

Absence Policy for Jan Term Off-Campus Students

Salem Academy's school calendar does not apply to students who are doing internships. An Academy snow day or holiday (e.g. Martin Luther King Day) during Jan Term does not mean that you would also have this day off. You should be "on the job" unless your place of work has a *scheduled* holiday and is closed; this may mean that you work for 15 days since one holiday during Jan Term is included in the minimum hour requirement. If your place of work closes due to snow or inclement weather, you must still complete the minimum hour requirement. The best way to ensure that you meet this requirement is to work for more than the required number of hours each day. For 14 days on the job at 6 hours a day (not including lunch), you should have a *minimum* of 84 hours of work.

Students are encouraged to work more than the minimum 6 hours each day, but students may not work extra hours during the first week of the internship in order to take days off during the second or third week. You learn by experiencing a workplace environment for the full time of the internship, from Jan 6 - Jan 24. Both hours and days matter. In addition, all work should be completed at the internship location unless you have extenuating circumstances and an alternative plan is approved by your Jan Term advisor. No more than 6 hours may be made up through such an alternative plan.

The following policy applies to any student who must be absent during the course of her internship:

1. If a student knows ahead of time that she will have to miss a given day, she must notify her field advisor and her Jan Term advisor in advance.
2. If at all possible, the student should make up the absence during the actual Jan Term period by working extra hours. This should be done only if it is convenient for the field advisor. If it is not convenient for the field advisor, the student may be asked to make up hours by volunteering or doing community service elsewhere after the official Jan Term internship concludes.
3. The student must follow the normal procedure for having an absence excused. Salem Academy should receive a phone call, email, or note from a parent or guardian, a physician, or another appropriate person explaining the reason for the absence.
4. The Off-Campus Program Committee will determine whether absences are excused or unexcused. Unexcused absences will negatively affect the Jan Term grade.
5. Extended absences from a Jan Term internship -- whether excused or unexcused -- will have to be made up by the student. The method of making up missed days will be determined by the Off-Campus Program Committee, with input from the student. All make up hours must be completed *before* spring break.
6. The student's time sheet must be initialed and signed by the field advisor and submitted on **Wednesday, January 29** in the folder with the journal, final paper, field advisor evaluation, and copy of the field advisor thank you note.

Students should remember that the total number of hours worked does not carry more weight than consistent daily attendance on the job for at least 6 hours (not including lunch).