



Livingston High School
30 Robert Harp Drive
Livingston, NJ 07039
973-535-8000

<http://www.livingston.org/lhs>

Senior Internship Program (SIP) - NJ Structured Learning Experience (SLE) Student Checklist (2024-2025)

- If you are not sure where your interests lie, take the Career Interest Profiler in the About Me section of Naviance.
- Review the LHS SIP Guidelines document.
- Review How to Locate an Internship document.
If you have not found an internship location yet, setup a time to meet with Mr. Quackenbush by sending him an email (dquackenbush@livingston.org).
- Find an internship location to match your interests (within a 20-minute radius of LHS). (In person or hybrid). Internships in Manhattan are possible with permission.
- Complete the Student Section of the SIP Application when internship is secured.
- Have Parents/Guardians complete their Section of the SIP Application.
Have potential Business/Agency/Mentor complete their section of the SIP application and submit.
- The entire application (ALL PARTS) must be submitted by **Wednesday, February 19th, 2025**.
After your application is accepted, provide a copy of auto insurance to Mr. Quackenbush (if applicable).
- Maintain grades, attendance, and behavior.
- **Attend Wednesday, April 9th Mandatory Meeting (During Lancer time or after school - location TBD)**

Attend May 14 Mandatory Meeting (After school -location TBD)

Attend Mandatory end of program event - Tuesday, June 19 (TBD - time & location)

- Report to internship beginning May 19, 2025.
- Complete and submit weekly assignments.
- Complete final project and present on June 19, 2025.