

Student: \_\_\_\_\_

Instructor: Mrs. Wentz  
Career Center  
Library Loft

**Douglas Count School District  
Internship Program**

**An internship is a supervised placement in a business or organization which gives a student "hands-on" experience in the working world and an opportunity to learn more about a profession that he/she is considering.**

**Requirements**

- θ 90 documented hours/ 18 week semester  
supervisor signed time cards turned in every two weeks  
**(70 points)**
- θ Signed "Training Agreement" form, completed application **(5 points)**
- o Monthly Journal—1/2 page describing experiences, new skills learned, challenges, etc. Each entry is worth 5 points **(20 pts)**
- o Student Evaluation—completed by supervisor **(5 points)**

**Grading**

<b>A</b>	<b>90—100 points</b>
<b>B</b>	<b>80—89 points</b>
<b>C</b>	<b>70—79 points</b>
<b>D</b>	<b>60—69 points</b>
<b>F</b>	<b>59 and below</b>