

# 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 need to be met.

## APPLICATION PROCESS

- Complete application in Major Clarity (application will be opened beginning February 1<sup>st</sup> for summer/following school year)
- If you arrange your own internship, fill in details and contact information on the application
- Interview with prospective sponsor (if necessary)
- **Deadlines:** April 1 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](http://ucpscte.org)

UCPS Internship Coordinator:

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