

# Department Internship Application

## Student Guidelines:

1. Available to Juniors and Seniors
2. Must drop Lunch or Open Campus to enroll in Department Internships
3. Core classes take precedence in schedule over Department Internships
4. Can schedule for a half-year or a full-year, however, students may only earn 0.5 credit with both options
5. Grading System: "O" (Outstanding), "S" (Satisfactory), or "U" (Unsatisfactory)

## Teacher Guidelines:

1. **Only ONE Department Intern per teacher, per semester...**please keep track of how many forms you are signing.
2. Students should not be absent from other classes because of a duty being performed as a department intern.
3. Teacher is responsible for submitting a grade (O, S, U) for the department internship on Skyward each marking period.

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*Complete the information below and return to your school counselor with your registration paperwork.*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher Providing Internship:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Academic Department:** \_\_\_\_\_

**Circle One:** Half-Year Internship (0.5 credit)

Full-Year Internship (Still only 0.5 credit)

**Preferred Scheduling Request, if possible:** \_\_\_\_\_

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## Approval Signatures:

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Please submit grade (O/S/U) each marking period when you enter your class grades*

**Counselor:** \_\_\_\_\_ **Date Added:** \_\_\_\_\_