**Opportunity Exchange Program**

**Student Expectations**

This is YOUR opportunity to gain real world experience in a professional work environment. YOU are responsible for making all contact with potential employer and following the below guidelines for the program. It is NOT acceptable to have your parents make calls/inquiries on your behalf.

This internship program will be graded on a pass/fail basis.

There will be no monetary compensation for the completion of this program (unless agreed upon by both student and employer), class credits only.

Indicate interest in Opportunity Exchange Program.

Once given approval to apply from Ms. Hasenkamp and Mr. Kittle see below.

Prior to selection:

Contact potential employer for instructions on application process.

Return completed application and contact employer to schedule interview time/date.

Prepare for interview – treat this like a professional job interview

Dress appropriately for the industry

Bring copies of completed resume

Arrive at least 10 minutes ahead of scheduled interview time.

DO NOT bring any electronic devices into the interview.

Follow up the next day with a thank you note or email to the potential employer.

If selected for the position:

You are expected to go directly from school to the employer. You are not allowed to make any unauthorized stops/detours—you are still considered to be in class!

Upon arrival you will need to log in to your iPad or iPhone at the beginning and end of your day. Use the App as specified by the school.

If you are not sure what to wear, contact the employer and ask BEFORE your first day.

Write 3 goals you would like to accomplish over the course of the internship.

Review goals and expectations with employer.

Review student manual with employer and ask any questions.

Make sure you know who to contact in the event of illness, school activity, weather, etc.

Contact must be made with the employer if you are not going to be there even if you have already contacted the school (just think—this is a job!)

Keep a weekly journal, blog, or digital portfolio of your experiences.

Prepare oral presentation for businesses, students, workforce development committee, and faculty after the semester is done.

Upon completion of the internship:

On your last day, the employer will have prepared an evaluation in which you will review the goals you set and how well you met the expectations of the employer.

A meeting will then be scheduled with everyone involved in the program and 3-5 minute oral presentations by each student will be given.