

## ADMINISTRATIVE COURSES

### INTERNSHIP

ADM 003                                      Full Year or Semester                                      1 credit (1/2 credit)                                      PASS/FAIL

Juniors and seniors who have (or will have) fulfilled all other necessary course requirements may petition to complete an internship. Internships provide a student with an opportunity to have work related experience in a field of study and interest to them. This is a *student-initiated* internship, in which the student must secure an interested business or professional prior to application. The student will be responsible for maintaining an *Internship Portfolio* that will include job search and professional development related essays, journals, and assignments. All scheduled work must be outside the normal school day. Credit will be granted and a grade applied by the Director of Guidance. Students are limited to **one** internship credit that will count towards the Saints Peter and Paul High School GPA.

PREREQUISITE: Open to juniors and seniors with permission of Director of Guidance

### TEACHER AIDE

ADM 009                                      Full Year or Semester                                      1 credit (1/2 credit)                                      PASS/FAIL

Juniors or seniors who have (or will have) fulfilled all other necessary course requirements may petition the Director of Guidance for consideration as a teacher aide. Teacher aides are responsible for working directly with their mentor teacher and working with groups or individual students. Credit counts towards graduation requirements but the grade is **not** calculated into the GPA.

PREREQUISITE: Open to juniors and seniors with permission of Director of Guidance