



Internships for Credit Guidelines

- Can be “Interns that Work” high school elective course code **OR** Can be Work-based Learning course code in student’s career major, counts toward “CTE Completer”
- 120+ hours = 1 course credit OR 60+ hours = half course credit
- **TEAMWORK:** Teacher of Record, School Counselor, & Career Specialist all assist as described below:

Teacher of Record Internship Checklist

- Have interested student complete [CCSD Student Internship Connection Request Form](#)
- Guide student to speak with school counselor regarding space for internship in upcoming schedule
- Provide student with [CCSD Student WBL Handbook](#), a guide for student and parents
- Collaborate to assist students with identifying and applying for potential internships

Before:

- Collect [Training Agreement](#) - Student should complete this with internship supervisor
- [Transportation & Emergency Information Form](#)
- [Educator Recommendation Form](#)

During:

- Collect weekly journals / other written assignments and [time sheets](#)/proof of hours worked
- Site Visit: Conduct one site visit minimum. Career Specialist available to assist

After:

- **Ensure all required student paperwork has been received and filed for audit**
- [Mid-point & Final Supervisor Evaluation Forms](#), Training Agreement, Hours verification
- Assign a grade using the WBL Course Completion [Grade Sheet](#). Turn this into School Counselor to post on transcript. School Counselor will also enter into PowerSchool

School Counselor Support

- Ensure internship fits student’s schedule and it aligns with academic and career goals
- Collect WBL Course Completion [Grade Sheet](#) and post on transcript
- Enter Internship in PowerSchool, Check CCR for potential satisfaction. If entered for CCR (in red box) ensure Body of Work is auditable

Career Specialist Support

- Assist student with internship search and application process, including resume and onboarding requirements for host company
- Provide interview prep as needed
- Assist with site visits as needed

Student Responsibilities

- Speak with teacher, career specialist or counselor about internship opportunities
- Fill out [CCSD Student Internship Connection Request Form](#)
- Meet with School Counselor to ensure internship fits schedule aligned with academic/career goals
- Read & understand the [CCSD Student WBL Handbook](#) and share with parents.

Student Forms

- [Training Agreement](#)- Complete with internship supervisor
- [Transportation & Emergency Information Form](#)
- [Educator Recommendation Form](#)
- Complete Weekly Journals and any other assignments from Teacher of Record