

PROGRAM GUIDELINES FOR STUDENT INTERNSHIPS

Definitions/Availability:

The internship track at Beverly Hospital is defined as an opportunity for high school age students to: explore careers in health care, develop job skills, build college and job references, and provide meaningful service to their community. Internships typically take place during the school day, (in lieu of class time) are of a duration of 12-25 hours a week for a period of four to six weeks. All internships are voluntary, unpaid, and subject to availability and appropriateness of the candidate and the request.

Requests for internships not meeting the criterion of the above definition are considered on a case by case basis.

Statement of Understanding:

In order to facilitate the placement of high school students in internship positions, we require the program guidelines to be understood by both the student and his/her parent or guardian and his/her academic advisor. We ask that a parent or a guardian, school advisor and the student applicant sign a statement acknowledging their acceptance and understanding of the guidelines. In this way, we become partners in assuring that the goals for the internship are met.

1. Student internships are available to seniors in high school, with preference being given to our student volunteers.
2. An application must be completed by the student and signed by a parent or guardian. Applications must be received at least two months in advance of the requested dates for internship. An application does **not** guarantee placement.
3. The names of two references must be provided upon application. One reference must come from the applicant's academic advisor or guidance counselor. Other suitable references include clergy, family friends, or teachers. Relatives are unable to serve as a reference.

4. Applicants must attend an information meeting/screening interview with the Manager of Volunteer Services or her designee prior to acceptance into the program.
5. Attendance at a mandatory hospital orientation is required prior to the start of the internship - if one has not been attended previously.
6. Students must complete all of the hospital's health screening requirements prior to the start of their internship. Students under 18 years of age are required to submit a signed parental permission form prior to screening.
7. The student intern is expected to report to work on the agreed upon days and for the hours scheduled. If the student is unable to report for a scheduled shift, he or she must call the Volunteer Office and their assigned department to inform us of the absence. The hospital reserves the right to notify the school of your absence.
8. The student intern is expected to be dependable, neat, possess good judgment, and be in good health.
9. Uniforms and name badges are required. The student intern may wear, if purchased, a student volunteer polo shirt or attire agreed upon by their department supervisor. Students are **not allowed to wear jeans, shorts, miniskirts, baseball caps or sandals – professional dress is expected.**
10. Student interns are expected to maintain the strictest confidentiality about any information they see or hear during the course of their work at the hospital. The patient's right to privacy is protected by law. Students are required to sign a *Statement of Responsibility* accepting hospital policies regarding patient privacy.
11. Although every effort is made to resolve problems as they occur, the Volunteer Services Department reserves the right to suspend or dismiss any student for reasons such as unbecoming behavior, violation of professional confidentiality, loss of interest in work, not performing assigned tasks, or three unreported absences. The academic advisor and parent or guardian will be notified of the suspension or dismissal.

Please note: Exceptions to these guidelines are handled on a case-by-case basis. Placement is not guaranteed.