



Canby High School

Home of the Cougars

Dear Business Partner: Please consider hosting a high school student via our Smart Internship program.

WHAT IS AN INTERNSHIP?

- A work-related learning experience that provides students and opportunity to gain important knowledge and skills in a particular career field.
- An opportunity for a student and employer to develop a relationship without making a long-term commitment.
- Internships can last anywhere from one week to one year and reflect a wide range of hours per week (hours agreed upon between site and student)
- Students receive high school and/or Clackamas Community College credit for 30 to 360 hours on the job
- It can be paid or unpaid;
- If the internship is unpaid, the school provides Workers' Compensation Insurance;

WHY AN INTERNSHIP?

- Provide high school students a step on a pathway to work and school;
- A chance to "test drive" the talent;
- Take advantage of NO or LOW-COST labor;
- Train and motivate students before they enter the job market.

WHO IS RESPONSIBLE FOR WHAT?:

<i>Supervisor at Internship Partner Site</i>	<i>Students</i>	<i>Internship Coordinator/Canby High</i>
Develop duties to support learning objectives for creation of a Training Plan	Complete Internship Application	Assist student with registration and maintain a file;
Interview and approve student	Demonstrate readiness for internship	Determine student readiness for internship
Approve work schedule	Pay \$30 internship fee to Canby High School	Select training plan outcomes with student and employer
Orient, train, and give feedback to student	Show up, learn, and work as per the training plan and employer expectations	Forward internship registration and grade from to the college
Verify student performance and hours. Performance is based on mid-term and final evaluations at the direction of the Internship Coordinator	Keep monthly time sheet to document hours worked	

JAMIE NETTER

CANBY HIGH SCHOOL ♦ INTERNSHIP COORDINATOR

503-263-7218

NETTERJ@CANBY.K12.OR.US

Canby High School- 721 SW Fourth Ave.- Canby, OR 97013-3999 - Office: 503-263-7200 - Fax: 503-263-7211

Pat Johnson, Principal (ext. 5303) Jim Smith, Associate Principal-Athletics (ext. 5302)

Kimie Carroll, Associate Principal (ext. 5306) John Ogden, Associate Principal-Activities (ext. 5323)
