



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

ISLAMIC FOUNDATION SCHOOL INTERNSHIP PACKET



INTERNSHIP PROGRAM REQUIREMENTS

Thank you for participating in the Islamic Foundation School Internship program. The following information is an overview of the program requirements. Also attached, are the Internship Site Information Form and Standards for a Credited Internship.

Philosophy and Purpose of the Islamic Foundation School Internship Program

Internships provide an opportunity to explore occupational fields related to a student's career goals. The internship program is set up to guide students through intentional learning objectives, skill assessments, and performance evaluations. This experience should allow the student to experience the world of work in a friendly, safe environment. We acknowledge and appreciate that government agencies, social service organizations, and companies invest in an important community resource: the student. We ask that through this internship, you will mentor and support your intern's personal growth, career, skill, and leadership development and cross-cultural awareness.

Partners in the Internship – Definition of Roles and Responsibilities

Students:

- Submit résumés with education, qualifications, and experience
- Prepare goals/learning objectives based upon self-assessment
- Discuss goals/learning objectives with supervisor
- Submit regular feedback to the academic counselor about their experience
- Complete 70 hours of work shadowing within a 2-8 week time frame
- Comply with employer requirements and recommendations
- Notify Islamic Foundation school administration and counselor should concerns arise

Employers:

- Describe internship position, skills required, and learning opportunities (*Internship Site Information Form –page 2*)
- Guarantee that the student completes 70 hours of work shadowing within a 2-8 week time frame
- Orient the student to the work site and establish a work schedule
- Review student learning objectives and recommend learning strategies
- Communicate with Islamic Foundation school administration should concerns arise
- Provide a concluding evaluation and review with the student
- Notify Islamic Foundation school administration and counselor if you wish to offer another internship

Internship Coordinator/IFS Academic Counselor:

- Orient the student to internship process and monitor self-assessment and goal-setting
- Monitor progress and provide guidance as required
- Evaluate performance with employer, and assign academic credit in student's high school academic record. Completion of 70 hours= 0.5 high school elective credit



Internship Site Information Form

Date _____

Organization/Company Name: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Street Address: _____

City, State, ZIP: _____

Phone number: _____

E-mail Address: _____

Website Address: _____

Internship Job Title/ Department: _____

Has your organization/ business ever hosted an internship position? _____

What do you hope your business/organization will gain by hosting internships for IFS students?

Description of internship job responsibilities:

Pre-requisites required from intern/ Minimal skills needed to carry out internship:

Internship Site Schedule:

Start Date: _____ Completion Date: _____

Onsite Schedule:

Day(s): _____ Time: _____ to _____

Day(s): _____ Time: _____ to _____

Day(s): _____ Time: _____ to _____



Standards for a Credited Internship

Quality of Work

The work provided:

- should incorporate the interns academic background and be at an appropriate level of responsibility and accountability
- should develop and enhance career-related skills and ability
- should provide the intern exposure to the entire organization
- is expected to be substantive and varied, not clerical or “Gopher Duties” (no more than 25% administrative duties or cold calling) and the tasks should be relevant to the organization’s business objectives
- The intern should be provided with a comfortable work station.
- Guarantee that the student completes 70 hours of work shadowing within a 2-8 week time frame

Communication with the Intern

The intern:

- will set goals and objectives to be discussed and agreed upon with the supervisor
- must meet regularly with the site supervisor to discuss goals, objectives, problems or concerns
- will meet with the site supervisor and discuss final assessments

Communication with the Islamic Foundation School Internship

Coordinator/Faculty Monitor The site supervisor:

- should allow a mid-term assessment phone conversation
- will be asked to complete a final assessment of the intern
- should allow the opportunity for a site visit by the faculty monitor or Internship Coordinator if requested
- should notify the school immediately regarding any problems with the intern

After reading this entire document, please sign* this as a working agreement. Make a copy for your records.

Company / Organization

Site Supervisor

Date

Please return via e- mail to the Islamic Foundation School Academic Counselor.