## Internship Course Description (Sample from Lenox HS)

“This course is designed for students looking for professional opportunities to explore career options and build on employability skills. Students may apply for an internship in order to gain practical knowledge and skills in a career area of interest. Students are mentored by professionals in particular areas of expertise. Internships may take place in school or off campus, during or after school hours. A few examples of internship opportunities include: art and design, veterinary work, banking, law enforcement, culinary, healthcare, elder services, education, information technology, architecture, public relations, and business. Many other job sites are available, and new opportunities can be designed specifically with each student in mind.”

The program requires an internship application, a signed contract, and a learning plan which includes goals and objectives. Students work in collaboration with their mentors and the Internship and Guidance Counselor. A letter grade is awarded based on internship attendance, weekly journals, quarterly papers, written evaluations, and attendance in quarterly seminars. Credits are determined by the number of hours completed (or competencies mastered). Seminar topics may include: professional behavior, decision making, financial management, stress management, communication skills, and solving ethical dilemmas.

For more information on any of these programs, see \_\_\_ in the Guidance Office.”