

Worksite Instruction

School Coordinator Responsibilities

- Approve individual worksites.
- Conduct interviews and approve applications.
- Visit each student on site once a quarter.
- Maintain all student learning logs, code of conduct agreements, insurance disclaimer records, and other documentation.
- Adjust all complaints with the cooperation of all parties concerned and will have the authority to transfer or withdraw a student.

Business Industry Mentor Responsibilities

- Provide the student with supervision by a qualified and experienced employer.
- Provide the student with the same consideration given to other employees in regard to safety, health, social, security, and other general employment conditions.
- Evaluate the student at the end of semester internship.
- Notify the school coordinator at once of any unsatisfactory development.

Parent's Responsibilities

- Agree to the conditions of the student's participation in the internship program.
- Be responsible for the student's conduct both in school and on the job.



For More Information, contact:

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**MHHS Career
Academy**

*Internship
Program*



Three Academies - -

One School



Internship Guidelines

What is An Internship Program?

- Internship is a credit/ no credit experience for all students in programs of study leading to a career goal. Internships rely on well-defined partnerships between high schools, business communities, and post-secondary institutions and apprenticeship programs.
- The purpose of the program is to help students successfully transition from a high school environment to the environment of their chosen career field. Individualized and “real world” experiences that are competency based lie at the heart of every quality internship program.



Who Can Apply for Internship?

- Seniors who have successfully met the prerequisites for internships may apply. Internships are not reserved for students who plan to begin their careers immediately upon high school graduation. The experience and training that students’ gain from internships can also be extremely valuable to those whose career goals require additional education and/or training prior to entering the work force.



Internship Prerequisites

All students participating in an internship program must meet the following:

- A demonstrated commitment to the area of interest through prior course selection.
- A 2.0 GPA and are on track to graduate.
- An exemplary attendance and behavior record.
- Two recommendations—teacher/employer.
- Membership in a student organization that reflects the interns chosen career area.
- A completed resume and an interview prior to admission in the internship program.



Internship Responsibilities

- Report promptly on the scheduled internship time.
- Notify the employer and coordinator in advance of absence.
- Cooperate with the employing supervisor, engage in the assignment as a learning experience.
- Complete learning log entry for each internship day.
- Maintain a strong relationship with the business partner.
- Participate in the related student organization activities.



INTERNSHIP BUSINESS PARTNERS

Aeroquip Inc	Crawford Electric	Mountain Home
All Creatures Great and Small Vet. Clinic	DiJohn Design	Athletic Club, Personal Training
Arkansas Game and Fish	Entergy Inc.	Banking Industry
Arkansas State Police	First Baptist Church Youth Ministry	Chamber of Commerce
Arkansas State University MH	First National Bank	Police Department
Army Corps of Engineers	First United Methodist Church	Public Schools
Bailey Insurance	Game Shack	School of Arts
Baxter Bulletin Newspaper	Gaston’s Resort	Noah’s Ark Pre-school
Baxter County Alternative School	Good Samaritan Nursing Home	Ozark Surgical
Baxter County Animal Clinic	Haven Air Tech	Pine Lane Nursing Home
Baxter County History Museum	Headliners Salon	Ponder Pharmacy
Baxter County Library	Heather Guthrie, Sports Medicine	Presley Veterinary Clinic
Baxter County Judicial System	Holiday Inn Motel	62 Auto Repair
Baxter County Sheriff’s Dept.	Humane Society of	Regional Family Medicine
Baxter Healthcare Inc.	North Central Arkansas	Small World Pre-School
Baxter Regional Medical Center	Kelley Thomas Nursery	Southern Tag & Label
Baxter Regional Pediatric Clinic	Kent Chevrolet	Spring Park Animal Hospital
Beauty Central	Kirby & Family Funeral Home	Staples
Burnett Lincoln Paden Clinic	KTLO Broadcasting	Strider Engineering
Cabinets and Interior Design	Literacy Council	Strother Law Firm
Chism Attorney-at-Law	Medi Save Pharmacy	Sullivant Dentistry
Club 178	Montessori Pre-school	Tasha Harris, Occupational Therapy
Cockrum Vision		That Print Shop
Computer Automations		Twin Lakes Little Theater