



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) (2024-2025)

### WHAT IS THE LHS SENIOR INTERNSHIP PROGRAM\* (SIP)?

- 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 2025.
- 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 & Remote Internship Expectations are posted
- Runs from May 19 - June 19; Minimum of 20 hours/week.

### WORKSITE/MENTOR RESPONSIBILITIES:

- Student must be supervised by a worksite mentor.
- District/school may conduct background checks on worksite mentors.
- Student does not replace an employee.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the SLE.
- Weekly attendance must be submitted by mentor to coordinator.
- On-the-job training provided by the business/agency.
- SLE student must be covered by both the school district's and the Business/Agency's liability insurances.

### PROGRAM COORDINATOR RESPONSIBILITIES:

- Worksite supervisions are to occur every tenth day that the student reports to worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized internship description aligned to the NJ Student Learning Standards (NJSLS) will be included with this agreement.
- Student will be graded Pass/Fail and receive one (1) credit for the internship.

### STUDENT RESPONSIBILITIES:

- Submit weekly journal to coordinator.
- Transportation to and from the worksite.
- Maintain regular attendance at the worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn.

IMPORTANT DATES & EVENTS	
November 2024	Student Information Sessions
January 2025	Mentor Program Information Sessions (Virtual) TBD
February 19, 2025	Student & Mentor Applications Due
3/1/2025 - 5/15/2025	Internship Site Visits & Mentor Meetings
4/9/2025	Mandatory Senior Internship Meeting
5/14/2025	Mandatory Senior Internship Orientation
5/19/2025 - 6/19/2025	Senior Internship Program
6/19/2025	Luncheon & Final Project Presentations

*\*The Senior Internship Program complies with all laws and regulations within N.J.A.C. 6a:19-4 Structured Learning Experience.*

For further information, please contact Daniel Quackenbush: [dquackenbush@livingston.org](mailto:dquackenbush@livingston.org)