

Cosmetology Internship Guidelines

An internship may be a part of the Cosmetology Program. The Tech Campus is allowed to set up an internship program and will follow the guidelines set by the State of Illinois Department of Regulations.

The following are guidelines to follow when implementing an internship component of the Cosmetology Program at the Tech Campus.

1. An internship program may be substituted for 150 hours of the 1500 hours required by the State of Illinois.
2. An internship program may be part of the curriculum and will be an organized, preplanned training program designed to allow the student additional training in dress, sanitation, safety, shop management, hair treatment, nail technology, and esthetics under the direct supervision of a licensed cosmetologist in a **registered salon**.
3. An intern may participate in an internship program only after having successfully completed 750 hours of training with a minimum average grade of 80.
4. An intern may not spend more than 150 hours in an internship program.
5. An intern **may not be paid** while participating in an internship program.
6. An intern may work a maximum of 8 hours/day and will be required to report 1 day/week to the Tech Campus.
7. An intern will be under the direct on site supervision of a licensed cosmetologist. Only 1 student will be supervised by 1 licensed cosmetologist.
8. The following paperwork is required to be completed **prior** to the start of the internship. 1. Application, 2. Copy of salon's license or 189.#.
9. A Letter of Understanding (contract) must be completed and signed by the student, the teacher, the registered salon, and the licensed cosmetologist. If the internship takes place during the school year, the member school official must sign. The Letter of Understanding (contract) may be terminated at any time for inappropriate actions on the part of the student. Termination can occur due to failure to call in an absence prior to the expected time due at the internship site, inappropriate behavior, violation of any school rule and/or guidelines, etc.
10. The Tech Campus teacher will schedule a meeting with the site **prior** to the student internship start date. The purpose of this will be to present the curriculum, and internship guidelines, paperwork, etc. If the registered salon has been used previously, the internship may be set up over the phone. A copy of these guidelines must be submitted to the registered salon.

11. Summer internships may be organized with the Tech Campus. The following copies must be submitted before participation.
 - Letter of Understanding with all required signatures
 - Permission forms with all required signatures
 - Proof of completion of at least 750 hours
 - Evidence of Productivity grade 80% or better
 - Dates and times of participation
 - Attendance at a mandatory meeting by all summer internship participants prior to the end of the school year

12. Follow internship guidelines as outlines in the Teacher Resource Binder and State of Illinois guidelines for cosmetology internship rules for all internships during the school year.
13. The site must fax signed time cards by their licensed supervisor at the internship site **weekly**. Students must submit as well as their daily logs. In the case of summer internship, Tech Campus Administration will meet with the students weekly. The time cards must be faxed and daily logs will be collected. Administration will be available to answer any questions or concerns.
14. All summer internship time cards and daily logs will be turned into the teacher upon the start of the next school year.
15. Summer interns that have graduated high school will pay for the hourly fee for their internship hours to the business office before participation. The payment will be in the form of a cashiers check or money order, payable to the Tech Campus. Additionally adult interns will continue paying their fees.
16. Students will provide their own transportation to and from the internship site.
17. Salons will call the teacher or Tech Campus Administration (during summer internships), if the student does not arrive on their scheduled day.
18. It is the responsibility of the Tech Campus teacher to inform the salons these guidelines and provide the appropriate contact telephone number.

Suggestion:

Before sending a student out on an internship, create a folder to present to the salon with copies of all required signed forms, guidelines, as well as additional pertinent information (phone number, instructor's business card, etc.) and a student evaluation form (to be completed by the salon supervisor at the completion of the internship).