



**Livingston High School**  
**30 Robert Harp Drive**  
**Livingston, NJ 07039**  
**973-535-8000**

<http://www.livingston.org/lhs>

### **Senior Internship Program (SIP) - NJ Structured Learning Experience (SLE) Student Checklist (2024-2025)**

- If you are not sure where your interests lie, take the Career Interest Profiler in the About Me section of Naviance.
  
- Review the LHS SIP Guidelines document.
  
- Review How to Locate an Internship document.  
If you have not found an internship location yet, setup a time to meet with Mr. Quackenbush by sending him an email ([dquackenbush@livingston.org](mailto:dquackenbush@livingston.org)).
  
- Find an internship location to match your interests (within a 20-minute radius of LHS). (In person or hybrid). Internships in Manhattan are possible with permission.
  
- Complete the Student Section of the SIP Application when internship is secured.
  
- Have Parents/Guardians complete their Section of the SIP Application.  
Have potential Business/Agency/Mentor complete their section of the SIP application and submit.
  
- The entire application (ALL PARTS) must be submitted by **Wednesday, February 19th, 2025**.  
After your application is accepted, provide a copy of auto insurance to Mr. Quackenbush (if applicable).
  
- Maintain grades, attendance, and behavior.
  
- **Attend Wednesday, April 9th Mandatory Meeting (During Lancer time or after school - location TBD )**  
  
**Attend May 14 Mandatory Meeting (After school -location TBD )**  
  
**Attend Mandatory end of program event - Tuesday, June 19 (TBD - time & location)**

- Report to internship beginning May 19, 2025.
- Complete and submit weekly assignments.
- Complete final project and present on June 19, 2025.