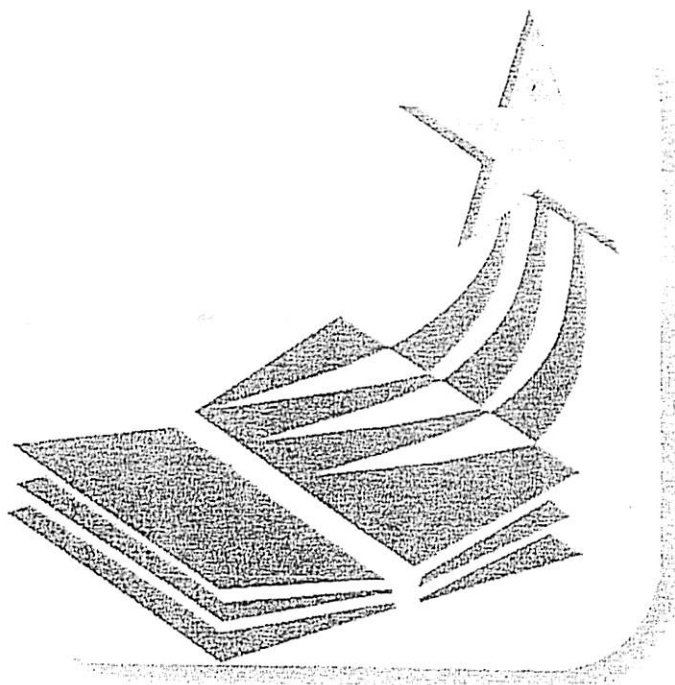


Timberlane Regional HS Internship Program



Overview:

The Internship Program is an opportunity for students to gain first-hand knowledge about one or more career paths that they may be planning to pursue. It allows them to learn what skills are used in a particular profession, what other preparation (college and/or training) may be needed, and how what they are learning in the classroom relates to an actual workplace. Doing an internship may help students gain full-time employment after graduation or improve their chances for college admission. In some college programs, an internship is in fact required for admission. Internships may be paid or unpaid, and are available to juniors and seniors.

Internships are open to Juniors or Seniors who:

- Submit an application giving the reasons for seeking internship, identifying the proposed internship site, and outlining the process for initiating and completing the internship.
- Are enrolled in at least five full-time classes for the current quarter—the internship may count as one of the five courses.
- Have the application approved by the student's parent, his/her guidance counselor, and the assigned Internship Coordinator.
- Agree to meet with the Internship Director at a scheduled monthly meeting to review the student's progress in the internship and toward the final assessment.
- Agree to complete a final paper, project or presentation that meets the required competencies and academic expectations.
- Agree to meet all internship deadlines and to notify the Internship Director and their guidance counselor if the internship has been terminated for any reason.

The student will be awarded one-half credit (based on a total of at least 75 hours on the internship site) or one full credit (based on a minimum 150 hours on-site). In order for credit to be awarded for an Independent Study Internship, the student must fulfill all of these requirements:

- Maintain regular attendance at his/her internship site for a minimum of the required hours.
- Attend required monthly meetings with the coordinator.
- Keep a log of internship activities and hours to be reviewed at the monthly meeting by the coordinator.
- Complete a final paper, project or presentation to meet the required competencies and academic expectations and to present the paper or project at the final scheduled meeting with the Internship Coordinator.

Intern Expectations:

Before the internship begins, the student must:

- Arrange for an internship placement:
 - o Meet with the prospective business or organization's leader.
 - o Review and procure a signature on the employer/supervisor's portion of the *Internship Program Responsibilities* agreement.
 - o Confirm appropriateness of placement in a meeting with Internship Director (who will call business to confirm).
- Complete *Internship Program Application* (page 6 of this booklet):
 - o Attach a copy of your current course schedule, showing at least five (5) courses (available from your guidance counselor).
- Decide and indicate on the application your credits requested.
 - o ½ credit: 75 hours of work experience
 - o 1 credit: 150 hours of work experience
- Review and sign the student portion of the *Internship Program Responsibilities* agreement.
- Meet with your guidance counselor, and...
 - o Review internship plans.
 - o Have the counselor sign the *Application for Internship* document.
- Meet with Internship Director to...
 - o Confirm your placement via a phone call.
 - o Review and turn in your application materials.
 - o Discuss the competencies, academic expectations, monthly meetings, and summative assessment requirements.
 - o Obtain a note and/or e-mail from the Internship Director for guidance to add internship to your schedule.

In order to receive credit for the internship, the student must:

- Complete the required hours for the internship.
- Submit a summary of activities and hours to the Internship Director at the required monthly meeting.
- Complete the final paper, project, or presentation by the required date and meet with your Internship Director on that date for a summative assessment conference.

Competencies:

1. The student will be able to demonstrate an understanding of the social, political and economic components and complexities associated with employment in America in the 21st century.
2. The student will be able to demonstrate an understanding of the technical, academic, and social skills needed to become financially self-sufficient, socially responsible and personally fulfilled in the workplace and in a particular occupation/career.
3. The student will be able to demonstrate several ways in which the internship experience has affected their future educational and/or career plans.

Academic Expectations:

1. Each student will demonstrate effective problem solving skills related to the internship and the Internship Competencies listed above, based on the *TRHS Research Rubric*.
2. Each student will demonstrate effective research skills related to the internship and the Internship Competencies listed above, based on the *TRHS Problem-Solving Rubric*.
3. Each student will demonstrate effective writing skills related to the internship and the Internship Competencies listed above, based on the *TRHS 6+1 Writing Rubric*.

Summative Assessment: Paper, Project or Presentation

Each intern must prepare a paper, project or presentation for summative assessment that demonstrates he/she has met the competencies and academic expectations listed above.

- **Research:** interview a minimum of four people at the job site who are involved with the type of work associated with the internship. At least one of the people to be interviewed must come from management. The questions must be the same for all who are interviewed. They should include: how long have you been involved in this kind of work; how did you get involved in this kind of work; what are the pros and cons of doing this kind of work; how much longer do you intend to do this kind of work; what are the important technical and/or academic skills needed to be successful in this kind of work; what are the important social skills needed to be successful and happy in this kind of work; what recommendations would you make or what advice would you offer to young people considering a career in this kind of work. What are the political, social and economic factors that affect this workplace/career in a positive or negative way? Keep a written record of each of your interviews along with the questions you addressed to your interviewees.
- **Problem Solving:** As you become more involved with this kind of work, pay attention to any type of problem that may surface or to a problem that is commonplace in this kind of work. Describe the problem; apply the problem solving techniques outlined in the school's problem solving rubric at the school website; develop a hypothesis; collect data; analyze the data; draw conclusions; and test your solution. Keep a written copy of your observations, etc., and prepare a coherent written overview of your problem solving process.
- **Writing:** Write up an overview evaluation of your internship experience, connecting the OWLS social and civic expectations to the work habits and attitudes that are essential to becoming successful in the kind of work associated with your internship. Using the "Six Plus One" writing traits, write a personal essay on how you measured up against the OWLS social and civic expectations during your internship. You may use others on the job site as examples of these expectations.

Internship Program Responsibilities:

Student's Responsibilities—The student will...

- Provide his/her own transportation to/from the internship site.
- Abide by the job expectations set forth by the supervisor/mentor.
- Schedule and attend a monthly meeting with the Internship Director or his designee.
- Notify the Internship Director of any concerns or changes relative to the work schedule and/or responsibilities
- Provide a summary of activities and hours to the Internship Director or his designee at the required monthly meetings.
- Meet the competencies and academic expectations associated with the internship.
- Adhere to the social and civic expectations associated with the internship.
- Prepare the summative assessment paper, project, or presentation for the final meeting with your Internship Director as outlined in the Internship document.

Student's signature

Date

Mentor Responsibilities—The workplace mentor will:

- Introduce the student to the occupation, business and organization
- Allow the student to become involved in the occupation and workplace as much as possible
- Inform the Internship Director of any concerns, issues and/or changes relating to the internship assignment, as needed
- Provide feedback regarding the student's performance and areas of responsibility for the student's portfolio at the conclusion of the internship

Mentor's signature

Date

Internship Director's Responsibilities—The Internship Director will:

- ***After a student interview, approve the connection between the internship and the student's career and/or educational goals. This is required.***
- Assist with and review the student's paperwork prior to beginning the program, including coordination with TRHS Guidance counselors.
- Contact the potential employer after application is complete, but before the internship experience begins to answer possible questions.
- Meet monthly with the student and consult whenever problems arise.
- Hold the student accountable to the competencies and academic expectations associated with the internship; offer a summative assessment of the student's final paper, project or presentation; and determine whether or not credit has been earned.

Director's signature

Date

Internship Program Application

Student's Information:

Grade:

Name:	Date:
Home Address:	Home Phone:
Guidance Counselor:	Grade:
Student's e-mail (be clear):	
Briefly describe your long-term career goals:	
Dates of internship: (check one of the following) Sept. 1 to Dec. 15 _____ Feb. 1 to May 15 _____ Sept. 1 to May 15 _____	
Is internship paid?	
Credit being requested: <input type="checkbox"/> 1 credit (150 hours) <input type="checkbox"/> ½ credit (75 hours)	

Employer/Mentor's Information:

Name of business:	
Type of business (what do they do?):	
Business Address:	Business Phone:
Mentor's name:	
Mentor's e-mail:	

Review Checklist (Internship is not final until application is complete, and all of these are done):

- Guidance counselor has added "internship" to student's schedule
- Schedule reflects 5 courses for semester of internship (schedule attached)
- Coordinator has verified internship with employer

	Date		Date
--	------	--	------

	Date		Date
--	------	--	------