



Educational · Design · Geared toward · Experience

SENIOR INTERNSHIP HANDBOOK

2025-2026

CONTACTS

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WHY INTERNSHIP?

From elementary through high school, Beechwood students explore careers through the EDGE program, by connecting to business and university partners, solving real-world challenges, and by taking rigorous Beechwood Minor courses. Students are also learning the Core Concepts that companies are looking for in new hires. By the time students reach senior year, they are ready to take on a more intensive opportunity and seniors can choose from dual credit classes, a research project, or Senior Internship.

EDGE Internship gives our students the opportunity to get real-world experience in an industry where they have shown a strong interest and aptitude. The student and the employer both benefit from the internship experience. The student gains hands-on experience and the employer helps to train the next generation of industry leaders.

The following pages will provide an overview of the Beechwood Senior Internship program, including benefits, expectations, and responsibilities of the student, the mentor, and the school.

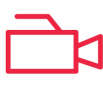
PRE-INTERNSHIP

Before the class scheduling window opens, the internship coordinator will discuss the internship program with the junior class. Students who decide to include an internship in their senior schedule will then request individual meetings with the internship coordinator. Students should plan to:

- Prepare resume
- Complete YouScience
- Join Internship communication platforms (links will be provided to students)
- Review Internship opportunities



9TH GRADE: Students may choose a MINOR (4-year course of study)

BIOMED	ENTREPRENEURSHIP	CULINARY	MEDIA	ENGINEERING
				
INFORMATICS	PERFORMING ARTS	ENVIRONMENTAL	FINE ARTS	EDUCATION
				

SENIOR YEAR | **INTERNSHIP | RESEARCH | EARLY COLLEGE/DUAL CREDIT**
SENIOR DEFENSE OF LEARNING

INTERNSHIP LOGISTICS

Semester vs. School Year Internships

- Full year internship at same placement (August-May)
 - Most ideal internship experience
 - Student is at the same internship placement for both first and second semesters.
 - *If the internship assignment is for the full school year and the student decides to change mid-year, **the student must notify the internship coordinator by November 15th**. After that date, it will be up to the student to find a new internship placement or take an additional credit-bearing class.
 - Full year internship with 2 different placements (*pre-planned*)
 - This arrangement must be pre-approved by the internship coordinator.
 - Student must work with the internship coordinator to confirm second-semester placement.
 - 1 semester internship (fall or spring)
 - Students can take a credit-bearing or dual credit course during the alternate semester.

*Students are expected to complete their internship assignment each semester unless a change is necessary and approved by both the internship coordinator and high school principal.

Credit Hours

Most internships are 5 hours per week. Some internships (example: St. Elizabeth and Fort Mitchell Fire Dept.) are 10 hours per week.

- Full Year: 5 approved hours/week internships = 1 credit hour
10 approved hours/week internships = 2 credit hours
- Half Year: 5 approved hours/week internships = ½ credit hour
10 approved hours/week internships = 1 credit hour

INTERNSHIP PLACEMENT

Our senior interns are expected to participate in the internship placement process, which may include:

- Emails to potential internship mentor (always copy internship coordinator on email)
- Applications & Resumes
- Essays
- Interviews (virtual or in-person)
- Health Screenings
- Privacy Agreements

Internship candidates may be competing with other students for the same internship position, so consider your work and extra-curricular experience, as well as classes or an EDGE Minor you have taken at Beechwood. For example, if you are looking for an internship with a media design company but have not taken any media design classes, it may impact your selection.

INTERSHIP EXPECTATIONS

- Internships must be at least 5 hours per week.
- Turn in signed time-trackers every 2 weeks.
- Complete required assignments.
- Check weekly messages (including email, Google Classroom, school-approved messaging application).
- Communicate any changes or concerns with the internship coordinator(s).
- Adhere to policies and procedures set forth by mentor and school, and outlined in internship contract (see below).

INTERSHIP GRADING

Grading will be based on the following criteria:

- Attendance & Participation
- Timesheets - Should be turned in every two weeks, signed by student and internship mentor
- Assignments - reflections, surveys, journals, photo assignments, etc.

FAQ's

Do I need to apply for an internship?

All internships will require either an application and/or submission of a resume.

Will I need to interview for an internship?

Most business partners ask for a resume. Some will also request a meeting and/or interview to make a decision about accepting an intern at their company.

How long do internships last?

Students can choose a full school year or one-semester internship.

Do students receive high school credit for internships?

Yes!

Full Year: 5 approved hours/week internships = 1 credit hour

10 approved hours/week internships = 2 credit hours

Half Year: 5 approved hours/week internships = ½ credit hour

10 approved hours/week internships = 1 credit hour

What if I don't have transportation?

Please don't rule out an internship because of transportation challenges. See your internship coordinator to discuss options.

BEECHWOOD INTERNSHIP CONTRACT

Senior Intern:

I understand that the mentor is giving valuable time to help me learn about a career field. By signing this contract, I agree to complete all requirements of the Beechwood Senior Internship and take responsibility for make-up work in any missed classes.

The Internship Coordinator approved my internship placement schedule. I understand that I need to be at my internship placement during the day and time that has been established with my mentor and I am not required to be at Beechwood during my internship periods.

SENIOR INTERN RESPONSIBILITIES:

- Intern must observe all Beechwood High School policies *and* business site rules while at internship placement site.
- Intern must be courteous and considerate of all aspects of the business site.
- Intern must observe privacy and confidentiality policies.
- Intern must follow the Sign In/Out Procedures.
- Intern must turn in a completed and signed timesheet every 2 weeks.
- Interns will keep assignments and monthly journals up-to-date and respond to any communication from their mentor and internship coordinator in a timely manner.
- Intern must notify Mrs. Hawes/Mrs. Layton and mentor of internship absences prior to the date missed by email.
 - Emergency absences require a phone call to Mrs. Hawes and mentor.
 - Absences without notice will not be excused.
- Intern must report major issues with their Beechwood Senior Internship to the Internship Coordinator.

COMMUNICATION:

Internship coordinator(s) will communicate in-person, as well as through email, Google Classroom, and/or school-approved messaging application. It is crucial that students are checking messages daily on these platforms.

If a student cannot be reached through these communication channels, a phone call to the student and/or parent may be necessary.

By signing this contract, I agree to participate in the Beechwood Senior Internship Program.

Parent/Guardian:

I understand that the business mentor is giving valuable time to help my senior intern learn about a career field. I understand that my senior intern is being given an opportunity to gain hands-on career experience and will be training in an adult situation. My senior intern will be treated as an adult; therefore, will be expected to maintain appropriate adult behavior.

As parent/guardian, I accept responsibility for transportation to and from the training site. I will ensure my senior intern maintains attendance expectations. I realize that during the internship periods, I am responsible for my senior intern since they are not required to be at Beechwood during that time. Furthermore, I understand that if my senior intern does not perform his or her internship responsibilities as expected, my senior intern can lose the internship experience and will be placed in grade bearing classes at Beechwood during previously scheduled internship hours.

1st Offense:

- Internship coordinator will notify student, parent, and administration via email.
- Student will reply to the email confirming receipt.

2nd Offense:

- Internship coordinator will notify student, parent, and administration via email.
- Coordinator and student will meet in person.
- Coordinator will email the minutes of the meeting to all parties.

3rd Offense:

- Internship coordinator will notify student, parent, and administration via email.
- Coordinator, student, administrator, and parent will meet in person.

4th Offense:

- Internship coordinator will notify student, parent, and administrator that the student is removed from the program.
- Student will be placed in 1, 2, or 3 credit-bearing, in-person courses at Beechwood.

By signing this contract, I agree for my student to participate in the Beechwood Senior Internship Program.

Mentor:**MENTOR RESPONSIBILITIES:**

- Mentors will provide career and safety information through observation and/or discussion with the senior intern.
- Mentors will help the intern identify a real-world problem to solve at the internship site.
- Mentors will give the same consideration to the intern as given to the employees in regards to safety, health, and other regulations of the business.
- Mentors will sign and verify internship log sheets every two weeks.
- Mentors will communicate excessive intern absences and any performance concerns to the Internship Coordinator.
- Mentors will respond to communication from internship coordinators.

Internship Coordinator:**INTERNSHIP COORDINATOR RESPONSIBILITIES:**

- Coordinator will work with senior interns and mentors to set up internship placement and schedule.
- Coordinator will visit the training site to observe, monitor, and get updates about the senior intern's performance at least once a semester.
- Coordinator will record attendance and grades.
- Coordinator will provide support for senior interns and mentors.

Beechwood Principal:

I give permission for the above mentioned student to participate in the Beechwood Senior Internship Program.

**BEECHWOOD SENIOR INTERNSHIP
CONTRACT SIGNATURES**

SENIOR INTERN: _____

INTERNSHIP PLACEMENT SITE: _____

MENTOR(S): _____

_____ Senior Intern Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Mentor Signature	_____ Date
_____ Internship Coordinator Signature	_____ Date
_____ Principal Signature	_____ Date

METHOD OF TRANSPORTATION:

_____ I will drive myself to and from the Beechwood Senior Internship training site.
Beechwood will need a copy of your driver's license and automobile insurance card. I understand that I am not permitted to transport other students in my vehicle.

_____ I will be transported by a family member to and from the Beechwood Senior Internship training site.

Name of Family Member _____ Relationship to You _____

_____ I will take public transportation to and from the Beechwood Senior Internship training site.

**Students should only travel to their internship via the transportation listed on this form. If there are any changes or issues with transportation, please contact the internship coordinator(s) or principal.*