

JANUARY TERM

The academic year at Salem Academy is divided into 3 terms: semester one, Jan Term, and semester two. As is the case with first and second semester grades, grades for Jan Term courses and internships are recorded on the student's transcript. Successful completion of Jan Term is a graduation requirement. Jan Term is a period of *approximately* three weeks following the winter holiday which is set aside for learning and exploration that is not typically encompassed by the curriculum of regular classes. The entire program is divided into two main parts, *on-campus* and *off-campus*.

The Jan Term On-Campus Program

The on-campus program for freshmen and sophomores is not routine. Unlike our usual academic schedule, classes offered during Jan Term present subject matter and approaches to subject matter that are not usually a part of the traditional curriculum. In addition, tutorials are offered in math, English, and world languages. These tutorials focus primarily on review of material covered during first semester. Students who would benefit from additional review material may be assigned to tutorials by their first semester teachers.

Grades for Jan Term classes are recorded on the student's transcript, and successful completion of Jan Term is a graduation requirement for all students.

The Jan Term Off-Campus Program

The off-campus portion of Jan Term is required for juniors and seniors. The exception to this is the school-sponsored trip, which is open to all students. The off-campus program offers each student one of three possible learning experiences: (1) Internship, (2) Alumnae Honor Internship, (3) School-sponsored trip. Each of these options is an alternative learning experience outside of the traditional academic environment of the Academy. Because the off-campus program is "school away from school," the Salem Academy Honor Code remains in effect. In addition, juniors who receive an Unsatisfactory grade for their Jan Term experience will be required to take on-campus classes during their senior year. Likewise, seniors will be required to make up any Unsatisfactory grade by undertaking a new internship during second semester. There are no alternatives to the off-campus program for juniors and seniors. If a junior is assigned to on-campus classes due to failing to meet her obligations in setting up her internship, she will not be allowed to undertake an internship as a senior.

Internships

All internships are self-designed, and thus the student is required to find both the place of work and the field advisor, to establish goals and objectives for the field experience, to acquaint the field advisor with the Jan Term program, to keep a careful log of hours worked, to write about the experience, and to present on Sharing Day. An internship must be *educational in nature* and should require the student to spend *a minimum of six hours a day (not including lunch) for approximately fifteen days on task*. Students can set up an internship anywhere in the world. Usually internships take the following form: students live at home, with extended family, or with friends in another part of the country/world during Jan Term and work during the day in an office, place of business, lab, etc., under the supervision of a field advisor. Ideally, the internship should be designed and detailed by the time students return to school in the fall, at which time a faculty committee will review the proposal and either approve or disapprove. No project of a purely recreational nature will be accepted, nor will a student be allowed to repeat a project. Also, the Off-Campus Program Committee discourages students from undertaking a project which would require them to have a parent as a field advisor, and students should receive

no financial remuneration for work done in connection with their January program. Students who live locally or plan to stay in the dorm during Jan Term may have access to a list of local opportunities with firms, offices, and places of business in Winston-Salem that have hosted Salem Academy interns in the past. ***Students living on dorm must secure an internship during regular working hours within a 2 mile radius of the Academy or be able to provide their own transportation.***

All paperwork for any internship (internship application form, field advisor letter, signatures, etc.) will be due *no later than Thursday, October 17.* No exceptions will be made.

Alumnae Honor Internships

Each year the Salem Academy Alumnae Association awards several Honor Internships to qualified juniors and seniors. These internships are arranged by the Alumnae Office and are sponsored by Salem alumnae. The list of Honor Internships is announced in the fall, and interested juniors and seniors may then apply. Scholarship and citizenship are the criteria which guide the selection process. Expectations of students with Honor Internships are exactly the same as for students who design their own internships.

Travel

Each year the faculty from one or more academic departments sponsors an international trip. The trip is designed to be fun as well as educational. The itinerary is carefully planned by the faculty sponsors well in advance, and full details are provided to students and families prior to the opening of school. Each student must pay her own way for all expenses covered by the trip package. The school-sponsored trip is an option open to *all* students during Jan Term.

Students who participate in the school-sponsored trip should remember that this experience is “school away from school,” so each student will be graded on her journal, her paper, her cooperation and attitude, and her Sharing Day display. As with off-campus internships, the Salem Academy Honor Code is in effect on the school trip.

TRIP SCHEDULE

2020: Germany, Switzerland, and Austria: Fine Arts Department

2021: Belize: Athletics Department

2022: Spain: History Department

2023: Ecuador and the Galapagos: Science Department

All grades for off-campus internships and trips are based on a scale from Honors to Satisfactory to Unsatisfactory. A Satisfactory grade is required to complete this graduation requirement.