



FOR MORE INFORMATION

If you are a junior and have questions about Workplace Experience or In-School Internships, please speak to Mrs. Geating in room 210 or speak to your guidance counselor.

🏠 OXFORD AREA HIGH SCHOOL
WORKPLACE EXPERIENCE - RM 210
BUSINESS & LANGUAGE HALLWAY

✉️ BGEATING@OXFORDASD.ORG

✉️ OR EMAIL YOUR COUNSELOR TO
MEET ABOUT ADDING WORKPLACE
TO YOUR SCHEDULE

ABOUT WORKPLACE EXPERIENCE

1 LEAVE SCHOOL EARLY

Workplace Experience students can sign up to leave as early as the start of 5th period. Students select which period they will leave with their guidance counselor depending on how many hours they can work per week. In-school interns stay in the building and thus do not have to worry about transportation.

2 EARN CREDIT

EARN .5 TO 1.5 CREDITS PER SEMESTER

You get .5 credits for each period of Workplace Experience. Students leaving at 5th period earn 1.5 credits per semester, students leaving at 6th earn 1.5, at 7th, earn 1, and at 8th, earn .5. You must work 5 hours per week, per period you leave early and you must work hours starting before 2:30 pm.

3 EARN MONEY*

***IN-SCHOOL INTERNS DO NOT GET PAID BUT THEY DO EARN CREDIT!**

Students must earn a paycheck with taxes deducted if they are leaving to work at a job for pay. Pay stubs are required bi-weekly.

Get
school
credit

WORKPLACE
EXPERIENCE

JOBS & IN-SCHOOL INTERNSHIPS

SIGN

UP



SENIORS ONLY

AVAILABLE IN-SCHOOL INTERSHIPS

1 ENGLISH LEARNER AIDE

WORK WITHIN A CLASSROOM OR ONE-ON-ONE WITH STUDENTS LEARNING ENGLISH.

2 TECHNOLOGY DEPARTMENT AIDE

TROUBLESHOOTING AND TECH SET UP AS WELL AS STUDENT AND FACULTY TECH HELP.

3 LIBRARY AIDE

WORK WITH LIBRARY COLLECTION, PODCAST ROOM, DISPLAYS, AND MORE.

4 ATHLETICS DEPARTMENT AIDE

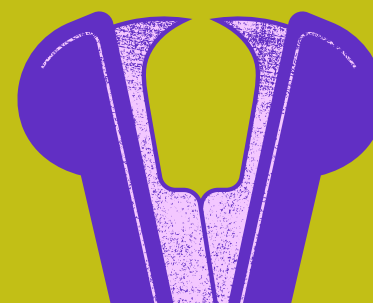
SET UP FIELDS, MEET OFFICIALS, WORK WITH TEAMS, SCHEDULING, SOCIAL MEDIA, AND MORE.

5 ATHLETIC TRAINER ASSISTANT

WORK WITH PENN MEDICINE CERTIFIED ATHLETIC TRAINER TO PREP STUDENTS FOR SPORTS AND HELP IN THE TRAINING ROOM.

6 PEER BUDDY

COLLABORATE WITH SPECIAL EDUCATION STUDENTS TO PROMOTE SOCIAL INTERACTION, SKILL-BUILDING, AND MUTUAL UNDERSTANDING.



SIGN-UP

IN-SCHOOL INTERNSHIPS

PLAN

APPLY

INTERVIEW

SCHEDULE

EARN CREDIT

Interested juniors can sign up for an interview slot for their desired in-school internship. Interviews will be with the respective department leader/teacher. Selected students will be notified and can then meet with their guidance counselor to add Workplace to their senior year schedule.

**KEEP AN EYE ON YOUR EMAIL
FOR A LINK TO SIGN UP FOR AN
INTERVIEW.**