



## Timeline for 2017 Senior Internships

Internships will run from May 1-June 2, 2017

Senior Final Exams: April 24-28 (full school days)

### Work hour expectations for Internships

**15-25 hours per week**, depending on AP classes/exams

- No APs = 25 hours per week
- 1 AP = 20 hours per week
- 2 APs = 15 hours per week
- 3+ APs = start 25 hours per week when your AP exams end

When you have finished your AP exams: You will be expected to do a 25 hour week.

### Weekly check-ins:

Please respond to the following questions **every Friday in May**.

Send your answers to the DHS Internship email: [dhsinternship@danvers.org](mailto:dhsinternship@danvers.org)

- How was your week? Share positive experiences and concerns.
- What did you do at your internship this week?
- What are you learning from your supervisor/colleagues about this career?
- What do you plan to do next week? Are you working on a specific project?

### Danvers High School Prom day:

Please remind your supervisors that you will **NOT** be at your internship on **Friday, May 12**, if you are **attending the DHS senior prom**. Also, you will be attending the “halfway” seminar below on **Friday, May 19**. You may take 2 hours off your required hours for the week of May 15-19.

### Seminar:

All seniors will return to **DHS from 9-10 a.m. on Friday, May 19**, for a seminar that will include small group discussions about your experiences at the halfway point.

### Evaluations:

At the start of Internships, your supervisor should receive an email from us with an evaluation form. Please remind them to fill it out and send to: [dhsinternship@danvers.org](mailto:dhsinternship@danvers.org)

This Supervisor evaluation form is available on our website to download:

<https://danverspublicschools.org/dhs/senior-internships-2/>

- Students with 0-2 AP courses: 1 Evaluation forms should be completed at mid-point on **May 19**, and a final evaluation form to be completed by supervisors again on **June 2, 2017**.
- Students with 3+ AP courses: 1 final evaluation form to be completed by supervisors on June 2, 2017.

### Expectations:

“Ladies and gentlemen, always.” Please remember these words and follow them in terms of behavior. Be punctual, be present and please, do not use your phone during internship hours. Check in with your supervisor to see if they have any specific expectations for behavior and dress and follow their expectations accordingly.

**Check the DHS Internship Google Classroom regularly during your internship for important announcements/assignment reminders!**