

Internship

Workplace Skills Class Information

11th and 12th grade



Please read the following information below so we can all have a great experience

REQUIREMENTS:

- You **MUST** have reliable transportation to and from your internship!!
- You must have time available to go to your internship. Please make sure your schedule allows you to be available to get your hours in at the worksite! (If you are involved in sports, the school musical, or anything else that takes up the majority of your time after school, you will not be able to take this class.)
- Good Grades
- Good attendance
- Related high school class
- Complete the Internship Application and be accepted into the program

These two items are essential! If you have too much going on and/or lack of transportation then you will become frustrated and not have a good experience and you may possibly earn a bad grade because of lack of internship hours and we may lose our internship worksite sponsor.

TIME FRAME:

- The first three weeks you will attend class and get prepared for your worksite,
- The last two weeks will be class time spent exploring other careers and making a presentation about your experience.
- Once you are placed, one Friday each month you will attend a required Seminar class.

INTERNSHIP PLACEMENT:

You **MUST** have a plan as to what you want to do and where you want to go. Your internship must be relevant to your CCR plan. It is my job to help coordinate the placements and I have some ideas, but many of you also have lots of contacts and I need your help in setting up the internships. I have enclosed an Internship application that needs to be completed by each person and returned to me if I don't already have one from you.

- If you have a specific place you wish to go and you have a contact there, please make that contact before you come to class on the first day, or when you hand in your application.
- If you have no idea of where you wish to go, start thinking and discussing options with your parents, neighbors, and friends.
- Please review the information below on specific internships.

ELEMENTARY TEACHER: If you are planning to be an elementary teacher intern, you need to contact the teacher you would like to work with and get permission to be her/his intern. I will follow up with the principal and teacher after I have the contact information. If you do not have anyone, I have certain elementary teachers and principals I could contact.

MEDICAL:

Medical Internships are very hard to get because of the HIPAA laws. IHC has discontinued their high school internships until further notice. Bangerter Health Clinic has been providing evening job shadows in various areas at their clinic.

Jordan Valley Medical Center - JVMC currently offers Jordan District six slots for the entire district. This means that CHHS gets one slot if we are lucky. JVMC provides our students with an opportunity to spend 2 weeks in each of the following departments: ER, Radiology, Respiratory Therapy, Lab, and Women's Center. This internship has normally been held on Mondays from 3-6 pm for internship hours. If you are interested in this slot, please see me.

OTHER THAN JVMC: If you don't get the spot with JVMC, check with your family doctor and see if you can do an internship with their office. Please don't ask about an internship at an IHC affiliated doctor's office or clinics.

MEDICAL INTERNSHIP REQUIREMENTS

Verification of Chicken Pox (parent letter) or proof of immunization

Two Step TB test (four visits, four pokes!)

tDap (adult version) – tdap child's version won't count

CPR certification

TB – within the last six months

Flu shot

DPT, MMR, Polio, Hep A & B

DENTAL/ORTHODONTICS: The very best thing to do is to contact your own dental/orthodontics office. If they know you, (you are their patient) they will usually allow you to intern with them. You are responsible to contact your dentist/orthodontist to get their permission and I will follow up with them.

VETERINARIAN: This area is very hard to place a high school intern unless you are enrolled at JATC Vet Tech program. You can check with your own veterinarian.

FIREFIGHTERS: Our district works with Unified Fire Authority (UFA) and placements are usually in our surrounding area. Applications need to be in VERY EARLY. (usually in the spring)

ALL OTHER INTERNSHIPS: Don't feel limited on the options above. Remember if you are interested in architecture, computers, broadcast journalism we (you, me, parents) need to start thinking about places NOW! A good place to network is family members, neighbors, and friends. These are sometimes difficult to set up. Most important is to have a PLAN and then get going!!

I am just new at teaching the internship program so we will be breaking ground on internship sites and establishing our reputation with the business world. Let's work together to make this experience a great one for you and one that makes the business happy to welcome interns in the future.

If you have questions about certain businesses/careers and you want to know about some of your choices, please email me at martarae.diamond@jordandistrict.org or stop by my office, Room 1132.

Marta Rae Diamond
Work-based Learning Coordinator
Copper Hills High Area Schools
801-256-5338
Website: <http://chhs-diamond.weebly.com>