

Description of R.E.A.C.H. Senior Internship Project

The Senior Internship Program provides an eligible senior with the opportunity to investigate a career, explore an interest, invent a project of his or her design, or extend an existing school project. The senior will be granted permission to leave Beverly High School and work solely on his or her internship from April 24 to May 22, 2015. The senior is required to seek a GUIDE: a specialist who can provide training and support with his or her internship. In this winning combination, the student gains valuable real life experience and the guide benefits from the efforts of the student and any project that is produced.

This is a non-paid learning experience and should not be viewed as a job.

WHAT IS A GUIDE?

The Guide is a specialist who is knowledgeable within the intern's field of interest. Each intern is required to seek the assistance of a Guide. The Guide will work closely with the intern and will share his or her expertise and knowledge. (See inside for expectations of Intern.)



NOTICE OF NONDISCRIMINATION

All educational and non-academic programs, activities and employment opportunities at Beverly Public Schools are offered without regard to race, color, sex, religion, ancestry, national origin, gender identity, sexual orientation, homelessness, age, disability, and any other class or characteristic protected by law.

BEVERLY HIGH SCHOOL

R.E.A.C.H. PROGRAM

Class of 2015



Informational Brochure for GUIDES

HOW DO I BECOME A GUIDE?

There are two ways to become a guide:

1. Email the R.E.A.C.H. Senior Internship committee at reach@bhsconnect.org. Please include a description of your profession or specialty. A member of the R.E.A.C.H. committee or a senior will contact you to further discuss internship arrangements.
2. A senior may contact you directly. He or she may seek your assistance in designing an internship that can be mutually beneficial.

BENEFITS OF BECOMING A GUIDE

- Having the opportunity to meet and work with a senior from Beverly High School.
- Profiting from the services performed by the intern during the non-paid internship.
- Hiring the trained intern at the end of the internship.
- Encouraging young adults to enter your profession.
- Supporting the intern with his or her future plans.

ROLE OF A GUIDE

- Provide insight and support with the design of the internship or project construction.
- Direct the learning process by sharing his or her expertise and knowledge with the intern.
- Allow the intern to perform tasks associated with his or her profession when appropriate.
- Be responsible for the *intern* any policy forms (CORI, Release from Liability) required by Guide's employer.
- Establish a schedule indicating when and where the intern is to report. This can be flexible to accommodate the Guide's schedule and does not have to coincide with Beverly High School's hours of operation. The intern does not have to spend the entire 30 hours mandated per week with the Guide.
- Complete a GUIDE SITE EVALUATION for the intern and mail to Beverly High School during the last week of the internship, May 21—25, 2015.
- Approve or deny permission for the intern to take photographs during the internship period.
- Agree to sign a C.O.R.I form for Beverly Public Schools.
- Non-Discrimination form for Beverly Public Schools.
- Contact Beverly High School Senior Internship Coordinator, for any assistance or to report problems during the internship.

EXPECTATIONS OF INTERN

- Read and abide by the Senior Internship handbook.
- Submit a written proposal describing his or her internship and expected outcomes.
- Be assigned a MENTOR from Beverly High School who will monitor the intern's progress and evaluate internship assignments.
- Meet with the GUIDE to discuss the internship prior to the beginning date.
- Complete and sign any forms required by the Guide.
- Agree to a schedule developed by the Guide.
- Follow the dress code established by the Guide.
- Inform his or her Guide if unable to report as scheduled.
- Agree to spend a minimum of 30 hours per week on the internship. This time does not have to be spent entirely with the guide or at the internship site. (*AP Students agree to spend reduced schedule until AP testing is complete.*)
- Agree to participate in any training required by the Guide.
- Seek approval from the Guide to take photographs.
- Discuss any projects with his or her Guide and Mentor.
- Record daily work logs which describe day's events.
- Prepare for panel presentation with BHS Internship evaluators.
- Prepare a presentation for the Senior Internship Exhibition.
- Exhibit responsible, respectful and appropriate personal behavior.