

INTERNSHIP

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This manual can be found at the following websites:

<http://www.wakefieldhs.net> Go to Information and Services and then to the Career Center

[http://www.wcpss.net/school to career/resources/manuals and guides/student guide/student-internship-guide.doc](http://www.wcpss.net/school%20to%20career/resources/manuals%20and%20guides/student%20guide/student-internship-guide.doc)

An Internship is any experience where students learn by taking on responsible roles as workers in organizations by observing and reflecting on what happens while they are in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to add significantly to the vitality of the instructional program and impact the courses that a student has taken or will take. The expected outcomes of this experience for the students include

- Increased self-esteem and personal growth derived from successfully meeting new interpersonal and intellectual challenges
- Acquired new skills and knowledge
- Increased exposure to various work roles and career choices
- Increased understanding of the relationship between school-based learning and the work experience
- Increased opportunities for high school students to explore areas of academic, career, or service interests
- Development of positive relationships between the Internship Program and the school and the community

GOALS

The goals of the Internship Program are to help the student

- Develop good work habits
- Experience personal growth
- Strengthen communication skills
- Gain an awareness of the community's vast resources and the world of work

PROGRAM INFORMATION

Purpose

The Internship Program is a supplement to formal classroom instruction. The intent is to add vitality and impact to existing classes by connecting classroom learning with workplace application and skills.

General Description

Students participate in a work-based learning experience that promotes the development of workplace skills and career planning strategies. The work-based experience links classroom learning and the skills needed in the workplace.

Requirements

- Completion of 180 hours (for 1 unit credit) of work-based experience.
- **All students who choose to work as a Wakefield teacher intern must identify and attain signatures from an off-campus business sponsor. 45 hours of off-campus internship must be completed. The off-campus site should reflect experience related to the student's career goals.**
- Completion of a worksite project that reflects the student intern's goals, interests, and area of career exploration.
- Completion of weekly journals submitted electronically as well as other documentation.
- Formal presentation reflecting project and internship experience.
- Evaluations.

Prerequisites for the Student Intern

- Proof of the intern's commitment to a program that focuses on a personal career plan including a career development plan and related course selection.

Roles:

Student Intern

The student intern is a high school student who has elected to enhance his/her regular classroom instruction by participating in an internship program with an approved business sponsor, for the purpose of exploring a career option. The intern may spend time working with one resource person within an organization or several persons in a variety of departments. It is vital for the intern to consult regularly with the Career Development Coordinator.

Career Development Coordinator

The Career Development Coordinator

- Acts as the initial contact for a student seeking information regarding an internship.
- Discusses the program with the student, explains the requirements, and helps the student complete all necessary forms.
- Assists the student in connecting to an appropriate business.
- Collects all completed work from the student.
- Submits a final grade.

Business Sponsor

The business sponsor is the person who either individually, or with his agency, organization, or business, agrees to assume responsibility for the student intern's learning experience.

Certified Staff Sponsor

- Agrees to meet regularly with student intern to discuss progress, review journals, and offer advice on the project
- Evaluates the intern's journals, project, and gives all materials and the final grade to the Career Development Coordinator

Grading

The School-to-Career Coordinator reviews and assigns a grade to the project and journal according to the WCPSS rubric. These grades are averaged with the worksite evaluation to determine a final grade.

Journal

Student interns will be required to keep a journal as part of the evaluation procedure. Journals should describe daily activities, learning experiences, new terminology and personal reactions to the internship.

INTERNSHIP RUBRIC

Completed Journal	20%
Project Plan	5%
Project and Paper	15%
Project Presentation	20%
Worksite Evaluation (completed by Business Sponsor)	20%
Final Evaluation of Internship Experience	15%
Thank you notes (These will be reviewed and mailed by the School-to-Career Coordinator.)	5%

All work has specified due dates which will be provided at the beginning of each term. There is a penalty for late work.

INTERNSHIP APPLICATION
(Print Clearly or Type all Information)

The student internship is a work experience that may vary in length from 90 to 180 hours. The internship allows the student to experience an occupation or career area related to the student's career development plan. Please attach additional pages if necessary to further explain any area on the application.

Last Name: _____ First Name: _____ MI: _____

Student ID# : _____ Grade: _____ Counselor: _____

Street Address: _____ City: _____ Zip: _____

Student E-mail: _____ Home Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Parent(s)/ Guardian(s) Name(s): _____

Parent E-mail: _____ Parent Work Phone: _____ Cell: _____

Student Schedule:

<u>Period</u>	<u>Course</u>	<u>Teacher</u>	<u>Room Number</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Homeroom Teacher: _____

Briefly describe how this internship is related to your career goals. Be very specific.

List the computer programs you are familiar with and rate your level of competence:

<u>Software/Hardware</u>	<u>Novice</u> (brief use)	<u>Medium</u> (competent use)	<u>Expert</u> (consistent use)
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_____	_____	_____	_____
_____	_____	_____	_____

List other skills that you have:

List courses you have taken or are currently taking that are directly related to the Internship and your career goals:

Briefly describe any paid or unpaid work experience you may have had:

Describe any competitions you have participated in and/or prizes or honors you have received:

Describe any industry tours, visits, or job shadowing experiences you have had and your thoughts on those experiences:

List two high school teachers who can attest to your performance as a student:

Name:

Position:

I hereby certify that the information on this application is true and accurate to the best of my knowledge.

Student Signature

Date

Parent Signature

Date

INTERNSHIP JOURNAL

Directions: You will begin your journal at the start of your Internship. Journals cover the week beginning on Monday and ending on Sunday. Journals are due electronically each Monday for the previous week. At least two dated journal entries are required for each week. In addition to the two actual journal entries, each electronic submission must include the intern's name, internship site, log of hours worked for the week and terms and definitions related to the Internship. Journals are graded assignments and must be complete and on-time.

One useful way of keeping track of what you are learning is to keep a personal journal of your activities. A journal encourages you to think about your experiences and can help give insight into what you are experiencing and feeling. It is also a useful record of your learning. To be most effective, the journal should not be merely a log of events. It should be a means to analyze or reflect on the activities you are performing and the new things you are learning. In addition, it helps you to recognize important events and to relate your stated objectives to what you perceive you are learning and doing.

Use the following to help you decide what information to include in your journal entries:

1. Job Description

- Describe in as much detail as possible what you will be doing during your internship. You may need to add to this description as your Internship progresses.
- How do your job responsibilities match your own personal objectives?

2. The Organizational Setting

- What is the organizational structure? Who are the leaders? Who makes things happen?
- Who are the clients/customers of the organization?
- Describe the work atmosphere at your internship site. How are decisions made? Is it a cooperative or competitive atmosphere?

3. Journal Entries

- Describe what you did and what you observed at your internship site.
- Describe what was the best thing that happened to you today. How did it make you feel?
- Describe what new skills or knowledge you have learned since beginning the internship. How might these new skills or knowledge help you in future job searches?
- Describe what people do who work at this occupation. Describe a typical day at your site.
- Describe some of the advantages and disadvantages of working at this occupation.
- How have your duties changed since you first started? Have you been given more responsibility?
- What do you feel is your main contribution to your internship site?
- How do the people at the internship site treat you? How does it make you feel?
- What have you done this week that makes you proud? Why?

4. Questions You May Want To Ask Your Mentor/Supervisor During Your Internship

- How did you become interested in this field?
- What training or education must you have to pursue this interest?
- What do you like the most or the least about your work?
- What skills do you use most often?
- What personal qualities are helpful?
- What are the major problems or frustrations in your work?
- What advice would you give to someone interested in this field?
- How will work in this field affect your lifestyle?

Name:
Internship Site:
Weekly Internship Journal for the Week of:
Date Submitted:

Day	Start Time	End Time	Total Hours for the Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours for the Week			

Term and Definition 1:

Term and Definition 2:

Dated Journal Entry 1:

Dated Journal Entry 2:

Internship Project

Project Description:

Each student must complete a project during the internship experience. This project must reflect the student intern's goals, interests, and area of exploration and will be presented to the Career Development Coordinator and the business sponsor.

Examples of Suggested Projects:

Depending on the goals, interests, and area of career exploration, interns **may** choose to do one of the following:

1. Make a model of something seen, explored, read about, discussed, or researched while doing the internship.
2. Research and carry out an idea relative to adding to or subtracting from an established phenomenon.
3. Research an idea, fact, or concept.

Project Requirements:

The project documentation (paper) must:

1. Be word-processed using no larger than 12-point font and standard margins (1-inch top, bottom and sides).
2. Be at least five pages not including title page, table of contents, charts, graphs, or bibliography.
3. Include a bibliography of resources and sources.
4. Cite all work. The written project documentation must follow the standard guidelines for English class research papers.

The presentation will:

1. consist of a presentation package including visuals (graphs, charts, PowerPoint).
2. Be a minimum of 10 minutes in length.
3. Include handouts, models or demonstrations.

Student Intern Name _____

Exploring the Career/Occupation of: _____

Project Objective: _____

Project: _____

Procedure: _____

The persons listed below need to approve the project plan. Any of these parties should feel free to make suggestions for improvement to help the student be successful.

Career Development Coordinator: _____ Date: _____ Approved: _____

Business Sponsor: _____ Date: _____ Approved: _____

STUDENT INTERNSHIP EVALUATION

The following questions are designed to help you summarize the internship experience. You may draw from your journal entries. Please answer these questions at the conclusion of your Internship.

1. What occupation specific skills did you observe/practice/learn?

2. Describe a comprehensive career plan for an occupation you identified.

3. What is your overall rating of this program as a learning experience?

Excellent: _____ Good: _____ Poor: _____

4. If you had an excellent or good learning experience, what made it good or excellent?

5. If your experience was poor, please explain.

6. My Internship was: Task-oriented: _____ Observation: _____ A combination of the two: _____

7. Additional comments:

STUDENT INTERNSHIP EVALUATION
(Continued)

Instructions: The following list describes features of an internship experience. Please describe your particular experience by circling the appropriate number from 1 to 5.

	<u>Almost</u>	<u>Never</u>	<u>Sometimes</u>	<u>Often</u>	
1. Had adult responsibilities	1	2	3	4	5
2. Had challenging tasks	1	2	3	4	5
3. Made important decisions	1	2	3	4	5
4. Discussed my experiences with my teachers	1	2	3	4	5
5. Offered input that was accepted	1	2	3	4	5
6. Did interesting tasks	1	2	3	4	5
7. Performed tasks instead of observing	1	2	3	4	5
8. Received training to do tasks	1	2	3	4	5
9. Received clear instructions	1	2	3	4	5
10. Had freedom to develop and use my own ideas	1	2	3	4	5
11. Discussed my experiences with family and friends	1	2	3	4	5
12. Worked with adults who took a personal interest in me	1	2	3	4	5
13. Had freedom to explore my own interests	1	2	3	4	5
14. Had a variety of tasks to do	1	2	3	4	5
15. Received help when needed	1	2	3	4	5
16. Was appreciated when I did a good job	1	2	3	4	5
17. Received feedback about my performance	1	2	3	4	5
18. Felt I made a contribution	1	2	3	4	5
19. Applied things I learned in school to my internship	1	2	3	4	5
20. Achieved my original goals for this internship	1	2	3	4	5

STUDENT INTERNSHIP EVALUATION
(Continued)

Instructions: To be completed at the conclusion of your Internship.

What have you learned or what areas have furthered your development as a result of your internship? Evaluate your experiences and check the appropriate response for each question.

<u>Have You Gained:</u>	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
1. Realistic attitudes toward other people such as elderly, handicapped government official, professional, etc.?	_____	_____	_____
2. Self-motivation to learn, participate and achieve?	_____	_____	_____
3. Self-concept (sense of confidence, competence and awareness)?	_____	_____	_____
4. Willingness to try new experiences?	_____	_____	_____
5. Sense of usefulness in relation to community?	_____	_____	_____
6. Assertiveness and independence?	_____	_____	_____
7. Ability to accept consequences of your actions?	_____	_____	_____
8. Knowledge of community organizations?	_____	_____	_____
9. Responsibility for your life?	_____	_____	_____
10. Awareness of community problems?	_____	_____	_____
11. Awareness of community resources?	_____	_____	_____
12. Realistic ideas about the world of work?	_____	_____	_____
13. Knowledge about a variety of careers?	_____	_____	_____
14. More efficient use of leisure time?	_____	_____	_____
15. Ability to narrow career choices?	_____	_____	_____

Student Intern	Date
Business Sponsor	Date
Career Development Coordinator	Date

BUSINESS SPONSOR'S INTERN EVALUATION

Intern's Name: _____ Business: _____

Number of Hours Served: Circle one: 45 135 180 _____ other (specify number of hours)

Brief Description of Intern's Experiences: _____

Note to Sponsor: This form was developed to help the teacher sponsor assign the student's academic credit. It is suggested that you share this evaluation with the student intern before sending to the School-to-Career Coordinator. We realize that not all categories listed below may be applicable to this particular internship. Please check only those items you feel comfortable evaluating. Thank you for your assistance and cooperation.

Personal Qualities	Excellent	Above Average	Average	Below Average	Not Applicable
1. Accepts and fulfills responsibilities					
2. Exercises good judgment					
3. Is friendly and courteous					
4. Accepts and understands the needs, feelings, and faults of others					
5. Is accepted well by other employees					
6. Is dependable					
7. Is willing to accept suggestions					
8. Conscientious in fulfilling assignments					
9. Follows directions					
10. Work is neat and accurate					
11. Is honest and sincere					
12. Asks appropriate questions					
13. Reports to site on time					
14. Calls if unable to attend					
15. Is cooperative and industrious					
16. Is creative					
17. Shows initiative					
18. Is flexible					

Please evaluate overall performance:

Circle one 10 9 8 7 6 5 4 3 2 1
 Excellent Above Average Average Below Average

Comments: _____

Business Sponsor's Signature: _____ Date: _____

Telephone Number: _____ E-mail: _____

Internship Schedule of Due Dates—Fall 2009

I. Application—due NOW—no exceptions! It must be complete and on file with me. You will not be enrolled in the internship unless the application is on file. Nothing else will be evaluated until this is done. **No application, no Internship.**

II. Business Sponsor Agreement—due NOW—no exceptions! It must be complete and on file with me. You will not be able to be enrolled in the internship unless the agreement is on file. **No Agreement, no Internship. In addition, I need specific driving directions from WHS to your Internship site. This is also due NOW. Go to Yahoo! Maps and identify driving directions from 2200 Wakefield Pines Drive to your worksite.**

III. Journal, Definitions, Time Sheets

The quality of your journal, definitions, and time sheets (writing as well as format) in addition to deadlines will determine the credit for this requirement. These are due the first Monday after you begin your Internship. Start dates vary from student to student. If for some reason you have not worked during a week (spring break, business closed, illness, etc.), still report through the Digital Dropbox. Just tell me why you have not had any contact hours for the week. The hours of contact may vary from week to week. Journals are to be submitted to Blackboard by the following due dates:

First day of Class – August - **Meet in media center and receive pass**

August 31

September 8 (Tuesday due to a holiday)

September 14

September 21 (Orientation to the Workplace Project and Driving Instructions due; **meet in Media Center**). Progress Reports in SPAN on Friday

September 29

October 5

October 12

October 19 (Project Plan and Composite Time Sheet due; **meet in Media Center**)

October 26

November 2

November 9 (**Meet in Media Center**)

November 16

November 23

November 30

December 7 (Project Paper due; **meet in Media Center**)

Progress Reports in SPAN Friday

December 14

January 6 (Presentation will occur; Portfolio, Evaluations, Composite Time Sheet, and Thank you notes due)

All students are required to continue at their internship site through the last day of school to attain 180 hours.

IV. Interim Due Dates: Interims will be distributed via SPAN.

V. Orientation to the Workplace Project – due September 21

To be successful in any job, you need to learn the basic facts about the company. Complete the assignment in a professional manner using a word processor. This should be turned in at the meeting in the Media Center. Driving directions to the internship site should be included. If you are working with a teacher at WHS, you must complete a Orientation Project for WHS and one for your off-site location.

VI. Project Plan—due October 19

Project Plan Due Date—The project plan needs to be complete. It should be completed on a word processor. The project counts for 20% of your grade so it is an important component. The presentation of your project is worth another 20%.

VII. Project Due Dates

The final **project paper** is due **December 7th** and **presentation** will occur **January 6th**. You will present to a group including the Career Development Coordinator, Business Sponsors, Teachers, Parents, and other Interns. Review the project requirements in your Internship Manual. In addition, you should discuss project possibilities with your business sponsor.

VIII. Composite Time Sheet

1st Quarter—**October 19**

2nd Quarter—**January 6**

VIII. Evaluation Forms—January 6

There are two evaluation forms—one for you to complete and one for your employer/supervisor/business sponsor to complete.

IX. Thank-you Note—January 6

The thank you note must be hand written in ink on a thank-you card. It should be addressed to your business sponsor and have your return address on the envelope. Place a stamp on it and turn it in to me unsealed. I will review the notes and mail.

Please remember that meetings in the media center and due dates are not optional.

Orientation to the Workplace

To be successful in any job, you need to learn many basic facts about the company. You will prepare a job outline to assist you in organizing information about your place of employment and in analyzing the various duties and responsibilities of your job. The following information should be included:

	Points
I. Basic Facts About Your Training Station	
A. General Information	
1. Name of business	3
2. Correct address, including zip code	4
3. Phone number	4
4. Owner or manager's first and last name	6
5. Immediate supervisor's first and last name	8
6. Name of your department	2
7. Business hours of the training station	5
8. Your general work schedule	5
9. List the products and/or services provided	5
B. Rules and Regulations of the Training Station	
1. Breaks: Lunch, dinner, other (Do you get them and when?)	3
2. Dress code for employees	3
3. Absences and tardiness	3
What procedures are you to follow and what are the consequences if you fail to do so?	
4. Employee Benefits	4
Do you receive discounts, bonuses, vacation time, sick leave, etc.?	
5. Conduct	
a. Visits by friends – are they allowed?	2
b. Phone usage – can you use the phone at work?	2
c. Use of tobacco products – are you allowed to smoke?	2
d. Are you allowed to eat on the job?	2
6. Employee Meetings – When do you have meetings?	2
7. Shoplifting/Theft/Cheating	5
What procedures do you follow if you suspect a customer of inappropriate actions?	
II. Duties and Responsibilities of Your Job	
A. List specific duties and responsibilities of your job	10
B. How and when are you evaluated?	5
C. Identify the importance of your position to the operation of the business. Where do you fit in?	5
III. Professional Format	
A. Correct format followed	5
B. Spelling/Neatness	5

Driving directions from WHS to your Internship site: Go to Yahoo! Maps and identify driving directions from 2200 Wakefield Pines Drive to your worksite.

Internship Evaluation Rubric

Name _____ Company _____

	Excellent 93-100	Above Average 92-85	Average 84-72	Below Average < 71
Completed Journal Entries - 20%				
Project/Paper/Portfolio - 20%				
Paper includes:				
Title Page				
Table of Contents				
5 Pages of text				
Bibliography				
Professional appearance				
Portfolio includes:				
Internship Site Information ➤ Internship Agreement ➤ Driving directions ➤ Orientation to the Workplace ➤ Documentation of Hours				
Journals				
Career Section ➤ List of 40+ careers from the Matchmaker Quiz ➤ Career Matrix ➤ Discussion Board Post ➤ Friday Fairs Assignment ➤ Resume ➤ Letter(s) of recommendation from all business sponsors				
Internship Project ➤ Project Proposal ➤ 5 Page Paper				
Evaluations ➤ Student Internship Evaluation ➤ Business Sponsor Evaluation(s) ➤ Thank you notes(s) to business sponsors				
Presentation (Final Exam) - 20%				
Includes visuals				
10 Minutes				
Includes handouts or model				
Professional				
Documentation of Hours				
Business Sponsor's Evaluation -20%				
Student Evaluation of Internship Experience - 15%				
Completed Thank You Note - 5%				
Internship Grade				

