**Greater New Bedford Regional Vocational Technical High School**

**Legal and Protective Services Externship Program**

**Basic Rules**

1. While in the Externship Program, you must remain bound by all rules in the Student Handbook.
2. You must have your student I.D. in your possession.
3. You must take the bus to and from your assignment.
4. You must remain on the premises where you are assigned or re-assigned.
5. You must maintain a daily written log of your activities about the jobsite.
6. You must have a 78 or better in all of your classes, less than two or more absences and two or more tardies per quarter in order to participate in the externship program. Failure to do so will result in termination of your externship.
7. You must be dresses appropriately for the externship assignment. Khaki pants required please consult your teacher and jobsite supervisor for additional specifics as each site is very different.

**Grading**

Your performance will be assessed in three (3) ways.

1. First you will receive a grade based on the quality of your daily log and your writing about your work experience.
2. Second, you will receive a grade from your employer.
3. Third, you will receive a grade form your teacher based on your performance as well as interactions with you and the employer.

**\*\*\*\*\* ADDITIONALLY YOU ARE STILL RESPONSIBLE FOR ALL OF YOUR CLASS WORK WHILE OUT ON EXTERNSHIP.**

**Daily Logs**

1. Daily logs are an important part of your grading. Keep good logs.
2. Before you begin your log you must research and include one entry which discusses the agencies mission statement, including the overall goals and objectives.
3. Each day, your logs should be two paragraphs long. They can be longer if you wish.
4. Logs must be typed.
5. On day one of the assignment, include the day, time, employer and the location(s). Provide a brief description of the activities you either performed or observed and finish your log with a printing term, a concept or word of the day.
6. Repeat this procedure every day you are at the worksite.
7. At the end of each cycle give your logs to your teacher.

**Acknowledgement**

I have read the above policy and sheet and understand the expectations for the participating in the externship program. I further understand that my son/daughter may be out on location with their assignment.

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Student’s Signature Date

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Parent/Legal Guardian’s Signature Date