

Chelmsford High School



Senior Internship Program

Mentor Handbook



Chelmsford High School

200 Richardson Road, North Chelmsford, MA 01863

Phone: (978) 251-5111

<https://www.chelmsfordschools.org>

Mr. Stephen Murray, Principal

Mr. John MacIsaac, Dean
Ms. Erin MacNeil, Dean
Mrs. Christina Mitza, Dean

Dear Senior Internship Program Mentor,

Thank you for providing valuable experiential learning opportunities for our seniors. The senior internship program fulfills an integral part of our mission at Chelmsford High School, which is to prepare our students for post- secondary success.

The Senior Internship Program takes place from April 7th to May 23rd. This is a 6 week time period where students taking part in the program are required to complete a total of 30 hours a week either on site or completing work for their internship at home. Students who are currently enrolled in an Advanced Placement or Dual Enrollment course will subtract 5 hours of their 30 total required hours (ie. students in 1 AP and 1 DE course are required 20 total hours and to return to school for those courses).

Throughout the internship time period interns are required to attend a meeting at Chelmsford High School on 4/15 and 5/5 at 7:30AM. With an optional check- in meeting on 5/19. After the senior internship program is complete. All interns are required to create a deliverable that summarizes their internship experience. They will present this to their internship advisor for credit on 5/23. On 5/29 at 9:15AM every senior intern will present their experiences at the Senior Internship Exhibition. As a mentor, you are invited to come and see your intern as they share with teachers, students and the junior class what they learned while interning at your company!

Sincerely,
Alex Cunningham
Senior Internship Coordinator

Erin MacNeil
Dean



Mentor Responsibilities

1. Share with your intern your expectations of them for the duration of their internship experience.
2. Agree upon a schedule with your intern for the 6- weeks. Interns should spend as much time on site as possible, but can complete work at home or virtually as well.
 - a. Some interns will be required to continue to attend courses throughout their internship. It is the interns responsibility to share this information with you.
3. Provide learning opportunities for your intern. These experiences are very important for interns and supports them in making informative post--secondary decisions.
4. If you have any questions or concerns about the program or your intern, please communicate with your intern's advisor. Students may have different advisors, the advisor you will be working with will email you and introduce themselves prior to the start of internship.
5. Complete an Internship 'wrap up' google form to give feedback on your intern and the Senior Internship Program run by Chelmsford High School. This feedback will support CHS Internship Program staff in continuing to make the program better each year.



Intern Guidelines

1. The expectation is that interns are following the guidelines and schedule requirements that were agreed upon by mentor and intern.
2. Interns are required to complete a weekly journal that states their experiences and challenges of the internship.
3. Interns are required to attend BOTH of the mandatory meetings that take place on 4/8 and 4/29 @ 7:30 AM.
 - a. Interns are welcome, but not required to, attend an optional meeting on 5/13 at 7:30AM if they need guidance from their faculty advisor.
4. Interns are required to create a deliverable (Trifold, Powerpoint, Podcast, Youtube Video etc.) that encompasses what they learned during their 6 week internship.
5. Interns will present their deliverables in a small group presentation. The presentation will only be in front of their faculty advisor and peers within their internship group
6. Interns will showcase their deliverable and discuss their internship experiences to the junior class, teachers, faculty and site mentors in an exhibition format.



Mentor and Intern Agreement

The Mentor/ Intern agreement sheet signifies that the site mentor agrees to take on the student as an intern for the duration of the senior internship program. The mentor will provide the student with learning opportunities and the intern will follow the guidelines given by the site mentor. If the mentor or the intern need support they will reach out to their Chelmsford High School faculty advisor.

Please sign below and the student will return this paper to the Senior Internship Program Advisor, Alex Cunningham in the Career Center. Should you have any questions please do not hesitate to contact Alex Cunningham by email at cunninghamalex@chelmsford.k12.ma.us.

Mentor Signature and Company name

Student Signature

Chelmsford High School Senior Internship Advisors greatly appreciate your willingness to support our internship program and our students!