



To a Potential Val Tech Intern Host:

The Valencia Academy/Val Tech Program has been established to help students learn more about technology, to see that the use of technology is central to many organizations, and to gain a better understanding of the world of jobs and careers.

Before or during their senior year, Val Tech students are required to provide technology assistance/work to an organization for a minimum of 150 hours. Afterwards they complete a comprehensive research paper, develop an electronic portfolio, and make a presentation to a committee of school personnel and members of the community.

In this unpaid internship, students are expected to benefit from real-world experience, while at the same time providing the participating organization with an eager young adult who's anxious to apply school knowledge and technology skills to the world of work. Whatever their duties, students are expected to work professionally and responsibly.

If at any time this internship program does not meet the expectations of either the student, the organization, or the Valencia Academy, it can be terminated with or without cause.

Do businesses need any additional or special insurance to cover the Val Tech Intern? Valencia High School and the Val Tech Internship Program do not provide additional insurance coverage for student interns. Some students are covered by their parents' insurance. Another way for parents to protect their student is to purchase the Student Accident & Health Insurance, which is sold each year during registration. If you need verification of insurance for workers' compensation from the Placentia Yorba Linda Unified School District, please contact the PYLUSD Risk Management office, 714-985-8477.

For additional information, please see "Internship Program" on the Valencia High School/Val Tech web site ([www.vhstigers.org](http://www.vhstigers.org)). Or contact Mike Guest at 714-996-4970, ext. 10045.

Thanks for your participation in this program. We trust that the internship will be beneficial for you as well as for the intern.

A handwritten signature in black ink that reads "Mike Guest".

Mike Guest  
Val Tech Coordinator  
Valencia High School  
500 North Bradford Avenue  
Placentia, CA 92870  
714-996-4970 x 10045  
[mguest@pylUSD.org](mailto:mguest@pylUSD.org)