

SENIOR INTERNSHIP (effective 10/2/2017, Internship eligibility has been expanded. See \*\* below)

A **Senior Internship** is a thirty hour per week unpaid work experience opportunity. Students will select areas of interest and experience a work environment at an employer's location for at least 30 hours per week. Work hours will be during school hours, therefore students participating an internship will be exempt from final exams and from coursework during the internship. This year, internships will occur from May 21 through June 1 (subject to change due to changes in the academic calendar).

Those students opting for a Senior Internship must complete/achieve the following for approval:

- · Internship Proposal: delineates student's interest in participating in the Senior Internship experience, student areas of interest, and evidence of the personal responsibility required for such an undertaking.
- · Resume: a brief account of a person's education, qualifications, and previous experience, typically sent with a job application.
- · **\*\*Maintain a minimum 85% overall GPA for all high school coursework.**  
**NEW:** If this achievement is not reached, students will be considered for this option upon successful completion of essay described below\*\*.
- · Have not failed nor be in danger of failing any senior year course.
- · Maintain above average records of discipline and attendance.
- · Candidacy review by Oxford staff.
- · Internships are not allowed for sites where students are employed nor where family members or relatives are involved directly in the internship project.

\*The Senior Capstone Committee will approve each project.

\*You must meet with your faculty mentor at least once a week during the course of your project.

\*During the internship, students are required to submit a timesheet signed by their internship supervisor.

\*All interns must complete online reflection writing, a written response to a prompt asking about various aspects of their experience.

\*All students must present their experience at the end of year Capstone Fair.

**\*\*NEW:** Students who have not achieved a minimum 85% overall GPA for all high school coursework may still be considered for a Senior Internship if they submit a minimum 300 word essay based on the prompt: "Although I do not qualify for this Capstone opportunity based on \_\_\_\_\_, I feel I should be considered for it because \_\_\_\_\_." The Capstone Committee will review all exception essays and render a fair decision on each student's admittance into the program.

Beginning in March, the Senior Internship Committee will assign the available internships to students based on the merit of their application and high school transcript. While we cannot promise every student will get one of the internships they have identified, we will work as hard as possible to satisfy everyone's goals. In the end, the decisions of the Capstone Committee are final.

The Capstone Committee must approve your participation. If you aren't sure you should apply for the Internship, please speak to your School Counselor. Seniors who, based on the above criteria, do not qualify for the internship are expected to complete the Senior Project.

In order to participate in this program, it is your responsibility to meet eligibility requirements and you *must* submit your internship proposal by December 1. Remember, the Senior Project is available to all students and is the default option.