



Internship PROGRAM

Monday, April 4 - Friday, May 20, 2022

About Us

Our acclaimed internship program allows Marshfield High School Seniors to try on a career for size-- across the South Shore and beyond. A collaboration between the Marshfield Public School Department, Marshfield High School and the Marshfield Chamber, the internship program has grown to having the senior class spend the final 6 weeks of their high school career "working" in an organization that closely aligns with their career goals. The host business benefits from the additional resources, new perspectives and skills the student brings to the business while also mentoring the student and assigning projects to grow the student's skills set, experience and portfolio in advance of college, trade school or a full time career after high school.

Internship Program Purpose

The Internship Program is designed to connect Marshfield High School seniors with internship opportunities in the Marshfield Community among highly-regarded businesses from Boston to Cape Cod enabling students to gain practical experience, relevant to their course of study or career goals.

The internship program will:

- Educate students on business practices
- Provide a mentoring environment for Marshfield High School seniors to learn outside of the classroom
- Provide students with experience in a particular field of interest by working in a professional environment
- Enable students to build a resume and/or portfolio of work prior to and in support of securing paid employment
- Provide training and activities that increase the student's knowledge, skills and abilities and help prepare him/her for future employment.

Internship Duties

Under the direction of a CORled, onsite internship supervisor and mentor, interns will perform the following duties, with the goal of building a set of resume accomplishments and/or a portfolio of projects:

- Leading or supporting projects, Conducting research
- Preparing correspondences, reports, studies, forms and documents
- Researching, composing, designing/editing publications, forms and manuals
- Analyze industry professionalism and certain job functions
- Practice professional communication including meetings, memos, client interaction, input of ideas and confidentiality
- Assisting with other related duties

Internship Evaluation

Interns and supervisors will meet with MHS advisor onsite at the host's place of business once during the course of the program with two additional meetings for the students at Marshfield High School throughout the program. Interns will submit weekly discussion boards and checkpoints on their portfolio to the MHS Internship Program Coordinator.

Program Cost

There is **no cost** to businesses to host an intern! This is an **unpaid internship** and students cannot be compensated during the 150 hours they complete as a part of this program because they will be receiving class credit for their participation.. *Hosts are welcome and encouraged to make a donation to the Marshfield Chamber Scholarship Fund which provides scholarships to these seniors upon completion of the program.*

Celebrating Success

Interns present their internship experience to their peers, school officials and "judges." through a 15-20 minute presentation at the conclusion of the program. Hosts are invited to join us to "judge" these presentations the week of May 23. Specific presentation times will be announced in the Spring.

SUBJECT TO CHANGE: We are "saving the date" for our annual celebratory event hosted by the Marshfield Chamber of Commerce for business hosts, internship students and their families as well as representatives from Marshfield High School and the community on Thursday, May 26. We ask that hosts attend with their intern as an opportunity to showcase the positive outcomes and accomplishments of these students during their internship experience. The format of this event may be subject to change pending our current climate in the spring. We anticipate some type of event together!

Business Commitment and Responsibilities

The Business Host must be committed to the success of each intern as he/she progresses through the internship program. The Business Host exhibits this commitment by:

- Creating and providing a job description that includes associated responsibilities, duties and expectations during the course of the experience
- Providing a highly qualified, MPSD CORId mentoring supervisor who provides clear instructions and supervision at all times
- Evaluating intern performance at regularly scheduled meetings
- Providing a safe and secure work environment during scheduled work hours
- Submitting a completed organizational COVID safety form
- Completing a program evaluation and providing a letter of recommendation
- Attending the program celebratory event on Thursday, May 26 from 5-7PM.

Internship Agreement

In accordance with the information provided in this document, I am willing and able to host a student during the 2022 Internship Experience. Please return this agreement with a completed MPSD CORI Application & a Copy of your license to Ashley Stanford at astanford@mpsd.org or Fax: 781-834-5040 by Friday, February 25, 2022.

SIGNATURE

DATE

PRINTED NAME & TITLE

COMPANY/ORGANIZATION NAME

EMAIL

CELL