

INTERNSHIP

The UCPS Career and Technical Education (CTE) Internship Program provides students the opportunity for hands-on experience in areas of career interest prior to college or post-secondary training.

PROGRAM RECOMMENDATIONS

- ☐ Rising Senior for summer internship or one semester during Senior year
- ☐ Has successfully reached concentrator status in a CTE pathway
- ☐ Reliable transportation
- ☐ Can attend at least eight hours per week
- ☐ On track for graduation
- ☐ Positive teacher references

**Internship site may have additional requirements that must be met.*

APPLICATION PROCESS

- Complete application in Major Clarity (application will be opened beginning February 1st for summer/following school year)
- If you arrange your own internship, fill in details and contact information on the application
- For medical internships, submit vaccination records
- Interview with prospective sponsor (if necessary)
- **Deadlines:** April 15 for a summer internship, May 1 for a first semester internship the following school year and October 1 for a second semester internship.

REQUIRED ASSIGNMENTS

Assignments are completed online through Canvas:

- Time Sheet
- Reflection Questions
- Journal
- Capstone Project
- Analysis Questions
- Career Development Articles
- Terminology
- Major Clarity Assignments
- Workplace Readiness Modules

GRADE / CREDIT

Successful completion of the course will result in one unit of college prep general elective credit 4.0 (pass/fail may be an option for some but has to be approved **before** beginning internship).

Semester

- ☐ Grade shows on report card for each grading period

Summer

- ☐ Grade added to transcript after completion of course requirements

SCHEDULING

Community sponsor and student determine schedule based on the business' hours of operation and their mutual convenience (hospital interns will be scheduled by internship coordinator).

*Minimum of 135 total hours required (100 on-site hours and 35 earned through assignments)

Semester

- ☐ Placement must be confirmed by Internship Coordinator before course is added to class schedule
- ☐ Completed during first or second semester with one release period
- ☐ Student attends at least eight hours per week (two or three days per week for three to four hours per day)

Summer

- ☐ All hours and assignments completed before the beginning of first semester

STUDENT BENEFITS

- Obtain a more realistic view of a career field and the world of work
- Make more informed decisions regarding post-secondary education or training
- Gain industry experience
- Make contacts that will help when applying for specific college programs or scholarships

For More Information:

- ☐ Contact your school's Career Development Coordinator
- ☐ Log onto Major Clarity and select Work Based Learning Opportunities
- ☐ Go to the CTE website: ucpscte.org

UCPS Internship Coordinator:

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