

## **Sacred Heart-Griffin Internship Program**

### ***What is the SHG Internship Program?***

The SHG Internship Program is a tuition assistance program offered to SHG juniors and seniors. This SHG administered program assists qualified students with tuition costs while providing them with professional work experience in businesses in the community. Students also earn 0.5 business elective credit as they complete course work which develops work place skills.

### ***How can my junior or senior participate?***

Sophomores and juniors complete an internship application for the next year's internship program which must be turned in by the due date shown on the application. Parents of interested students are required to complete the FACTS Grant and Aid Assessment form by the designated due date.

### ***What is the process for selection of the student interns?***

Once the applications are received in the Finance Office, the Program Director solicits recommendations from the applicants' counselor, teachers, and the Dean of Students. If qualified, the student is contacted for a confidential interview. Student interns are interviewed by a selection committee consisting of the President, Advisory Board member, and Program Director. Once the selection is made, applicants are notified.

### ***Where do the student interns work?***

Student interns are placed in various partnering businesses in the community by SHG. Currently SHG has six partnering businesses with one intern at each firm.

### ***How many hours do the student interns work?***

The student interns are required to work approximately 240 hours per academic year. Students may work after school, school holidays, school breaks, weekends, or during summer as needed by the businesses. Student interns are also required to meet biweekly with the intern instructor to complete course work which helps to develop work place skills.

### ***What kind of work do the student interns perform?***

The type of work is as varied as the needs of the business. However, it is common for the student interns to perform clerical duties.

### ***What amount of tuition assistance will my student receive?***

Student interns who have fulfilled all requirements of the program will receive tuition assistance. The partnering business sends a check to SHG in the amount of \$3000, made payable to SHG, which is then credited to the student intern's tuition account. SHG also provides the student interns with W-2s and pays for their workers compensation insurance.

### ***Additional Questions?***

Please contact Ellie Garvey, SHG Internship Program Director, at 787-1595 ext. 145 or email at [garvey@shg.org](mailto:garvey@shg.org)