

Information on the Internship Program at Rolling Hills Prep and Renaissance Schools

Thank you for considering offering an internship to a Rolling Hills Prep or Renaissance School student.

RHP has been requiring short **unpaid** internships of its graduating seniors for the last twenty-four years. Students have worked in businesses, hospitals, schools, and non-profit organizations. During the last few years students have completed internships at Providence Hospital; Parish, Shea & Boyle L.L.P; the Children's Institute; the Los Angeles Chapter of Sierra Club; and Senator Dan Allen's office, among other places. Students are asked to work at least thirty hours per week from Tuesday, May 28 until Friday, June 7. Although we realize that many businesses would prefer to have a longer time period for the internship, the short window of time between Advanced Placement exams, which many of our students take, and graduation requires us to use these dates.

The goal of the internship is to acquaint young people with the "real world," a world that they have been educated to enter, but do not know very well. They need to observe people at work, help with any tasks they can accomplish, take orders and fulfill jobs, show interest and enthusiasm for a career, practice business etiquette, and learn new skills. Many colleges require students to find and complete internships as part of their graduation requirements. We tell students that this internship is probably the start of several internships that will follow before they find themselves in a permanent job.

Students are required to fill out a work log signed by a supervisor, blog about their experiences on a closed blog accessible only to the internship coordinators and other students, and prepare a five-minute presentation on their experience to be delivered to a faculty panel on June 10. Because this is a school-sponsored event, our insurance covers students while they are in the workplace. A faculty supervisor will contact each student some time during the internship.

Your company can expect a student who is willing to perform tasks such as filing, answering phones, talking with customers, and, sometimes, simple coding. You should receive a resume from the student who is applying for an internship that will list that person's qualifications. Absolutely no money is to exchange hands; the value that the student gains is from the experience.

You can contact Gayle Taylor, internship coordinator, at any time prior to the start of the internship. Her email is gtaylor@rollinghillsprep.org.