

**2011-
2012**

[NTH@C INTERNSHIP]

INTERNSHIP OVERVIEW

WHAT IS AN INTERNSHIP?

An internship is an opportunity to integrate career related experience into education by participating in hands-on, supervised work. This career experience involves a supervision component that is mentoring and educational and in most cases you will be working alongside a professional in your field of interest. Your experiences should compliment what is learned in the classroom with the intent of preparing you for a potential career field.

An internship is not a part-time job. It is an opportunity for you to increase your knowledge in a career choice by being challenged in a business environment. Business leaders in a real-world setting will supervise you.

HOW LONG DOES MY INTERNSHIP NEED TO BE?

You are expected to complete 15 hours of internship experience.

Your commitment to the internship requires your flexibility in the work hour schedule. You may be scheduled during the school day, after school, or on weekends.

You will be allowed **up to two excused absences** to obtain these hours, **with prior approval from your facilitators.**

COMPLETION OF YOUR INTERNSHIP

At the end of the internship you will be expected to integrate your internship experiences into your capstone project. Capstone project criteria can be found in the Capstone packet.

REQUIREMENTS

All seniors are required to obtain internship experience in order to graduate from NTH@C. Due to the variety of career fields and interests that are represented among the senior class, each experience will differ slightly. All internships must meet the following requirements.

1. 15 Hours of experience in a career field of interest.
2. Your "Internship Consent Form" signed by you and your parents must be on file.
3. Your internship must be approved by Career Experience Facilitator (Mrs. Ayers).
4. You will abide by the rules and regulations of your intern company while on site.
5. You will be on time for all designated meetings or scheduled work. Should you need to miss your intern experience for any reason, you will **call** your contact with as much advance notice as possible.
6. You agree to dress appropriately for your internship (ie – business dress in most cases).
7. You agree to provide your own transportation if necessary.
8. You acknowledge that failing to complete your intern hours will affect graduation as well as exemptions.
9. You must keep up with all course work and due dates during the internship. Intern related absences DO NOT extend coursework deadlines.

INTERNSHIP DEADLINES

PLEASE NOTE THAT YOU WILL RECEIVE GRADES FOR MEETING THESE DEADLINES IN YOUR SCIENCE CLASS.

- September 30 – Internship survey sent by Mrs. Ayers completed
- October 5 - Internship Consent form turned in to Mrs. Ayers (on pages 10-11 of this packet)
- October 14 – Company and contact information entered into Google form sent by Mrs. Ayers OR meeting set up with Mrs. Ayers
- November 4 – Hours set up with your company – this must be completed to qualify for exemptions
- January 27 – Update Mrs. Ayers on internship status – submit to Echo
- February 17 – Update Mrs. Ayers on internship status – submit to Echo
- March 30 – All Internship hours must be complete to qualify for exemptions; hours must be submitted to x2vol OR time sheet on page 9 of this packet submitted to Mrs. Ayers
- April 13 – All Journal Entries Due to Echo

STRATEGIES FOR A SUCCESSFUL INTERN EXPERIENCE

Show your employer you are a good intern:

- By being on time! Make sure you have reliable transportation.
- Good attendance – if you are going to be unavoidably late or out sick, ask your supervisor the proper method of informing them.
- Follow all office rules, policies and procedures.
- Listen and learn.
- Treat everyone with respect and courtesy.
- Use your time efficiently.
- Accept criticism as constructive. Don't become defensive – your employers are there to help you.
- Do not use employer's equipment for personal time/projects.
- Limit socializing with other co-workers.
- Do not abuse your lunch hour and break time.
- Do Not Gossip!
- Follow the dress code of the company or program. Always be neat and clean.
- Learn as much as you can about the company. Look at the company's website.
- Ask questions. When you are unsure of something be sure to ask the supervisor assigned to you.
- Alert your employer or teacher of any potential problem.
- Communicate with your mentor/supervisor on a regular basis.

Go Above and Beyond:

- You will receive favorable reviews if you are willing to exceed your employer's expectations.
- Be a team player.
- Always be willing to help.
- Avoid a "know-it-all" attitude.
- Display Energy and Enthusiasm...Smile! The most successful interns are those that display an upbeat attitude and a genuine interest in performing their role.

Network:

- This is your opportunity to meet people who can assist you in your career choice.
- This is your opportunity to learn what skills and education are necessary for this field.
- This is your opportunity to learn more about this industry – ask questions!

Portfolio:

- Be sure to list your intern experience in your portfolio as well as on your resume.
- List summaries of projects completed and/or include elements of the projects in your portfolio.
- List positive feedback from your employer.

Thank You:

- Show your appreciation. Upon completion of your intern experience, be sure to write a thank you to the company and supervisor for giving you this opportunity. A copy of the thank you note that you send must be turned in.

WHAT CAN YOU EXPECT AS AN INTERN?

1. Real work!

Some amount of clerical work comes with any internship. Recognize that there is MUCH to learn in these experiences.

2. The employer will give directions

Your employer will discuss the company's expectation in the beginning in order to avoid miscommunication.

3. Expect feedback

The employer will help you, the intern, by communicating with you.

4. Company events

You may be included in the daily life of the company.

5. What if I don't understand the task assigned to me?

The company will work with you to help you understand. Don't be afraid to ask questions.

6. Who will assist me?

The company will assign a staff member to mentor and guide you.

7. Will I get paid?

No. This activity is designed to assist you in determining your career path by giving you "real world" experience.

8. Will I get a grade on my report card based on this intern opportunity?

No, but you will not be able to be exempt from your exams if you do not have your hours completed by April 1, 2011.

9. Will the Career Experience Facilitator be in contact with my employer?

Yes, personnel from the school will visit you and your employer at your job site.

10. Will I be evaluated?

Yes, there is a copy of the evaluation page on page 6 of this handbook. Your employer will complete this and give it to school personnel.

INTERNSHIP EVALUATION OF LEARNER

To be completed by employer following the learner's internship experience.

Learner Name _____ Date _____

Supervisor _____ Title _____

Business/Organization Name

Please provide your evaluation of the Learner who participated in an internship experience with your company. You are encouraged to discuss this evaluation with the learner.

On a scale of 1 to 5, with 5 being exceptional and 1 being poor, please evaluate the Learner on the following characteristics:

	Exceptional				Poor
Dependability	5	4	3	2	1
Attendance	5	4	3	2	1
Punctuality	5	4	3	2	1
Enthusiastic about duties	5	4	3	2	1
Completes projects	5	4	3	2	1
Quality of work	5	4	3	2	1
Ability to communicate	5	4	3	2	1
Professional attire	5	4	3	2	1
Takes Initiative	5	4	3	2	1

What do you perceive to be this student's greatest strengths?

In what area(s) does this student need to improve?

Overall performance: Outstanding Good Average Marginal

NTH@C INTERNSHIP CHECKLIST/EVALUATION

Turn in the following items according to the deadlines listed on page 3. You may bind the items in whatever way you see fit, but evaluation can be completed more quickly if you put the items in the order listed below.

Learner Name _____

Check When Done	Included Items:	Job Shadow Evaluator:		
		Missing	Needs Revisions	Completed
	Internship Checklist/Evaluation			
	Reflective Journal Entries			
	Internship Time Report (minimum 15 hours)			
	"Evaluation of Student" Completed by Supervisor			
	Copy of Thank You note you sent/gave to your supervisor			

Check When Done	Items You May Also Include:	Evaluator's Comments:
	Photos From Your Internship Experience For Your Digital Portfolio	
	Reference Letter on Business Letterhead	
	Business Card from Supervisor	
	Other:	

INTERNSHIP REFLECTIVE JOURNALS

Throughout the process of your internship experience, you will be asked to reflect on your experience. These reflections will be incorporated into your capstone project. The purpose of writing journal entries is to prepare you for that comprehensive reflection. Please use the questions below to guide your thoughts as you think about your experiences. Record as many details, experiences, conversations and industry information as you can for the best overall summary of your experience.

Learner Name: _____ **Business Location:** _____

Questions for Reflection:

1. Do you consider this intern experience a success for you? Why? Can you share a memorable experience?
2. Do you consider this intern experience a success for the company you worked for? Why?
3. What were some of your responsibilities?
4. What did you learn during your internship experience? What did you anticipate learning? How do those things differ?
5. How has working for this company prepared you for the workforce?
6. Describe how you demonstrated responsibility and self-management through your internship experience.
7. What did you learn about your career aspirations? Due to this experience did your career aspirations change?
8. Have you been able to apply the knowledge gained in your classes to your internship experience?
9. What problems, if any, did you encounter? How did you handle these problems?
10. Were you able to communicate concerns and successes with the employer as needed?
11. Have your experiences given you a foundation for completing your goals?
12. What recommendations do you have to improve this program?
13. Do we have your permission to quote your comments from this evaluation and publish them in our marketing materials?

Responses: Respond to these questions (in any order) in Echo. Each senior should turn in at LEAST 3 journal entries. You do not have to answer all questions, but be sure to be thorough in your responses. Each entry should be a minimum of 100 words.

Proofreading: Be sure to proofread your journal entries for spelling, grammar, and typographical errors before submitting your entries.

Turn journal entries in to Echo by April 30, 2011.

Be sure to incorporate these items into your Capstone Project.

INTERNSHIP TIME REPORT

Learner Name _____

Phone _____

E-Mail Address _____

Assignment _____

Date	Arrival Time	Departure Time	Total Time	Supervisor's Initials
Total				

Learner Signature _____

Internship Supervisor Signature _____

NTH@C's Career Experience Facilitator's
Signature _____

INTERNSHIP CONSENT FORM (page 1 of 2)

Student/Parent/Guardian Consent Form

Name _____

Home Address _____

Phone _____ Date of Birth _____

E-mail address _____

School ID _____

Name of Insurance Company _____

Policy Number _____

Name of Physician _____

Phone Number _____

Emergency Contact Name and Phone

As a member of the New Tech High School and as a participant in the Internship Program as required of NTH@C learners, I understand that:

1. I am making a commitment to complete 15 hours in an approved internship.
2. To be placed in the shadowing/internship experience, I understand that I must meet the following requirements:
 - Professional behavior towards the teacher and all superiors while in the classroom and on all outside activities.
 - Development of a professional resume.
 - Student and Parent/Guardian Consent form signed.
3. Any history or current drug use or criminal conviction will jeopardize my placement.
4. By signing this consent form, my legal guardian gives me permission to travel to work unaccompanied for my internship. I understand that I will be required to provide my own transportation to the work site.
5. I must report to the job site on time and dress appropriately in business attire.
6. Once placed on the job, I am responsible for whatever tasks I am assigned by my supervisor. If I have a question about the appropriateness of a particular assignment, I will first contact Mrs. Ayers who is my Career Experience Facilitator.
7. This internship opportunity is a result of the partnership between Coppell ISD and the employment entity; therefore, I agree to follow all Coppell ISD rules and all policies outlined by the employer. I understand that failure to follow any rules or policies will result in termination from employment (at employer's discretion), dismissal from the program (at director's discretion) and disciplinary action listed in the Coppell ISD Student Handbook.
8. I understand that completion of an internship assignment is a requirement to graduate from the NTH@C, and if I am not eligible for an assignment with a business partner, or if I have been terminated from employment, I will be assigned an alternate assignment or program.
9. I agree to adhere to CISD computer acceptable use policy at school and on the job site.
10. I understand that during my participation in this program, I will still be responsible for completing course work and will maintain contact with all of my teachers.
11. Any questions or concerns I have about the Job Shadowing or Intern Program will be directed first to Mrs. Ayers or Mrs. Ziaer, Assistant Director of NTH@C.

MEDICAL AUTHORIZATION

In order for your child to participate in an internship, this form must be filled out and returned to Mrs. Ayers prior to their start date.

The parents or guardian of each student attending school related events hereby grants the sponsor or other persons in charge permission to obtain medical help if needed and releases the school and sponsor from liability for any occurrence in relation to said activities.

PHOTO RELEASE

I _____do ___do not give the school to publish my child’s photo in publications.

TRANSPORTATION RELEASE

By initialing below you release NTH@C and CISD of liability while traveling to and from a learners internship experience:

_____NTH@C Learners are responsible for either driving themselves in their own transportation or carpooling to job sites to complete their required hours for graduation.

By signing below I acknowledge that I have read and agreed to all the above policies as well as the expectations of CISD and NTH@C as outlined in the student code of conduct and internship packet.

Student's Signature Date

Parent's Signature Date

NTH@C CONTACT INFORMATION:

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113 Samuel Blvd.
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