

# **APPLIED TECHNOLOGY HIGH SCHOOL**

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Dear Parent/Guardian:

The Senior Experience internship is an interactive learning partnership through which students increase their knowledge and skills in a particular area of study while under the guidance of a mentor(s).

The essential component of a successful internship is that the student actively participates in an area of interest under the guidance of a mentor. Different mentors approach this in different ways. Some mentors design special projects to have students develop particular skills. Others integrate students into ongoing projects that may require the student to collaborate with other colleagues (teamwork) or to work independently on one aspect of the project, which the student is capable of undertaking with minimal supervision (initiative). Internships may be in any discipline or involve any profession; however, it is mandatory each student be linked to an internship that relates to the student's field of study.

Students are expected to perform duties, including filing, typing, etc., that are relevant to their intern position. However, they are not to serve as "day labor" for businesses or social/public service agencies. An internship is not an employment experience as much as it is a learning experience. Students on internships are expected to gain information and understanding about careers and work – to study and learn about employment – rather than to make significant contributions to the "bottom line." The internship is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the internship will result in employment: and the student does *not* replace an employee.

## PROGRAM HIGHLIGHTS

- The Senior Experience program is a graded internship graduation requirement that is board-approved for students in their senior year.
- Student interns report directly to their internship every Wednesday during the academic year for the full business day.
- ~ 175 internship hours are needed to pass the program.
- ~ Internship begins in September and concludes in June.
- ~ Students must start by mid first marking period.
- Mentorship may be provided by one or more individuals within the organization who take an active interest in the student's growth and development as an intern.
- Internship activities can be performed with no monetary compensation to the student intern.

For further information, please visit our website at: <https://bcts.bergen.org/index.php/athsinfo/senior-experience>

Thank you,

**Genevieve Allard, Esq.**

STC/CIE Coordinator

Program Manager

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## PLEASE CHECK YOUR BERGEN.ORG EMAIL!

### The following are the procedures for the Senior Class of 2019.

#### Do I have to have an internship?

Yes, the Senior Experience Program is a Board approved graduation requirement, and is graded as an "A" (Pass) or "F" (Fail).

#### What do I need to do to pass?

You will need to have a min. of 175 internship hours by the end of the program. These hours are counted on Wednesdays only. A min. of 5 hours of your time spent at the internship must be completed during the school day (between 8:00am and 3:00pm). Students will not be permitted to come to school on Wednesdays and then leave for their internships. The program begins in September and concludes in June. You must start by mid first marking period. The following is a guide to help you track the needed hours to pass per semester (MP); first MP a min. of 25 hours, second MP a min. of 75 cumulative hours (SEMESTER GRADE IS ISSUED), third MP a min. of 125 cumulative hours and fourth MP a min. of 175 cumulative hours (FINAL GRADE ISSUED).

#### Can I miss school on Wednesdays to search or do internship activities such as the paperwork, interviews or other things I need to do?

No, if your internship is not approved, you must come to school and attend all of your classes. If not, it becomes an unexcused absence and no credit towards internship hours.

#### How do I start?

First determine what field of study or career you would like to experience or explore. If a family member is connected in anyway with the internship, the internship will be prohibited.

#### I know what I would like to do so how do I find an internship?

Try asking family, relatives, and friends. Check to see if there is an internship on the list that one of last year seniors had attended. Ask your technical teacher, they may have resources through their professional contacts and advisory board members. Go onto the internet to search, check your emails from the coordinator, sometimes I receive word of internship opportunities and I email the senior class when those opportunities are available.

#### Remember to follow these steps:

- 1) First go onto your <http://seniorexperience.bergen.org> and completely fill out the online forms. Print out all forms from your <http://seniorexperience.bergen.org> and completely fill out the remaining information on the forms. Then have your mentor fill out and sign their section. You and your parent will have to sign the forms also. If you are being paid, continue to the next step, if you are NOT being paid, please go to step 3.
- 2) If you are being paid and you are 17 years of age or younger, you must complete the working papers and have it approved by the guidance office. The working papers can be found in the guidance office. If you are working out of state, you must get working papers from that state.
- 3) Once the "Senior Experience Agreement" forms and a copy of the working papers (if needed) are completed, submit the paperwork to my office for approval. **Please DO NOT have "Senior Experience Agreement" forms scanned or copied. I would need the ORIGINAL paper work.** At this point the school would contact the internship to set up the initial site visit.
- 4) You will receive an email on your **Bergen.org account only** letting you know if you have been approved or not. If the work site isn't approved, you may see me for the reason why and start the process over again. If the work site is approved, please continue to the next step.
- 5) You may start your internship on the day listed in the email. You may also see Ms. Schloemann (located in the main office) for parking information and procedures once your internship paper work is approved.
- 6) If you have turned in your paperwork, please wait for an email approving or denying the work site. If you haven't received an email, we are still in the process of verifying the work site.

#### Who to see and for what?

- Internship coordinator (Mrs. Allard), the "Cooperative Education and Structural Learning Experiences" handout, site visits and evaluations.
- Mrs. DeMarco (guidance office) for working papers
- Ms. Schloemann (main office) for parking information and procedures once your internship paper work is approved.

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