses in order to participate in the internship program. Students with delinquent assignments or projects in a course may be detained from the start of internships until work is completed to the satisfaction of the course instructor.

Your internship is part of DFHS requirements. Internship attendance and other related activities will be given a score that will count as part of your fourth quarter grade in your Social Studies course.

When does the Senior Internship end?

The Senior Internship program ends on Thursday, June 13.

- The final day at your actual internship site will be Tuesday, June 11th.
- On June 13, you will conduct a brief presentation of your internship experience in front of a small group at DFHS. This is the last internship activity.

INTERNSHIP CALENDAR MAY/JUNE 2019

M	T	W	T	F
(April 29)	(April 30)	1	2	3
6	7	8	9	10
<small>Students are excused from internship attendance on days they have IB exams or review sessions. Students should be attending internship on days with neither exams nor reviews unless excused by internship sponsor.</small>				
Internship Start Date				
13	14	15	16	17
20	21	22	23	24 School holiday unless needed for weather make-up
27	28	29	30	31
NO SCHOOL (Memorial Day)	Seminar # 1 (report to DFHS at 9:45 a.m.). Attend internship in afternoon only.			
JUNE 3	4	5	6	7
10	11 LAST DAY TO REPORT TO INTERNSHIP SITE	12	13 Seminar # 2 (report to DFHS at 9:00 a.m. for presentations, followed by graduation rehearsal)	14

**Graduation:
Saturday, June 15**

INTERNSHIP REQUIREMENTS AND EXPECTATIONS FOR STUDENTS

What “counts” as an internship?

- It is expected that any internship experience you set up
 - will be off campus (except for a small handful of specialized internship experiences approved by the internship coordinators that will take place within the DFHS building.) The goal of the internship is to experience the “world outside” of the walls of DFHS, to expand your horizons;
 - will fulfill one of the following:
 - It will have a learning component (where you are learning something new about a field or profession) AND a shadowing component (in which you get to spend some time observing a person or people in a field or profession doing what they do regularly); OR
 - It will involve one or more community-service projects where you will be engaged in work that benefits a community in some way;
 - will not be exclusively “grunt work” (Although it is recognized that all jobs have some degree of this, an internship where all you do is fetch coffee or make photocopies is NOT a valid internship)
 - will NOT be your existing part-time job **UNLESS** it can be expanded to include the learning and shadowing components above

Internship Approval

Your internship is considered “set up” when the

Internship Agreement Form (attached) has been signed by

- 1) You
- 2) The internship sponsor (the person you’re doing the internship with),
- 3) Your parent(s) or guardian(s),
And
- 4) Either of the two Internship Coordinators (Mr. Hoffman or Ms. Confalone)

Before starting your internship, you must be passing all of your courses and not delinquent in any work as reported by your course teachers. Excessive absences can also delay your start date.

After you have secured a commitment from an internship site and obtained the appropriate signatures from your sponsor and parent/guardian, the internship coordinators will contact your sponsor for verification.

What are my responsibilities while I'm on the internship?

- Report to your internship site each day on time.
The exact schedule will be determined by the specific needs of your internship sponsor, but it is expected that most internships will start at the beginning of the standard workday (usually 9:00) and follow the general outlines of the working day.
→ It is expected that your internship experience(s) will roughly follow the contours of the school day (remember--you are still "in" school). You should plan on spending roughly 25 hours per week on your internship, except those times when you have IB exams or other school commitments. This time should be spread out over five days wherever possible. ***If your internship sponsor needs you for three days (or fewer), you must make arrangements for another internship experience on the other days of the week.***
→ It is understood that not all internships will require your presence every day or for as many hours as listed above. If your internship sponsor needs you for a significantly shorter amount of time per week, you may need to schedule a second internship at another site during the remaining time.
→ Internships that do not follow the typical work day (i.e., start significantly later or take place on weekends), that take place out of state, or that need you fewer than four days per week will require special permission of the principal.
- Submit an "Internship Time Log" each week.
It must be signed by your internship sponsor once each week.
- Post to the "DFHS Internship Blog" **twice** each week.
One blog posting will be reflective comments in which you talk about your internship experience. The second blog posting will be a response to a specific question or prompt.
Students who do not have internet access from home will be able to submit a hand-written journal instead.
- Participate in two seminars at DFHS (May 28 and June 13), during which you will share and discuss your internship experiences with other interns. On May 24, you will make arrangements to go to your internship site later in the day (students will be dismissed from DFHS before 11 a.m.). See the calendar for specific dates.
- At the conclusion of your internship:
 - Conduct a brief presentation at the June 13 seminar;
 - Write a thank-you letter to your internship sponsor.
- INTERNS MUST CHECK THEIR dfsd E-MAILS and the Classroom page **DAILY**.

Internship Agreement Form

I, _____ will act as a student intern at the following

internship site: _____
(name of company or institution)

(name of internship sponsor / contact person)

(phone)

(address of internship site)

(e-mail)

I understand that

- I am expected to report to my internship site for the following schedule:

_____ OR _____
(daily) (M) (Tu) (W) (Th) (F)

- I am expected to report on time each day I am scheduled. If I am ill it is my responsibility to inform both the school and the internship sponsor
- I will obtain my internship sponsor's signature on all time sheets provided by the school
- as an intern, I am "the face" of the Dobbs Ferry Union Free School District and will conduct myself in a mature and professional manner at all times and in all capacities

(student's name--print)

(student's signature)

(student's e-mail)

(internship sponsor's name--print)

(internship sponsor's signature)

(parent or guardians's name--print)

(parent or guardian's signature)

(internship co-coordinator's name)
(either R. Hoffman or N. Confalone)

(internship co-coordinator's signature)
(either R. Hoffman or N. Confalone)

Responsibilities of Internship Sponsors

Dear Internship Sponsor,

We at Dobbs Ferry High School thank you for your participation in our Senior Internship Program. We appreciate that taking on an intern represents an additional commitment of time and resources for you. Thus we ask from you only that you can provide the following:

- An experience where the intern will have some opportunities to
 - shadow someone at your site who models the tasks and professional comportment of someone in the field or profession
 - experience some of what such a person would do on the job
 - be of assistance and value to you and your organization
- The intern will ask you to sign a timesheet on a weekly or bi-weekly basis. If you already have a timesheet system in use for interns, a copy of this for our records will suffice
- We welcome your feedback. Whenever appropriate, please notify us if there is an issue with the intern needing resolution or just to tell us how well things are going
- If you are pleased with the intern's performance, a written letter of recommendation, if requested by the intern, is always appreciated
- As long as it does not constitute a hardship, please be cognizant of our seminar schedule so that interns may attend

Mr. Richard Hoffman, Senior Internship Co-coordinator

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