

Taos Academy Internship Program Handbook

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Introduction

Taos Academy's Internship Program gives elective credit to high school students who are volunteering in the community, participating in a sports program, or gaining job experience. The goal of TA's Internship Program is for students to gain marketable skills and give back to the community while exploring interests to further their post-secondary goals. By providing real-world applications to the learning process, internship opportunities expand student understanding of the possibilities for a career in their chosen field.

The length of time for internships may vary. An internship can be for a day or two, such as a job shadow or volunteer opportunity. An internship may also be scheduled on a regular basis once or twice a week such as a paying job or mentorship. Several similar internships may be added together to gain enough hours for elective credit (see below).

A student may arrange their own internship or it can be arranged through parents or the coordinator of TA's Internship Program.

Getting Credit

In order to receive credit, students must have the business or organization they are working with fill out these two forms:

- 1) "Memorandum of Understanding"
- 2) "Internship Responsibilities"

These two forms are due within the first nine weeks of each semester to the Internship Program Coordinator.

The "Memorandum of Understanding" is signed by TA's director and by the business at which the student is interning. This document is an agreement between the school and the business and it protects the business while students are participating in the internship.

The "Internship Responsibilities" is a form that details the volunteer, sports, or job opportunity. It must be signed by the student, mentor, coach or job supervisor, the coordinator of the TA Internship Program, the parent, and TA's director. All parties must provide their contact information for the form to be considered complete. If a form is missing or incomplete, a student will not receive credit for their internship.

These forms are on the Taos Academy website under the "Quick Links" tab. The student, parent, and the business/organization/sport must each sign the form and include their contact information.

When the form is complete, please submit in person to Jason Weisfeld.

Grading

Grades are received by submitting the hours completed in the job, sports, or volunteer opportunity at the end of the semester. There are three possible ways to submit hours:

1. Students may keep a list of their hours, including the date, time worked, and activity completed.
2. Students may submit pay stubs.
3. Students may submit a practice and game schedule for their sports activity

Tracking Hours

To receive half an elective credit (.5), a student must accrue 100 internship hours. To receive a full credit (1) students must accrue 200 hours. No other partial credit is given.

HOURS MUST BE SIGNED BY A SUPERVISOR OR COACH. Hours that are turned in without a signature will not count towards credit.

Progress Reports

Progress Reports, which must be signed by a coach or supervisor, determine the grade received. Progress reports can be obtained online on TA's website and emailed to the Internship Coordinator upon completion.

Two progress reports must be completed and SIGNED BY A SUPERVISOR each semester - halfway through the semester (midterm) and at the end of the semester (final).

- If forms are complete, hours are submitted, but no progress reports submitted, the student receives 75% or "C" on their transcript.
- If forms are complete, hours submitted, and one progress report submitted, the student receives 85% or "B" on their transcript.
- If forms, hours, and two progress reports are submitted, complete and signed, the students receives 95% or "A".

Expectations

Students are expected to follow Taos Academy's policies in the TA Student Handbook. They must arrive on time, be polite, dress appropriately, and use appropriate language during internship hours. Use of electronic devices - including cell phones - is prohibited, except as allowed by the internship sponsor.