



Professional Internship Course Approval Form

Students in an approved STEM internship can apply for Professional Internship elective class.

_____ Student Name _____ Grade _____ Today's Date _____

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:

- Release for liability must be on file.
- Student must have a complete Internship Course Approval Form 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.
- Students must submit a one-page internship reflection paper highlighting their experiences and lessons learned by the **last week of the semester**.

_____ Business Name _____ Career Cluster _____

_____ Business Address _____

Weekly Schedule: Write days, times, and number of weeks of internship. If times will be flexible, please describe hours, and how many hours per week can be expected.

Total hours per semester: _____

Attach job description and completed *Skills Identification* form before obtaining signatures!

_____ Student Signature _____ Date _____ Parent Signature _____ Date _____

_____ Employer Signature _____ Date _____

Approval Granted: _____
 _____ STEM Internship Coordinator _____ Date _____