



Livingston High School  
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<http://www.livingston.org/lhs>

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## Guidelines January 2021

- Internships are unpaid, structured, and supervised activities based on NJ Structured Learning Experience (SLE) guidelines.
- An option available to all LHS seniors in good academic standing, on track to graduate in June 2021.
- In place of attending traditional classes, students will intern at an off-site location that includes:
  - local companies and government agencies
  - faith-based organizations
  - schools
  - other community entities
- Hybrid and Remote Internship Expectations are posted
- Runs from May 24-June 18; Minimum of 20 hours/week.
- Monitoring of the internship for every 10<sup>th</sup> day the student reports.
- Student is supervised by a SIP Coordinator and a workplace mentor.
- The unpaid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment.
- The student does not replace an employee.
- NOTICE: *The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education prohibit the placement of SLE students into hazardous occupations or hazardous work environments, and prohibit SLE students from using any hazardous/prohibited equipment, tools, or materials. Unpaid structured learning experience activities may take place at for profit or not-for-profit sites.*

### Senior:

- Attend introductory student/parent meeting (optional).
- Locate an internship mentor and experience.
- Attend SIP Internship Match Night (optional).
- Complete and submit SIP Application **no later than February 26, 2021**.
- Once approved, provide a copy of auto insurance to Mrs. Wohltmann (if applicable to internship).
- Attend internship orientation sessions (scheduled for week of May 17<sup>th</sup> 2021).
- Minimum 20 Hours per Week/80 Hours in Total.
- Weekly journal assignments.
- Multimedia/Poster Presentation Date TBD
- 1 Credit-Pass/Fail

**Business Agency/Mentor:**

- Attends virtual SIP information sessions (To be scheduled for December & January-preferred not mandatory attendance).
- Receives application from student and parent/guardian.
- Completes and submits application.
- Provides safety training for intern.
- Provides guidance, motivation, support, and role modeling during internship period.
- Submits weekly attendance to Coordinator.
- Provides feedback at end of internship.

**Coordinator/SIP Advisor:**

- Provide introductory meeting for students and parents.
- Provide introductory meeting for potential mentors.
- Coordinate SIP Virtual Match Night
- Accept completed applications from student, parent/guardian, and business/agency.
- Visit internship location for safety check and approve/deny internship location.
- Approve/deny applications.
- Provide Internship Orientation sessions.
- Monitor intern attendance during internship period.
- Visit intern once every 10 days (2x) during the internship period.
- Provide assistance and guidance to all interns and mentors.
- Evaluate final projects.

*Remember, this opportunity is a privilege. If a student is found not following Code of Conduct or abiding by Child Labor Laws during the Senior Internship Program, they will return to LHS and resume classes.*