



Strath Haven High School

205 S. Providence Road • Wallingford, PA 19086 • 610-892-3470

Field Career is the opportunity to participate in volunteer work or an unpaid internship and graduation credit. The purpose of the program is to have students learn about the working world on both a practical and theoretical level.

Strath Haven High School Guidelines

- Students are expected to have the field placement with a minimum of 10 hours of work arranged prior to the start of the semester in which they are seeking to earn credit. An authenticated **record of the hours** the student has worked each week must be submitted to the program coordinator, located in the School Counseling Office.
- Students may receive one credit per semester, given for ten hours of field work per week, up to two credits per school year.
- Students must be at least 16 years old and be enrolled in 11th or 12th grade to participate.
- Transportation and any other expenses are the student's responsibility.
- Grades are given as either Pass (P) or Fail (F). Students can earn a Pass by providing a weekly record of hours signed by the approved supervisor.
- If a student needs to be absent for any reason, they should notify the field supervisor prior to the time they are scheduled to report. Inconsistencies between school and work attendance may result in a review of the student's eligibility.
- If a student no longer has access to the field experience for which they are approved through Field Career, it is the student's responsibility to make an appointment with their counselor to make alternate arrangements for earning credit.

Field Placement Guidelines

- Students should be punctual for field work and remain on site for the duration of the shift.
- Students expected to adhere to all rules and regulations as outlined by the supervisor. Controversial problems that arise in the workplace should be discussed directly with the supervisor.
- Students are not permitted to hold field experience that is supervised by a family member.

Complete the information below and submit the form to your school counselor for approval.

Student Name _____

Field Placement: _____

Supervisor Name: _____

Address of Field Placement: _____

Supervisor's Phone Number: _____

Counselor Approval: _____

Administrative Approval: _____