

# Transylvania County Schools

## Internship Packet



Learning that works  
for North Carolina

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Dear Internship Applicant:

Enclosed you will find important information that will be helpful to you in your internship. Please read the material and utilize the suggestions to make the most of your internship experience.

While working as an intern it is important to remember that you represent all of Transylvania County Schools. One of the requirements is to complete 135 hours of work-based learning at an approved site. All required assignments will be posted in the Google Classroom and must be completed by the designated dates.

The positive impression you make will be helpful to you in the future when you are seeking a reference or a permanent position. Recognize that through your performance you are also creating an impression for the entire school. We hope this experience will ensure that your employer will warmly receive future interns. Recognize that through your job performance you are representing Transylvania County Schools. Your internship will give you a chance to demonstrate your competence and initiative; we hope you will use it as an opportunity to learn and grow.

Sincerely,

Tanya Melton and Susanne Pritchett  
Career Development Coordinators

## Internship Overview

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. The intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 135 hours. Students will earn a credit (1) for the internship.

### Internship Requirements:

- Students must have entered the 11<sup>th</sup> or 12<sup>th</sup> grade and be at least 16 years of age
- Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern).
- Students **must have completed at least 2 CTE courses in the same program area.**
- Students **must have successfully completed classes in the area they wish to intern.**
  - Example: If a student is interested in Business, they should have taken at least two CTE classes in business related areas such as: Principles of Business and Finance, Business Law, Marketing, etc.
  - Example 2: If a student is interested in a Medical field, they should have taken at least two classes related to the medical profession such as: Health Science I, Health Science II or Foundations of Health Science
- Internships may be taken in place of a class at school if the student is on track to graduate.
- The internship includes completion of 135 hours of work-based experiences for one high school credit on a graded basis.
- A maximum of one internship credit can be earned during the student's junior year, and a maximum of two internship credits can be earned during the senior year.

### Pre-Approval:

- Students should see their CDC and read over the Transylvania County Schools Internship information.
- Students complete the internship application forms and email them to their CDC before the internship deadline
- Students must arrange their own transportation for the internship

### During the Internship:

- Track and completion of a minimum of 150 contact hours using the Internship Daily and Weekly Work Log document
- Complete Portfolio Assignments
  - Resume
  - Job Description
  - 2 Interviews

### Post-Internship:

- Develop final electronic portfolio showcasing all of the internship requirements; submit to your CDC through Google Classroom.
- Complete thank you card for the Internship supervisor
- CDC will award final grade for a high school credit

**Internship Scheduling:** Internships are a CTE class and correspond with the school calendar. Interested students should work with the CDC and their Counselor to begin the application process during registration time each year. Credit and grades are assigned after the student completes all requirements and submits all work to the Internship Coordinator. Credit is awarded only if the Internship Coordinator is available to oversee this experience.

## FINAL PRESENTATION

As part of the final exit project, student interns must put together an electronic summary of their experience in a Google Slides Presentation. Students must create a recorded presentation and submit through Google Classroom (Screencastify). Both the presentation and recording should be submitted.

The Presentation must include the following:

- Picture of student on the job and student's name
- Picture of facility and the name of the organization
- Description of the organization and what the organization does
- What you gain from this experience
- List of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work"
- Relationship of internship experience to student's classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills)
- Include examples of work if possible
- How the internship affects future plans after high school
- Minimum of 8 slides
- The slides should be developed with bullet items, not paragraphs
- The student should present without reading the slides word-for-word
- The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner)
- There should be no grammatical errors in the presentation
- Students should wear workplace appropriate attire when giving their final presentation (for video recording)

Other suggested topics can include:

- What was the best thing that happened to you during the internship?
- What did you find to be challenging?
- What influence, if any did your supervisor or co-workers have on your plans for the future?
- Summarize overall experience
- Be creative

**INTERNSHIP RUBRIC**

NAME: \_\_\_\_\_

**Final Exit Project Requirements**

Each student must complete a final presentation in lieu of a final exam.

**GRADING RUBRIC – Note: turning items in late will count against your grade.**

Requirements	Excellent 100 - 90	Above Average 89 - 80	Average 79-70	Below Average < 69
<b>Internship Documentation– 40%</b>  <b>Timely completion and all paperwork turned in:</b> <ol style="list-style-type: none"> <li>1. Internship application and all paperwork</li> <li>2. 135 hours of internship time</li> <li>3. 2 evaluations (provided via Google Forms in your Google Classroom)</li> <li>4. Copy of thank you note to site-supervisor</li> </ol>				
<b>Work Logs- 40%</b>  <ol style="list-style-type: none"> <li>1. Completion of work logs each week</li> </ol>				
<b>Presentation – 20%</b>  <b>Presentation must include:</b>  All requirements listed above, as well as the following formatting guidelines: <ol style="list-style-type: none"> <li>1. Minimum of 8 slides</li> <li>2. The slides should be developed with bulleted items, not paragraphs</li> <li>3. The student should present without reading the slides word-for-word</li> <li>4. The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner)</li> <li>5. There should be no grammatical errors in the presentation</li> <li>6. Students should wear business casual attire when giving their final presentation (if using video recording)</li> </ol>				