

## Frequently Asked Questions (FAQ) about the LHS Senior Internship Program 2023-2024

This (FAQ) document is compiled based on questions that I have received from seniors. Please be aware that the Senior Internship Website is a great resource for you and contains helpful information to assist you. If you still have questions, you can always arrange a time with me after school, before school, or during Lancer Time.

### **Question: How do I find an internship?**

Answer: It's up to you (the student) to do so. Identify the areas of interest you want your internship to be in and start there using your network of contacts. Ask friends and family for recommendations. **Mr. Quackenbush** is happy to help discuss suggestions with you.

### **Question: What is the Senior Internship Catalog? (SIP Catalog)**

Answer: The SIP Catalog is a list of area businesses and agencies that are supportive of the LHS internship program and are looking for interns. But, there are limited internships available. If you are interested in a specific opportunity, contact that place and person based on the preferred method on SIP Catalog (phone/email). These internship sites are conducting their own interviews and filling positions, so if you are interested, reach out and take this opportunity seriously. The 2024 SIP Catalog will be released in **January 2024**.

### **Question: Do I have to take an internship in the SIP Catalog?**

Answer: No. Your internship opportunity is up to you, but has to be approved as part of the SIP process. Be sure to check the requirements for internships on the SIP website.

### **Question: Do I have to apply to be part of the program?**

Answer: No. You will complete the SIP Application once you have found an internship opportunity and it is agreed that this will be your place. You only complete one application.

### **Question: Who is eligible to be part of this program?**

Answer: Any senior who is in good academic standing and on track to graduate in June and who has good attendance. There are no GPA requirements.

**Question: How do you determine if an internship is 20 minutes away?** Answer: We use google driving directions and the starting address of Livingston High School. Hybrid and In-Person Internships have a driving limit of 20 minutes. **We are allowing interships in Manhattan year.** If you have an amazing opportunity **over 20 minutes**, please discuss with **Mr. Quackenbush**.

**Question: Where are the limits for a remote internship?**  
Answer: **Must be approved by the SIP Coordinator.**

**Question: What are the expectations of a Hybrid/Remote Internship?**  
Answer: These are outlined in a document on the website.

**Question: Are we responsible for schoolwork/assignments/reporting to class once our internship begins?**  
Answer: No.\* Your internship is your responsibility. The only responsibility you may have is for a unique course situation that is for college credit or has a college exam (i.e Science Pathways exam which is still in discussion for how to best address). The internship dates are after the AP exams. Your Senior English Project must be presented prior to beginning the internship program. **You must communicate with your teachers about SIP and find out what is needed before SIP starts.**

**Question: What is the expected schedule?**  
Answer: It is up to the internship site and you to determine. It is **20** hours per week (minimum). This can be a combination of the 7 days of the week and hours. You are not reporting to LHS classes (unless there is the specific unique course that is going to affect very few students).

**Question: When is the application due?**  
Answer: The completed online application is due **Friday, March 1, 2024**. There are 3 parts to the application, and it is started by the student. The application **will be emailed to the entire senior class**.

**Question: Can internships be paid?**  
Answer: No. These are unpaid internships. You are still Livingston High School students. You are welcome to work outside of your internship hours at a different job.

**Question: I still have many questions. What do I do?**

**Answer: Organize your questions, and schedule time with Mr. Quackenbush  
dquackenbush@livingston.org**