

Work Experience/Internship Guidelines
Palos Verdes High School
Mr. Fujinaga

TIME REQUIREMENTS:

- **Internship:** 5 hours per week, non-paid.
- **Work Experience:** 10 hours per week, per period enrolled.
- Only 3 weekend hours can be counted towards the total weekly work experience hours.

ONE TIME SEMESTER RESPONSIBILITIES:

- The following paperwork must be completed and turned in by **Wednesday September 30/February 24th**:
- Work Experience/Internship student information sheet
- Student Responsibilities
- Statement of Intent
- Work Permit

MONTHLY RESPONSIBILITIES:

- **Monthly Time Sheet/Employer Evaluation:** Monthly time logs must be completed and signed by the first Wednesday of the following month.

CHANGING JOBS/QUITTING/PROBLEMS, ETC.:

- If you change jobs, you need to get a new work permit for that job.
- If you quit a job, get fired, or any other problems occur, you need to get a new job immediately in order to get credit for the class.
- If you decide that you cannot work and go to school, you must drop the class with your counselor by the correct deadline, otherwise, you will receive an “F” in the class.

MEETING TIMES/DATES:

- **Work Wednesdays:** We will meet very briefly on the first Wednesday of every month at lunch to turn in paperwork and check your general working status. Also, if at any time, you need to see me, or turn something in, Wednesdays at lunch will be the time to do so.
- **5th Period:** Another optional time where I will be free to discuss things/present to hand in materials, will be 5th period. If you have a fifth period, but need to turn materials in/discuss something with me, please come by room 412 once 4th period ends.
- I will generally be available during the aforementioned times, however, to ensure my presence, it is suggested that you make plans to meet me in advance.