

Internship Eligibility Criteria

Internship Information:

The Area Occupational Center (AOC) is strongly committed to incorporating cooperative work values and productive work habits to develop marketable, entry-level employees. We provide leadership and entrepreneurial skills for a work force that is prepared for our global economy. We accomplish these goals through a collaborative effort with students, parents, teachers, local employers, and other community organizations. This collaborative effort results in the sharing of valuable technical resources through student internships. Internships are non-paid work experiences and are performed at local businesses. Employers serve as mentors who continue to educate the students.

Internships allow a practical, hands-on approach for students and provide a bridge between the classroom and workplace. Students gain a clear understanding of the interrelationship of academics and vocational instruction as they are directly applied to employment. Internships reinforce the importance of technical and employability skills required in the modern workplace. They provide students with "first hand" experience in the need for responsibility, accountability, team effort, quality and productivity. The Area Occupational Center Internship Program encourages the development of highly skilled employees with positive attitudes and work habits. Through collaborative efforts, we can make a dramatic impact on a student's career decisions, and internships have the additional benefit of promoting positive self-esteem.

Our Internship Program provides an invaluable opportunity for students who are beginning their careers, and many of these students will choose to continue their education at a two or four-year college. Others will seek meaningful employment upon graduation. A successful work experience allows students to develop a positive reference in their chosen specialty area, and it is an integral part of job training and performance.

Internship Eligibility Criteria:

- **Student must be recommended by the Instructor, the Internship Coordinator and the AOC Principal.**
- **Student absences will be documented prior to recommendation for Internship assignment. Ten or more absences may result in student ineligibility.**

Academic & Employability Criteria:

- Demonstrating satisfactory academic and technical progress in the program.
- Following the rules and regulations of the AOC student handbook consistently, presenting him/herself in a manner that portrays a positive image.
- Possessing a satisfactory attendance record as documented by the attendance/guidance secretary.
- Passing pull-out courses (if applicable) at the AOC.
(Pull-out students must work with their Instructor to arrange instruction schedule changes, if necessary.)
- Exhibiting good academic standing at the home school.
- Exhibiting proper grooming and hygiene habits daily.
- Exhibiting an appearance appropriate for the trade area and assigned work place, including clothing/uniforms laundered and neat in appearance, jewelry and cosmetics conservative and appropriate for the employment setting.

Portfolio requirements met for participation in the Internship Program, including:

- Sample Job Application
- Resume
- Reference Sheet
- Sample Cover Letter

Required Documentation prior to beginning of the work experience, including Training Plan, Agreements and Authorizations:

- Internship Application completed. (Original on file with the Internship Coordinator)
- Transportation arrangements must be confirmed prior to the beginning of the work experience.
- Internship Agreement completed. (Original on file with the Internship Coordinator)
- Training Agreement completed. (A copy on file with the Internship Coordinator)
- Weekly Time Sheet (A copy on file with the Internship Coordinator)
- Journal Guidelines for Internships (Provided to Instructor as a possible resource document)
- Internship Work Experience Report (Provided to Instructor as a possible resource document)
- Driving Permit, if applicable. (Completed & signed as part of the Internship Agreement)
(If a permit has previously been issued, the student must be in compliance with all rules regarding the driving permit.)