

DELONE CATHOLIC HIGH SCHOOL

EXTERNSHIP PROGRAM GUIDELINES

The Delone Catholic High School Externship Program is designed to provide students with opportunities for exposure to career-related activities in their area of interest. This program will allow students to interact with, observe and assist individuals in the work environment. The goal of the program is to expose students to activities that will help them make more informed decisions about their future. It is expected that the host mentors not only create a safe environment for the student, but also they should also demonstrate how academics are used in the work place. This is to be an unpaid experience for the student.

ELIGIBILITY AND EXPECTATIONS

Any sophomore, junior or senior who is in both good academic and discipline standing is eligible to participate in the program. It is expected that the student remain in good academic and discipline standing while a part of the program as well. To gain the most out of the experience, the student should be expected to devote a *minimum* of 5 hours per week, and for a *minimum* of a 3 month time period. The following should be kept in mind:

- The externship is for the benefit of the student.
- The student should not be expected to replace a regular employee, but rather to observe and participate under close supervision.
- The host company should not experience an immediate advantage from the activities of the student.
- Both parties understand that no wages are to be paid for the time spent observing and practicing.
- The student understands that they are not entitled to employment at the conclusion of the Externship Experience.

SUGGESTIONS FOR AN EFFECTIVE EXTERNSHIP EXPERIENCE

Orienting the Student

- Outline appropriate company policies regarding behavior, expectations, dress, etc.
- Familiarize the student with the work environment and co-workers
- Point out where water fountains, restrooms, and employee break areas are located
- Acquaint the student with any equipment and technology that's used in your job
- Stress the importance of safety as it pertains to your job
- Encourage and model professional behavior
- Provide orientation materials, which could include a company handbook

Possible Activities

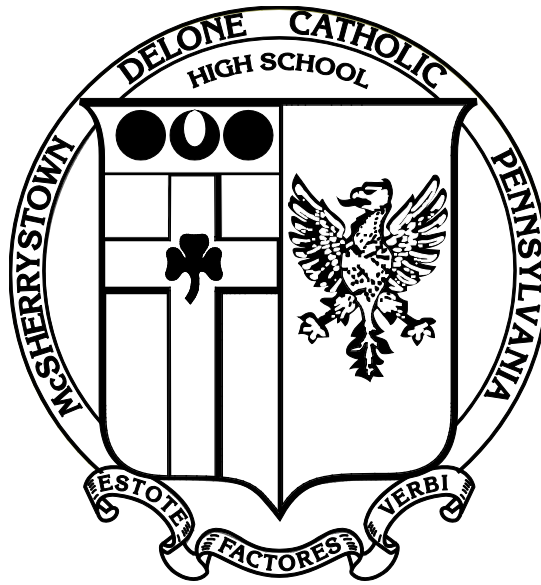
- Help to review the student's goals for the externship and for the future
- Allow the student to engage in real work
- Have the student join you for meetings
- Allow the student to assist in solving real or hypothetical problems
- Made resources available for the student to use
- Expose the student to other jobs found within your organization
- Stress important skills associated with your job, including post secondary options, salaries and chances for advancement

Possible Topics to Explore

- What are some common problems and how are they addressed?
- How are new ideas proposed?
- How are projects managed? And by whom?
- How is information shared between employees?

It is important to keep in communication with the Guidance Center at Delone Catholic High School. Do not hesitate to contact us if you have a question or concern, or need to report on the behavior of a student (positive or negative). At the end of each week, the student should present to you a form asking for verification of hours spent at your job that week.

We thank you for providing this valuable experience for our students!



Please complete this form and return it to the following address:

Delone Catholic High School
Attn: Guidance Center
140 South Oxford Ave.
McSherrystown, Pa. 17344

Name: _____

Company: _____

Supervisor for _____

will be _____

(Name of Student)

Address: _____

City: _____

State and Zip Code: _____

Phone: _____

Email: _____

Fax: _____