

Check Out Form

Senior Internship Program

Student Name: _____

AP Exams: _____

This completed check out form must be submitted to the Senior Internship Program Coordinators on Monday March 27, before you begin your internship.

Part A: Obligations Checklist. *Get these signatures the week of March 30th.*

✓	Final Obligations	Signature (obligation complete)	Signed by
	Locker Cleaned		Mr. Delongchamp
	Senior Fees paid		Senior Class Advisor
	Outstanding Obligations paid		Mr. Delongchamp/Ms. Senecal
	Library Books returned or paid for		Ms. Farmer

Guidance counselors will be available at the check out assembly.

Part B: Class Sign Out. *Teachers sign the last day of classes before 4th Quarter (Friday) indicating a passing grade for quarter 3. Books/materials must also be returned.*

✓	Period & Course Name	Q3 pass/fail	Teacher Signature
A		P / F	
B		P / F	
C		P / F	
D		P / F	
E		P / F	
F		P / F	
G		P / F	
H		P / F	

Part C: Your Responsibilities. *Read the summary below and sign your name.*

I understand that it is my responsibility to maintain contact with Sutton High School (check email/website) to be aware of upcoming events and obligations and that I must follow the Senior Internship Program guidelines and expectations *including*:

- **Weekly Email Updates:** I will email my Mr. Marcucci (marcuccis@suttonschools.net) a detailed update by 2:00pm Friday each week.
- **Midterm Check-In:** I will meet Mr. Marcucci in person during the third week of internship at a mutually agreed time.
- **Final Requirements:** I will submit my 2-page paper and/or my final project during Senior Finals.

You are representing yourself and Sutton while on internship. Hold yourself to high standards and make the most of your ultimate high school experience!

Student Signature _____ Date _____

Part D: Check Out Assembly. *You will get this final signature by Friday March 31, assuming you have all the above signatures, you have submitted your parental consent form, and your internship has been approved.*

Status & Parental Consent:	Final Approval _____ Ted McCarthy, Principal Senior Internship Coordinators
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AP CLASSES & EXAMS

- **Full Internship** (0 AP **Exams**): This is a full 5-week *internship* (25 hours minimum *per week*).

Students taking at least one AP EXAM have chosen one of these schedule options:

- **Limited Start Internship** (1-5 **AP Exams**): Students will be attending AP classes to prepare for the AP Exams for the first few weeks. Their internship will begin on time, but with limited hours since they will also be attending classes. After finishing AP Exams, students will begin the full 25 hour per week internship.

Limited Start Internship Schedule Example:

- 1 AP Exam ... 20 hours of internship minimum per week
- 2 AP Exams ... 15 hours of internship minimum per week (etc..)
- **Delayed AP Internship*** (3 or more **AP Exams**): Students will not begin internship on time. Instead, they will attend all AP classes to prepare for the AP exams. These students will begin internship **after** completing all AP Exams.

Weekly Email Update* due every Friday by 2:00pm. **FIRST UPDATE FIRST DAY!**

- You must email Mr. McCarthy **every week** by Friday at 2pm with a detailed update:
 - What did you do this week? What did you learn this week?
 - Where were you each day and at what times?
 - What did you do with your On-Site Guide?
 - What do you plan to do next week? Is everything going well? Are there any issues?

Midterm Check-In* week of May 15th or before

- You must meet **at school** with Mr. Marcucci Week 3 or before**.
 - Arrange a meeting ahead of time.
 - Provide a full update of your accomplishments and challenges to date.

Final Internship Presentation due May 22nd

***Note:** “AP Delayed Internship” students will not have a “Midterm Check-In” and will only send weekly updates after finishing all AP exams.

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