

Internship

Responsibilities of Students and Sponsors



Developmental Research School
at the University of Florida

This program is designed as a special experience for our students in their junior and senior years of high school. The objective of the program is to offer students practical experiences in career fields of their choice while they are internalizing the world of work.

The program should entail approximately 80 hours a semester. Each student should complete 60 hours in the actual workplace. Another 20 hours will be required for meeting with and reporting to the school supervisors.

On-Site Sponsors will be responsible for the following:

1. Conduct an initial interview with the student. Guidelines, work rules and schedules will be determined at this time.
2. Assign experiences that may seem routine, but will profit the institution. This should also allow for some meaningful observations, personal contacts and mature responsibilities as time progresses.
3. Assign direct supervision to insure that students fulfill their responsibilities.
4. Complete a brief evaluation checklist for each 9-weeks grading period.
5. Communicate with school if there are any concerns regarding the student.
6. If deemed appropriate, write a brief letter of reference for the student's future use.
7. Sign timesheet at the end of each week.

Students will be responsible for the following:

1. Develop and maintain the workplace schedule with the on-site sponsor so that required hours are met.
2. Take full responsibility for transportation to and from the site.
3. At all times act professionally regarding appearance, timeliness, courtesy, responsibility and initiative. Wear official outfit to work unless directed otherwise.
4. Attend weekly meetings with the designated P.K. Yonge program coordinator. All paperwork must be submitted consistently on time in order to receive full credit.
5. The final will consist of:
 - a. 1 resume (follow guide)
 - b. 1 thank you note draft (typed, use proper format) to your mentor/sponsor
 - c. Short oral presentation about your internship experiences