

** Internship Pre-Approval Form * Santa Barbara School District **

What is an Internship?

- Internships are an extension of the school learning environment that takes place at local businesses or community agencies. Internships are unpaid learning experiences.
- An Internship is characterized by working alongside a professional in a field that is of interest to the student in order to learn the varied responsibilities involved in that business
- The acquisition of new skills and information gained pertaining to the career field is the primary focus of an internship.
- It is the student's responsibility to arrange for an internship.
- Minimum of 60 hours.
- Pre-Approval form must be completed and approved BEFORE student begins Internship.

Student Information:		
<i>(Name)</i>	<i>(Student ID #)</i>	<i>(Grad Year)</i>
<i>(Signature)</i>	<i>(Phone #)</i>	<i>(Date)</i>
<i>(Email Address)</i>		
Parent Information:		
<i>(Parent Name)</i>	<i>(Parent Signature)</i>	

Internship Site and Supervisor:		
<i>(Name and Title of Internship Supervisor)</i>	<i>(Company Name)</i>	
<i>(Company Address)</i>		<i>(Phone #)</i>
<i>(Supervisor's Signature)</i>		<i>(Date)</i>

****Guidelines, Deadlines, and How to Record your Internship Hours on the back**

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Guidelines

- The Internship must be a safe and appropriate placement (complying with Child Labor Laws).
- The Internship must be a service for which you are not paid or otherwise given credit. Paid Internships will not count.
- The agency or organization may not profit monetarily from your service.
- Internship opportunities which currently do not appear on the Pre-Approved Internship Opportunities List require approval by a College & Career Center staff person or School Administrator.
- Internship maximum hour-per-day guidelines shall be aligned with the CA labor laws specifying the hours a minor can work.
- Credit for transportation to and from Internship site will not be given.
- Students are not allowed to take part in an internship under supervision of parent(s) or family member(s).

Deadlines

- To receive a high school diploma, a minimum of 60 Internship OR Community Service hours must be completed and turned into the College and Career Center at least 7 days before graduation.

How to Record Your Internship Hours

[1] All Internship hours turned into the College and Career Center must be recorded on the Internship Summary Form.

[2] Students in grades 9-12 can submit internship hours at the conclusion of the internship.

[3] Once the student has turned in hours for a specific time period he/she may not add any additional hours to that time period.

[4] By signing this form, you, the student, are stating that you are abiding by all the protocols, deadlines, and guidelines mentioned above.

College & Career Center Approval _____ **Date:** _____