



Peer Internship Policies and Procedures Manual

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Overview - Peer Internships

This Peer Internship Policies and Procedures Manual is a resource guide for Peers, Pros, Parents, and Internship Hosts (hereafter referred to as “Host(s)”). It provides guidance in the requirements, timelines, standards, and conduct expected of “Peer Interns” (hereafter referred to as “Intern(s)”)– qualifying Peers at NEXT High School (hereafter referred to as “NHS”).

EFFECT OF Peer Intern Policy

The provisions of the Peer Internship Policies and Procedures Manual does not constitute an expressed or implied contract, as specific contracts/agreements will be delivered at the commencement of the screening process. Rather, it provides general guidance and information in regards to the role of Interns, Hosts, and NHS. The principles and procedures set forth in this manual are subject to change and may be modified, suspended, or revoked **without notice** in whole or in part.

PURPOSE

NHS supports internship opportunities that provide growth and learning to Peers. This section provides the policies and processes of screening, selecting, and successfully completing Internships (hereafter referred to as “Internships”).

Interns are involved with local business opportunities designed to provide them with professional experiences. Internships assist Peers in reaching their educational, entrepreneurial, and impact goals by giving them the opportunity to augment classroom instruction with exposure to a real-world work setting.

Work performed by a Peer Intern bears a relationship to the programming of NHS and/or his or her future interests.

SCREENING PROCEDURES AND ELIGIBILITY REQUIREMENTS

An internship is a planned program that provides a Peer with a meaningful learning experience. Interns are representatives of NHS and, as such, will be expected to engage internships with excellence and professionalism. Because Internships come with great responsibility, NHS has set forth a screening process to help select qualifying Peers that demonstrate their ability, understanding, and capacity to perform the duties set forth by the Host(s), the Peer Life Coordinator (hereafter referred to as “PLC”), and NHS.

Internships are an extension of the NHS school space/day, therefore the policies of NHS outlined in the Peer Handbook apply at internship sites, as well.

The following are the internship requirements for NHS Peers. Failure to adhere to these requirements may result in the delay, suspension, or revocation of the internship:

1. Candidates must be in good academic standing, maintaining an overall GPA of 3.0 or higher.
2. Candidates must demonstrate an ability to be on time and fully present for all academic courses and Advisory.
3. Candidates must complete and submit the Peer Internship Application to the PLC, by the Fall and Spring deadlines posted on the application.
4. Candidates must read the Peer Internship Policies and Procedures Manual in its entirety, sign the form stating that they understand and agree to adhere to the

policies set forth within, and submit the signed form to the PLC prior to beginning their internship.

5. Candidates must have access to reliable and consistent transportation to and from the internship site. If a candidate does not have said transportation, then it may result in not being selected for the Peer Internship program. The Transportation and Student Driver Waiver must be submitted to the PLC prior to the beginning of the internship.
6. Candidates must have access to reliable internet and technology, in the event that an internship becomes remote.
7. Candidates (and legal guardian) must read the Internship Agreement contract in its entirety, sign the form stating that they understand and agree to adhere to the policies set forth within, and submit the signed form to the PLC prior to beginning their internship.
8. Candidates who are selected for an internship are expected to maintain professionalism and safety at all times during their internship. This includes, but is not limited to: showing up on time to the internship site, returning back to school on time, maintaining a positive and respectful presence towards Host(s), employees of Host(s), and the PLC, adhering to company dress code, maintaining social distancing standards as set forth by the CDC, and following through on tasks set forth by Host(s) and NHS.
9. Prior to the start of the Internship, candidates and their guardians must review, sign, and return to the PLC the document "Parent/Student Guidelines for Internships In a COVID-19 Environment."
10. In the event of inclement weather, candidates who are selected for an internship are expected to contact their Host(s) as soon as closings/delays have been announced by NHS.
11. In the event of illness or family emergency, candidates who are selected for an internship are expected to communicate with their Host(s) and the PLC as soon as they know that they will not be able to come in for work.
12. Candidates who are selected for an internship are expected to report if they encounter discrimination, safety concerns, harassment, or abuse of any kind while at the internship site. Reports are to be made immediately in writing to the PLC and guardian(s).

HOST'S RESPONSIBILITIES AND EXPECTATIONS

1. Hosts are responsible for maintaining supervision and safety of Intern(s) at all times. Failure to do so may result in revocation of Internship and subsequent deliberations on future partnerships.
2. Hosts are expected to report if an Intern fails to show up, arrive on time, carry out the tasks assigned to them, or present themselves (or Host and company) in an unprofessional manner. Reports are to be made immediately to the PLC in writing. Report may result in revocation of Intern, but does not prevent Host(s) from receiving a new Intern.
3. Hosts are responsible for reading and signing the Internship Agreement form prior to Intern starting. Forms are to be submitted to the PLC. Failure to sign and submit said form may result in the delay of starting date of the Intern.
4. Hosts must review, sign, and return to the PLC the "Parent/Student Guidelines for Internships In a COVID-19 Environment" document prior to the start of the Internship. Failure to sign and submit said form may result in the delay of starting date of the Intern.
5. Hosts are expected to give feedback about the Intern and partnership with NHS after the internship has been completed. Feedback forms will be emailed to Host(s) by the PLC after the internship.
6. Hosts are responsible for maintaining a safe and clean environment, which follows CDC guidelines for social distancing.
7. In the event of illness, family emergency, or inclement weather Host(s) will be expected to contact their Intern as soon as they know they will be unable to come to work.
8. Hosts are expected to select work for the Intern(s) which will not result in the displacement of regular employees or impair existing contracts for service.
9. In the event of an emergency, Hosts are expected to contact the Intern's guardian (listed on the emergency contact information sheet), the PLC, and, in serious cases, 911.

MONITORING INTERNSHIP HOURS

Interns will be given timesheets and instructions for tracking the hours they work for their Host. These forms will be given to Interns once initial paperwork has been received and processed.

Timesheets serve the purpose of aiding NHS in tracking the number of hours worked and nature of work performed in the internship. Timesheets must be submitted weekly to the PLC. Failure to submit the weekly timesheets may result in suspension, revocation, or inability to acquire sufficient NHS certificate internship credit.

INCLEMENT WEATHER POLICY

NHS typically follows Greenville County School District when it comes to school closings due to inclement weather. NHS administration will note their surrounding district's decision on inclement weather and will observe the same delay/early release/campus closure as the surrounding district for the first day of an inclement weather/natural disaster closure. This will also be communicated via social media, website, and/or email/text/voice from Intern.

At all times, the safety of our students will be the paramount determiner for delay/closure, and decisions will be made with information available at hand. Therefore, if NHS closes or delays for inclement weather, then we will not require our Interns to attend their internship on that day. Host(s) can expect an email, text, or call from their Intern as soon as school closing information is made available.

ILLNESS OR FAMILY EMERGENCIES

In the case of an illness or family emergency, Interns will be expected to contact their Host and the PLC *as soon as they know they will be unable to come to work.*

We ask for Host(s) to extend the same courtesy to our Intern(s) when they know they won't be coming in for work.

Both parties must review and sign the "Parent/Student Guidelines for Internships In a COVID-19 Environment" document.

INTERNSHIP SUSPENSION AND REVOCATION

Interns are considered “at will” and the internship may be terminated by either party at any time with cause and prior notice. Interns are expected to abide by the standards set forth within the Peer Internship Policies and Procedures Manual. Failure to adhere to these standards may result in the suspension or revocation of the internship.

When revocation has been deemed the best course of action, the internship will be terminated. The Host may receive another Peer Intern in place of a suspended or terminated Intern.

Interns who have been suspended from their internship will be given a specific timeframe as to when they can return to work. Interns who have had their internship revoked may have the opportunity to reapply for the Peer Internship Program the following academic semester. The PLC has the right to deny Peer(s) an internship based on their ability to adhere to the expectations set forth within this manual.

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SIGNATURE PAGE

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed with the Peer Life Coordinator. My signature also certifies my understanding of and agreement with the above policies. I understand I am responsible to adhere to all of the policies set forth within.

Peer Signature

Date

Legal Guardian Signature

Date