



## Senior Internship Program Fact Sheet

**The NCHS Senior Internship Program (SIP) is designed to provide students with workplace experience, opportunity for career exploration and transition from high school.**

- The Senior Internship Program for 2020 will be from May 18 to June 11. There will be mandatory meetings for Seniors on March 25 and May 18.
- Interns will spend several weeks in an unpaid internship working approximately twenty-five (25) hours per week at a pre-approved work site.
- Interns can participate in sports or other after-school extracurricular activities since internships will generally occur during school hours.
- Interns cannot work with employers who are members of their family (including step family) or at a site where they currently work/take lessons or have been previously employed.
- Internships should be within a 15 mile radius from New Canaan.
- The Internship Program starts after AP Testing is complete.
- Seniors may self design their own internship. This is subject to approval, and Seniors are not allowed to intern with family members or a location they currently take lessons/Sports. Documents needed for the self design internship are emailed on Sept 12, 2019 to Seniors and located on the SIP website under Counseling/Seniors. Seniors are not allowed to self-design at internships the NCHS already has participating as hosts for the program.

To be eligible to participate in SIP, students must:

- Timely submit the SIP Application. Application period is from 11/12/19 to 12/16/19. All Seniors will be emailed a link to the online application.
- Will need to choose a minimum of 10 internships they are interested in, in the SIP online portal starting in December 2019 (if not self-designing).
- Be passing all courses and have attendance in good standing at the time of application.
- Meet all graduation requirements, academic and otherwise.
- Students taking a dual credit course must make arrangements to take the final exam during their internship, if required.
- Submit a signed Intern/Parent Contract in March 2020.
- All school work and testing must be completed before a student(s) can go to their internship(s).

Interns are required to:

- Attend all required informational, orientation and training meetings. All dates will be emailed to Seniors.
- Respond to journal questions about their internship experience in our online portal. Please note, if a student(s) fails to complete journal questions, they will receive no credit on their school transcript for their internship.
- Attend our end of year SIP Reception.
- Have good attendance during their internship. Seniors should not go on vacation, college visits, college orientation, or have elective medical surgeries (i.e.-wisdom teeth removal).

Questions? Please contact Mrs. Heather Bianco, Senior Internship Coordinator, at [heather.bianco@ncps-k12.org](mailto:heather.bianco@ncps-k12.org)