

# PRAIRIE RIDGE HIGH SCHOOL

Dr. Steven Koch, Principal  
Lisa Connell, Vice Principal  
Sarah Schwartz, Student Services Coordinator



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## Information for Internship Business Partners

**Contact Person:** Steve Karlblom 815-355-3337 skarlblom@d155.org

**Dates:** Commitment: 6 weeks (unless mutually agreed upon)  
Start: April 2, 2018  
Finish: May 11, 2018

**Hours:** Students will be available to work beginning at 2:30 P.M. Monday, Tuesday, Thursday, Friday, and 3:30 P.M. on Wednesday  
Weekend hour may be decided upon mutual agreement between the student and business partner  
Student's cumulative time "on-the-job" should be 5 to 10 hours per week - unless agreed upon

### Site Supervisor/Mentor Roles:

- Serve as role-model for student intern
- Share an anticipated "training plan" with the student that is beyond clerical in nature - this may be as simple as a general timeline of activities, or it could be a more formal sequence of logical tasks.
- Inform student of all safety practices and emergency procedures
- Communicate regularly (beginning, mid-term, and end) with student and school coordinator
- Share knowledge of workplace culture, atmosphere, background information on company, workplace expectations, pros & cons of various job, and other relevant information.
- Complete student evaluation form - provided by teacher at end of experience
- Verify student's worklog/timesheet

### Misc. Information for Site Supervisors:

- Termination of internship experience is possible if the student's responsibilities are unfulfilled or if the site supervisor feels the intern cannot meet workplace expectations.
- Because this is an unpaid experience, School District 155 and/or the student's parents or guardian will provide necessary insurance for the student.
- Students will participate in nine weeks of related curricular studies to prepare for the internship experience.

### Student Responsibilities:

- Comply with all policies and procedures of the internship site
- Complete and submit all weekly progress reports, timesheets, and related assignments
- Provide sufficient notification of tardies or absences to site supervisor and coordinator
- Provide own transportation to and from internship site
- Remain at the assigned internship site for the duration of the internship period

**Activities:** Because every business is different, the tasks, duties, and responsibilities of the student will be different at each site location. Regardless, we hope that each student will sample a variety of activities so that he or she will have a reasonable understanding of the requirements and expectations necessary to succeed in that particular field of study.