



Oxford High School

Senior Internship Program

Information Sheet for Interested Sites

Please read to see if your business would be interested in participating in the Senior Internship Program by hosting an Oxford High School senior in Spring 2018.

Oxford High School's Mission Statement

The purpose of the Oxford High School Senior Internship Program is to enable students to engage in meaningful, hands-on learning experiences beyond classroom walls. Participating seniors may explore a career interest or service opportunity prior to beginning college or other post-secondary pursuits. These unpaid internships in our community, provide students with the opportunity to gain a better understanding of their goals as well as to give back to businesses and organizations which have supported them throughout all their years at Oxford High School.

Benefits of Internships for Site Sponsors

- Provides a service to the community by supporting the educational advancement of OHS students.
- Enables students to give back to the community and learn at the same time.
- Allows an opportunity for management training for site personnel.
- Complete short-term projects without hiring or using full-time personnel.

Benefits of Internships for Students

- Tests interns' skills and interests.
- Provides insight into prerequisites needed for employment.
- Develops a network of professional contacts for future opportunities and references.
- Increases self-awareness of the skills needed for development.
- Builds a strong resume for interns.



Program Information

Internships are for qualified seniors who successfully meet

- Graduation requirements
 - Grade and attendance requirements
 - Civic and Social expectations
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- Site assigns a Site Supervisor to work with intern (see below for responsibilities).
 - Internship Program dates are tentatively set for the last 2-3 weeks of school beginning May 21 and ending June 1.
(Dates will be finalized in early April 2018 based on the number of snow days).
 - Intern is required to work, unpaid, an average of 6 hours a day/ 30 hours per week.
 - Lunch (typically 30 minutes) and commute time does not count towards the 6 hours a day.
 - Hours are determined by each site's needs but are typically 8 a.m. to 2:00 p.m. /9 a.m. to 3:00 p.m.
 - Other hours, evening and weekend hours are completely acceptable and must be agreed upon by both the intern and the site.
 - Interns will electronically record weekly reflections and hours worked as well as maintain contact with his/her Oxford High Advisor throughout the program.
 - Interns may not work at a previous or present employment site, or at a company owned or operated by a family member.

Site Supervisor Responsibilities

- Provide meaningful experience for intern which can include the following:
 - Helping with research activities
 - Working on computer projects
 - Accompanying co-workers to on-site activities
 - Performing administrative tasks
 - Observing and aiding with project planning and execution
 - Attending meetings
 - Greeting clients
 - Assisting professionals as they perform specialized roles
- On or before May 18, 2018, meet with intern to plan out the intern's calendar.
- Advise and guide intern at your site during the program, on average six (6) hours a day.
- Communicate weekly with the Oxford High Advisor via email.
- Verify intern has completed the required hours via the electronic weekly reflections.



Next Steps

If you are interested in participating, we are excited to have you join! It's just a few easy steps!

1. First, enter your available internship opportunities (feels like posting a job vacancy) into our online database (and then list the site in this step).
2. From there, post multiple opportunities from the same organization (if available).
3. After that, we will match your opportunity to a student who is interested in your area(s) of specialization.
4. Students will also be able to browse through available opportunities and can identify interesting postings.

Please visit the Oxford High School Capstone website to post your opportunities at: <https://ohscapstone.org/> and click on *Information for Internship Sites*.