

# **MERIDIAN TECHNICAL CHARTER HIGH SCHOOL**

3800 N Locust Grove Rd, Meridian ID 83646  
Duane Erickson · (208) 994-7572 · duane.erickson@mtchs.org

## **SENIOR INTERNSHIP SYLLABUS**

### **Course Description:**

This capstone course connects classroom learning to real-world application. Interns refine technical abilities, gain insights into business operations, and learn employer expectations.

### **General Internship Requirements:**

- Students must successfully complete 280 hours of work.
- Internship needs to align with the student's chosen MTCHS focus area.
- The internship site must provide a designated workspace for the student. Home-based internships are not permitted.
- The internship site must equip the student intern with all necessary equipment and software. Use of school resources for the internship is prohibited.
- Internships require an unbiased mentor/supervisor for student reporting and evaluation; please note that internship supervisors may or may not have undergone a background check.
- Senior Internship is a required 5-credit yearlong course; semester grades will not be transcribed.
- Paid internships are at the employer's discretion and not required by the school.
- Internship Site must be approved through the Work-Based Learning (WBL) Coordinator via the Internship Request Form.

### **Finding Internships: Postings & Interviews**

WBL Coordinator approved internships are posted in Moodle and via email as they become available. Interview scheduling for these opportunities will be coordinated between the student and either the WBL Coordinator or the Internship Supervisor. Students are also encouraged to seek out their own internships, which must receive WBL Coordinator approval. Existing student employment may qualify if it meets the outlined internship criteria.

Students who have not secured an internship by the start of the school year will be required to remain at school until 2:10 p.m. while actively seeking placement. Students who fail to actively pursue internship opportunities, including interviewing for posted positions, proactively seeking their own placements, or maintaining consistent communication with the WBL Coordinator, will be assigned an internship location by the Coordinator.

### **Summer Internships**

To be eligible for a summer internship interview, students must be passing all of their current classes. Furthermore, students are required to have successfully passed all junior year classes before they can begin any internship. Students must also provide any planned vacation dates on the Work-Based Learning Internship Agreement.

### **School Year Internships**

During the school year, internship hours are structured to accommodate students' academic schedules. Seniors are released from school at 12:35 p.m. and are available to work from 1:00 p.m. to 5:00 p.m., Monday through Friday. Interns are required to average a minimum of 10 to 12 hours per week and must attend their internship every day that school is in session.

### **Internship Hours**

Students must complete internship hours at their assigned worksite according to the schedule outlined in the Work-Based Learning Internship Agreement. Internship hours cannot be earned during the school day while students are in class or at school activities. Furthermore, community service hours can only be earned at the internship site after 280 internship hours have been completed.

### **Attendance & Tardy Policy**

Students are expected to adhere to MTCHS Attendance and Tardy Policies, as outlined in the Student Handbook, both in class and at their internship. Unless otherwise specified in the Work-Based Learning Internship Agreement, attendance is required Monday through Friday, excluding school holidays. Students must notify both their internship supervisor and the WBL Coordinator prior to any absence or tardiness. Working on school holidays is optional and must be arranged directly with the internship supervisor.

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## **Work Logs**

Accurate and detailed work logs are mandatory, requiring interns to document daily tasks within the JobReady platform. These logs must be submitted to supervisors for approval at the end of each week. Incomplete or late work logs will earn a maximum of 70%.

## **Transportation**

Internships require transportation to and from the worksite, with potential additional travel for interviews and work-related tasks. Parents or guardians can provide transportation or authorize their student to drive between school/home and the worksite. For liability reasons, student drivers are strictly prohibited from transporting other students or passengers.

## **Mileage Reimbursement**

Interns can claim \$0.70 per mile for one-way travel between their home or MTCHS and their internship site, regardless of whether the student or a guardian drives. To do so, a complete mileage reimbursement form must be submitted via Moodle by month's end, with consistent daily mileage verified by an attached Google Maps screenshot clearly showing the mileage. Reimbursement is then processed via direct deposit to the student's checking or savings account after the monthly MTCHS School Board of Directors meeting. Late or incomplete submissions will forfeit that month's reimbursement.

## **Medical Waiver**

State law mandates written consent for medical treatment and information sharing with the internship site; this consent is provided via the signed Student Emergency Information and Medical Authorization Form. In the event of an internship injury, we will make every effort to contact you immediately.

## **Coordinator Site Visits**

To support student development, the WBL Coordinator will conduct 1-2 formal worksite visits per internship, engaging supervisors in discussions about student achievements and areas for growth. The Coordinator will also make occasional informal visits to strengthen relationships with internship supervisors.

## **Communication Procedures**

To provide students with real-world opportunities to enhance their communication skills, direct communication between the student and their internship supervisor is essential. The WBL Coordinator will also maintain communication with both. Any information vital to the student's internship success or concerns from parents or guardians should be directed to the WBL Coordinator.

## **Professionalism at the Internship Site**

Students must adhere to the policies and guidelines of both their internship company and the MTCHS Student Handbook, recognizing that professionalism is a key component of their learning and growth.

## **Professional Dress**

Professional attire is essential throughout the internship process. For all interviews, students are expected to dress in professional interview attire. During the internship itself, students are required to maintain a professional appearance, adhering to the host company's specific dress code.

## **Internship Termination/Quitting**

Students terminated from an internship due to any illegal activity will automatically earn an 'NC' (no credit) for the internship class. Termination due to PC gaming, inappropriate social media postings, inappropriate cell phone or internet use may also result in an 'NC'. If a student earns an 'NC', the student will not graduate from MTCHS and may be required to return to their home high school.

Students who quit their first internship without WBL Coordinator approval or are terminated for lesser reasons, will only be able to earn a 'C' in the class. A second instance of quitting will result in an 'NC' (no credit) for the course.

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## **Assignments** *(other assignments may be assigned as needed throughout the internship)*

- All Required Documents & Forms
- Completion of ALL 280 hours
- Work logs
- Mid Term Evaluation
- Business Partners Networking Breakfast
- Internship Presentation
- Final Self Evaluation
- Final Supervisor Evaluation
- Final Review Meeting of Evaluation & Signature

## **Documents & Forms**

- Senior Internship Syllabus *(required)*
- Pre-Internship Evaluation *(required)*
- Transportation Approval Form *(required)*
- Medical Emergency Information Form *(required)*
- Current Resume *(required)*
- Direct Deposit Authorization *(required for mileage reimbursement)*
- W9 *(required for mileage reimbursement)*
- Auto Insurance *(required for student driver)*
- Drivers License *(required for student driver)*
- Work-Based Learning Internship Agreement *(required)*
- Additional Forms & Documents may be required by the Employer

**Assignments and documents may be adjusted during the year as needed.**

By signing below, I, \_\_\_\_\_, acknowledge that I have read and understand the Senior Internship Syllabus and agree to its terms and conditions. I agree to participate in the internship program and commit to fulfilling all responsibilities and requirements to ensure its success. I understand that I am responsible for my own actions, including any negligent actions. I agree to defend, indemnify, and hold the school and internship site, its officials, employees, and volunteers harmless from all claims, injuries, and damages caused by my negligence.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, as the parent/guardian of \_\_\_\_\_, by signing below, acknowledge that I have read and understand the Senior Internship Syllabus and agree to its terms. I commit to supporting and encouraging my student's internship success by granting permission to participate and accepting responsibility for any negligent actions. I agree to defend, indemnify, and hold the school and internship site, its officials, employees, and volunteers harmless from all claims, injuries, and damages caused by my student's negligence.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_