

Sponsor's Responsibilities

- Assist student intern in setting realistic goals and activities for the internship.
- Assure student is able to do tasks necessary to reach goals of internship.
- Keep record of student's hours. Student is responsible for 20-30 hours per week depending on course load at Canton High School. Discuss your own attendance policy with student.
- Help make the internship as challenging as possible, and where possible, give the student an active role. Increase student's responsibilities when student indicates he/she is capable and willing to assume more.
- Provide intern with a broad view of your organization's entire operation, spectrum of the jobs possibilities, and education requirements.
- Confer with, and provide honest feedback to intern regarding his/her strengths and areas in which he/she needs to improve.
- Sign the form concerning child labor laws if student is less than eighteen years of age.
- Complete an evaluation for the student intern to be reviewed with him/her and return to the Career Center of Canton High School by Friday May 28nd.
- Notify the Internship Director if student intern is not attending his/her internship regularly or meeting professional obligations.