**What is an Internship?**

The distinguishing element of a Hatboro-Horsham internship is the intentional learning agenda.

Our internship experience is a partnership between a senior student and an organization, which creates a meaningful experience by providing hands-on training and career awareness. The school district will support the student intern with a teacher-mentor. The teacher-mentor will also communicate with the organization’s host-mentor throughout the experience.

The internship is an opportunity for a student to gain practical work experience that complements his or her academic experience and therefore should have clearly defined projects and learning goals.

For employers, internships are an opportunity to complete valuable projects and test-drive potential employees.

**What will it cost?**

Hatboro-Horsham student interns are not permitted to accept pay for their internship service *and* get school credit at the same time. The school district considers this a learning experience, not an earning experience. Hatboro-Horsham School District insurance covers the student while on your premises.

**What is a typical high school intern like?**

The typical Hatboro-Horsham student intern is a B+ to A+ student. The intern has completed all or most high school graduation requirements (including a prerequisite Career Exploration course) and has a fairly clear idea about what they would like to do after high school graduation.

Usually students want to learn about a particular profession or about the work world in general. Is the professional area what the student thinks it is? Does the student like working with many different individuals or do they prefer working independently? Do they like to do similar tasks each day or do they like to be put on different assignments so that no two days are the same?

**How much time must I commit?**

Hatboro-Horsham student interns are required to serve in their intern assignment eight hours per week *on average*. The student’s schedule permits departure from the high school campus at noon each day. Students can serve their host-mentor according to a schedule that benefits the host-mentor. (Some students will work 4 hours two days per week; others may work 2 hours 4 days per week, etc.)

We understand that the host-mentor’s schedule needs might change from week to week. There are business trips, trade shows and other activities that may result in a change to the student intern’s schedule. Hatboro-Horsham High School will be flexible with student schedules considering special opportunities and experiences at their internship assignment as they present themselves. Open communication between host-mentor and teacher-mentor is very important.

The typical student internship lasts 10 weeks. During this time the student is required to keep a double-entry reflective journal, communicate weekly with fellow interns through our classroom blog and attend a bi-monthly seminar facilitated by the teacher-mentor.

The teacher-mentor will communicate with the host-mentor once per week via email and occasional on-site visits.

**Why should you get involved?**

Benefits to the host organization include:

* Extra manpower to expand company’s capacity.
* Manpower to complete special projects.
* Community outreach and positive public relations.
* Opportunity to pre-screen potential employees.
* Opportunity to diversify your workforce.

Benefits reported by host-mentors of Hatboro-Horsham student interns:

* Seeing protégé become independent and avail themselves to new opportunities.
* Feeling like you are really helping a young person and the organization. Host-mentors report being challenged, rejuvenated and reinforced in their own professional identity.
* Host-mentors reported they analyzed their own skills, received ideas for use in the workplace and acquired a sharpened ability to help another.
* Host-mentors were honored to be selected and felt important when asked by their protégé for advice.

**What can my intern do?**

(examples of intern experiences)

* Contribute to project design or development
* Develop and carry-out a marketing plan or business strategy
* Contact management and general customer service
* Participate in networking opportunities
* Write newsletters
* Coordinate and perform education/outreach
* Develop presentations
* Design posters, charts, graphs
* Respond to inquires, leads and referrals
* Create and maintain database
* Participate in various staff meetings
* Develop/create and upkeep website
* Conduct research, studies, or surveys

To learn more about Hatboro-Horsham’s student intern program contact:

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**Hatboro-Horsham High School**

**Student Internship Progra**m



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