Internship Handbook

Includes Expectations, Directions and Forms for Both H&T Student Interns and their Supervisors

Revised 12/2019
Internship/Business Information & Directions for Students

It is vitally important that you approach your internship with the proper mind-frame. You must think of yourself as a professional, not a high school student. Not only will a positive internship help you learn and grow, it may also result in future paid internships, employment, or, at the very least, an important college reference. Your professionalism will reflect back on the school, the H&T Academy, and yourself, whether you give your best attitude and effort or not. Please strongly consider these things before beginning your internship.

Below are a few directions and expectations for your internship. Please remember, you can always e-mail Mrs. Metcalfe at eileen.metcalfe@flhsemail.org, or call Mr. Fogo on his cell at 702.569.5407 if you have any questions or concerns.

Directions & Expectations

1. You should have your internship contact and schedule set up by May 15th. Be sure that Mrs. Metcalfe has the name of the organization and supervisor.
2. Be prompt - Plan on always arriving 15 minutes early. On the rare occasion that you might be late, call 10 minutes before the arranged start time.
3. Dress professionally - You should look more professional than the other employees or interns.
4. Communicate well - Share your cell phone number and email address with your supervisor and be sure to have their information, as well. Be especially polite when you interact with other employees.
5. Work hard - have a positive attitude even if you don’t like the work you are doing. If there is not immediate work for you to do, ask someone else if you can help.
6. Contact us - if you have any questions or if something is not going well, including if your internship has too many monotonous or non-learning activities.
7. If your internship includes different supervisors or you complete your 90+ hours with different organizations, you must fill out multiple forms for each experience. There are two forms that must be given to each supervisor and two other forms that must be completed and turned in at the end of your internship. Both of these need signatures from your supervisor. Both forms must be submitted by Dec. 15th.
Beginning Your Internship

This document was created to help you in the beginning days of your internship. It is designed to be a framework for your beginning interactions with your supervisor, expect to be flexible.

After Finding Out Your Supervisor’s Contact Information:

1) Call to set up a phone appointment or visit. Unless they inform you otherwise, plan on professional dress (job interview) for your first meeting. Topics for your first conversation may include:

   a) Clarifying the hours you are available to work. Ask what days and hours best fit the organization’s needs.
   b) What is proper attire in their organization? Explain that you want to appear professional.
   c) Where would the supervisor like you to report each day?
   d) Clarify how your supervisor can reach you. Ask what is the best way to reach your supervisor if you are ill or can’t come to work.

2) During your first meeting at the site of your internship:

   a) Provide your Supervisor with the two-page form titled, “Information for Internship Supervisors”. There are suggested topics on Page 2 for your discussion.
   b) Show them the forms that you will fill out at the end of the internship and have them sign. Those are named, “Documentation of Internship Hours” and “Internship Verification”.
   c) Ask any questions you might have.
   d) Give your supervisor contact information for Mrs. Metcalfe and Mr. Fogo 702.569.5407.
Give to your Internship Supervisor on the first day:

Information for Internship Supervisors

(2 pages)
Information For Internship Supervisors

About Faith Lutheran’s H&T Academy:
The H&T Academy is comprised of project-based courses and competitions that give students experience in real-world business situations. Students graduating from the H&T Academy will possess knowledge and skills to excel as character-based leaders in the business world.

The Academy’s courses are heavily involved in DECA’s state, national, and international business competitions. Students have the opportunity to write a business plan for professional review, participate in MicroBank, found their own business, or work under the tutelage of a local business leader gaining an understanding of the industry and competitive environment of that enterprise. A final project will assess a specific business need of the firm followed by formulating and defending proposed solutions.

H&T requirements include the specialized courses Persuasion and Argument, Foundations of Business, Entrepreneurship, and Leadership. Students will learn the foundations of Personal Finance, Accounting, Marketing, Finance, Economics, and add cutting edge principles to their leadership style. The H&T program includes field trips, guest speakers from the most creative and brilliant minds in Las Vegas, and support for students’ own small businesses.
Information For Internship Supervisors

Helpful Suggestions for Internship Supervisors:
Your intern is amongst the best and brightest Faith Lutheran students. H&T students were selected based on high behavioral and academic standards. We have provided a few suggestions to help the internship go smoothly for both you and the intern. The expectation is that the intern acts professionally and is a benefit to your organization.

◆ Clarify your expectations for the internship:
  a. Dates and times for work to be completed
  b. Dress code (please have them dress like other professionals).
  c. Exchange phone numbers. What is the procedure if the Intern or Supervisor can not make a pre-determined date or time?
  d. Provide them with an appropriate name tag or identification card.
  e. Provide a secondary person (colleague or administrative assistant) for the Intern to check-in with if they have needs or questions.
  f. Provide any information about areas of the workplace that they have access to; clarify areas that are off-limits.
  g. Clarify expectations for each given task or observation.
  h. Review and safety procedures.

◆ If you have a concern about the performance or attitude of your intern.
  a. First, have one conversation with the intern about your concern and clarify the expected behavior or production change that you desire.
  b. If any other concerns arise, please call Scott Fogo, Principal, at 702.804.4400 (office) or at 702.569.5407 (cell) and he will immediately remedy the situation for you.

Responsibilities of the Internship Supervisor:
1. Provide an internship with a high-level of learning. Although the intern may have a variety of tasks assigned to them, we do not want the majority of work to be non-learning activities. Please contact Mr. Fogo for clarification at 702.569.5407.
2. Supervise or assign supervision for all or part of the 90+ required hours of the internship. This can include independent work in your company or organization if the work involved is part of a larger project.
3. At the conclusion of the internship, sign the document titled, “Documentation of Internship Hours” and complete and sign the document titled, “Internship Verification.”
Complete and return to Mrs. Metcalfe at the conclusion of your internship:

1) Documentation of Internship Hours
2) Internship Verification
Documentation of Internship/Business Hours

PLEASE HAVE THIS SIGNED & RETURNED TO FAITH LUTHERAN AFTER THE COMPLETION OF YOUR INTERNSHIP
Students: Use Multiple Sheets if Necessary. Each sheet must be signed by an Internship Supervisor.

Student Name:__________________________________________________________
Name of Company or Organization:_________________________________________
Supervisor’s Name:______________________________________________________
Supervisor’s Phone Number:_______________________________________________
Supervisor’s Email:_______________________________________________________

Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______
Date: _______ Start Time: _______   End Time:_______

Total Hours on This Sheet__________
Supervisor’s Signature:________________________________________


Internship/Business Verification

PLEASE HAVE THIS SIGNED & RETURNED TO FAITH LUTHERAN AFTER THE COMPLETION OF YOUR INTERNSHIP
If you complete your internship hours with different supervisors, please have use a different form for each supervisor.

Student Information: (To be filled out by Student)
Name:___________________________________ Age:_____ Year in School:______

Company/Organization Information: (To be filled out by Student)
Company or Organization:______________________________________________________
Company or Organization’s Address:___________________________________________
City_____________________ State______ Zip_____________
Supervisor’s Name________________________________________________________
Supervisor’s Position/Title__________________________________________________
Supervisor’s Phone Number________________________________________________
Supervisor’s Email:________________________________________________________

Verification: (to be filled out by Supervisor)

Description of Student Internship (tasks, observations, etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments:______________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of Total Hours Completed: __________________

Supervisor Signature: ______________________________