



DHS Senior Internship Program

All seniors should have secured an internship by Friday, 2/15. If you have not, please use February vacation to find one. If you need help securing an internship, please see Mrs. Robinson or Ms. daSilva as soon as possible.

Senior Final Exams (if applicable): April 22 - 26, 2019 (regular school days; 7:30 am - 1:55 pm)
Quarter 3 will be extended for seniors only through Friday, April 26th.

Internships will run 5 weeks -- from April 29th - May 30, 2019

Internship Expectations

15-25 hours per week, depending on Advanced Placement (AP) classes/exams

No APs = 25 hours per week

1 AP class = 20 hours per week

2 AP classes = 15 hours per week

3+ AP classes = start 25 hours per week when your AP exams end. As your AP exams end, your hours at your internship increase.

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.

Mid-internship Reflection:

On the Internship Classroom, you will see a Google form that asks questions about your experience. Fill out at the mid-way point (**by Wednesday, May 15th**) of your internship and submit to dhsinternship@danvers.org

Evaluation:

Toward the end of internships, your supervisor will receive an email with an google form evaluation. Please remind them to fill it out and send to dhsinternship@danvers.org by Friday, May 31st

****IMPORTANT -- SENIORS!****

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

Internship Fair

- You will have an opportunity to showcase all your hard work at the internship fair to be held from **10 a.m. to noon on Friday, May 31st** in the Vye Gym at DHS.
- Tables will be organized for seniors to set up tri-fold boards and charged chromebooks with highlights of their immersive experience.
- The Class of 2019 is encouraged to invite family members as well as their supervisors to this culminating activity to celebrate the end of this learning experience
- You must remain at your project table for the entire fair and answer questions from the community.
- Dress and act professionally: Ladies and Gentleman Always!

Final Reflection Paper:

Reflect on your learning experience and submit your paper to your English teacher due the day of the internship showcase: Friday, May 31st. Grade is pass/fail.

Length: 2-3 pages, double-spaced.

Describe your internship:

- Why you chose this internship
- Where you interned, who you worked with, and a brief description of your role
- Describe a time during your internship where you felt particularly helpful or successful.
- Describe a challenging moment you encountered during the course of your internship and how you solved the problem.

Reflect upon your experiences:

- Compare what you were you hoping to get out of your internship vs. what you actually got out of it!
- What will you take away from your internship? What did you learn? Did you come to any conclusions? (about yourself, the field you studied, the career you are about to pursue, etc.)
- Any advice for next year's seniors regarding the internship program?

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