

Requirements for STEM Internship

- Employer must offer an internship for a specified time frame, in one of the Colorado Career Clusters:
 - Business, Marketing & Public Administration
 - Agriculture, Natural Resources & Energy
 - STEM, Arts, Design & Information Technology
 - Skilled Trades & Technical Sciences
 - Health Science, Criminal Justice & Public Safety
- Internships should be paid, but exceptions can be made for unpaid internships. If the STEM intern will not be covered for Workers Compensation Insurance by the employer special arrangements must be made ahead of time.
- Internships may be for both for profit or non-profit organizations. All other requirements, including Workers Compensation Insurance, must still be addressed.
- Internship must be approved by STEM School Highlands Ranch via the Internship Course Approval Form.

High School Credit for Internship

Students may earn up to .5 elective credits per semester for participation in an approved STEM internship. This will be a pass/fail course. Internships must meet the following requirements:

- Student must have a complete Internship Course Approval Form & Parent/Guardian Permission and Release of Liability For Internship Participation on file with the high school counseling office **before** beginning an internship.
- Internship will be scheduled for a minimum of 75 hours per semester.
- Students who do not attend 85% or more of their scheduled hours will not pass the class. Attendance must be verified via Internship Attendance Verification Form which must be submitted to the counseling office the last week of the semester in which the internship occurs. Failure to submit the Attendance Verification Form by the last day of the semester will result in an F.
- **Summer internships:**
 - Internships completed during summer months **must** have Internship Course Approval Form and Internship Course Approval Form & Parent/Guardian Permission and Release of Liability For Internship Participation on file with the high school counseling office **before May 15**. No credit will be applied retroactively.
 - To pass a summer internship, the Internship Attendance Verification Form **must** be submitted by **August 15**. Students who do not turn in Attendance Verification will earn an "F."



PARENT/GUARDIAN PERMISSION AND RELEASE OF LIABILITY FOR INTERNSHIP PARTICIPATION

I, _____, am the parent/guardian of _____, a student at STEM School Highlands Ranch. I hereby give my permission for my son/daughter to participate in the STEM School Highlands Ranch Internship Program, in which he/she will shadow and work with (named supervisor): _____ at (business): _____ throughout the course of the _____ academic school year.

I understand that I do assume the risk in my student's participation in this program. I acknowledge that I will not seek to have (company or business) _____ or STEM School Highlands Ranch held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my student's participation in this activity. This release of liability includes accident, injury, loss, or damages to the student, as well as, to other individuals or property which may result from the student's participation in the event. I hereby release and agree to hold harmless (name of business or company): _____ and STEM School Highlands Ranch, their officials, agents and employees, from any claims arising out of my student's participation in the program.

I have read and understand and accept all of the statements recited above and accept full responsibility as described.

Student Signature Date: _____

Parent Signature Date: _____



STEM School Highlands Ranch Internship Attendance Verification

Make a copy of this [LINK](#) to record the time you spend working on your internship. Share your link with the Post Graduate Assistant. This spreadsheet needs to be signed by your supervisor turned in upon the conclusion of the internship. **If questions arise about attendance, punctuality, professionalism, or any other concern, please do not wait until the end of the internship.**

Student Name (please print)

Semester