

Transylvania County Schools

Honors Internship Packet



Learning that works
for North Carolina

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Dear Honors 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.

One required element for an honors internship is for you to keep a journal of your internship experience; this will be a journal in a word document you maintain and turn in at the end of the semester with your portfolio and presentation. At the completion of every 10 - 15 hours, complete a journal entry for your portfolio about your experience during that 10-15 hours. Each entry should be at least 300 words. In addition, you are required to complete the four other projects listed in this packet. The final piece is your presentation. You will present to your CDC and other school personnel what you have learned during your internship.

Your journal will be a key element in preparing your presentation. You will use your journal to recall information and experiences you might have otherwise overlooked if they had not been written down. You will prepare a Google Slide, PowerPoint or Prezi presentation for the internship presentation. Completion of the internship hours, the journals, 4 projects, required forms, evaluations, and participation in the presentation will secure the honors internship credit (1 elective credit carrying 0.5 quality points).

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

Honors 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 150 hours. Students will earn a credit (1) for the honors internship carrying 0.5 quality points.

Internship Requirements:

- Students must have entered the 11th or 12th 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 150 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 the 12 required journal entries
- Complete portfolio assignments:
 - Resume
 - Job Description
 - 3 Interviews
 - 4 Enhancement Projects

Post-Internship:

- Develop final electronic portfolio showcasing all of the internship requirements; submit to your CDC through Google Classroom.
- Present final presentation to your CDC and other school personnel per the Final Presentation guidelines
- 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.

Internship Journal Requirements:

The internship journal provides an opportunity for you to write about your learning experience. There are several ways that you can use your journal to examine your internship experience. Some of its uses are to examine new knowledge and skills, to discover what you feel as a result of experiences in your internship, and to reflect on your own learning. In your journal you can reflect on successes or problems, as well as anxieties or other feelings you have about your internship. You may record your responses to difficulties that come up during the course of your internship. In addition, you may record your personal reactions to teachers, internship coordinators, supervisors or co-workers or groups you take part in. You may use the journal to record any problems you are having that interfere with your learning experience.

Directions: You will begin your journal at the start of your internship. The journal will be used to help determine your final grade (25%). Each entry should be at least 300 words.

Required Journal Entries:

1. Define the purpose of the business/organization – what they do, structure, who are their customers, etc. What is your job description – what will you be doing, who will you work with, where do you fit in, etc.?
2. Describe the work atmosphere. How are decisions made, is it cooperative or competitive, what is the dress code and work ethic of the organization?
3. How has your classroom experiences prepared you for the internship? What do you wish you had learned prior to the internship? What other courses do you wish you had taken to prepare for your internship?
4. How is the internship meeting or not meeting your expectations/objectives and why? Do you have control of this? Explain.
5. What do you feel is your main contribution to your internship site? What have you done at your internship that makes you proud? Why?
6. Overall reflections on the first half of your internship experience.
7. How have your duties changed since you first started? Have you been given more responsibility?
8. How has this experience affected or changed your career/college plans?
9. What have you learned about yourself and what you want in a career?
10. What major problems or frustrations have you experienced or observed in your work? How did you handle it?
11. What other responsibilities do you wish they would have given you? What other things do you wish you would have learned that they weren't able to expose you to?
12. Write a final reflection of the entire internship experience.

Honors Level Enhancement Requirements:

Students wishing to obtain honors level internship credit must complete all four (4) enhancement lessons. Lessons include, career interviews, career brochure, organizational chart, and policy manual.

Lesson 1: Career Interviews**Learning Objectives:**

1. To acquire career skills and investigate fields of interest related to the intern's career and college goals
2. To link the internship experience to the skills and attributes needed to enter and succeed in the world of work and college.

Essential Questions:

1. What skills and experiences are needed to be successful in work and college?
2. What do the jobs that the intern is investigating entail?

Lesson Plan:

1. Interview three people matching the following descriptions.
 - a. One must be your mentor (or assigned supervisor) face-to-face interview.
 - b. One other person at your site that is in the related career area.
 - c. Outside interview- It cannot be someone you know or that works at the same place you are interning. Go outside your comfort zone!! Check with your CDC if you have questions about this.
2. This is your interview; ask questions you want to know. Questions below are only suggested questions.

- What is your college major? (If they attended college).
- Where did you attend college?
- What education prepared you for your current position?
- What are a few basic skills you need for your job? What college courses or certifications would be helpful for me to take?
- What are some related careers if I don't get a job in this field right away?
- What is the most rewarding part of your career?
- What is the most challenging part of your career?
- What type of personal characteristics has made you successful in your career?
- How long have you been working in this career field? How long have you worked at this current location?
- Would you recommend this career to a young person today? Why? Why not?
- What advice would you give me if I choose to go into this career?
- What soft skills are important for this career?

Final Product:

1. Three interviews: Questions with their answers.
2. Summary: Each interview should have a one-paged, typed summary examining your experience during the interview. What were your thoughts, what did you find difficult, easy, etc. Include the interviewees name, where they work, and their work position on the heading of the paper.
3. Final Summary: You will have a final, typed page, comparing and contrasting the jobs you explored.

Rubric: Career Interviews Report

	Exemplary 5 points	Solid 4 points	Developing 2-3 points	Needs Attention 0-1 points
Interviews	Interviews go above and beyond the usual questions. Information is used effectively.	Good topic Interviews and information integration is evident.	Some interviews were done or incomplete	Little to no Interviews are evident.
Comprehension of Subject Matter	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Content Organization/ Flow	Content is clearly organized, with a logical flow of connected ideas and effective transitions.	Content is organized, and most ideas are well connected with effective transitions.	Ideas are sound, but the content is not well organized and needs more effective transitions.	Content is extremely disorganized. The transitions between ideas are unclear or nonexistent.

Lesson 2: Career Brochure

Learning Objectives:

1. To heighten student understanding of potential career opportunities and depicts a clear connection between the classroom and the workplace.
2. To link the internship experience to the skills and attributes needed to enter and succeed in the world of work and college.
3. To research careers

Essential Questions:

1. What skills and abilities are needed for each career cluster?
2. What is the relationship between a level of education and the career options within a cluster?

Lesson Plan: Career Brochure

Create a two-sided, tri-fold, and computer-generated brochure with information on both sides and on all three panels. The brochure must include the following career information:

1. Internship Career Title
2. Education Requirements
3. Salary Range
4. Job Outlook
5. Personal Characteristics
6. Any more career information you care to add
7. Include pictures or graphics

Rubric: Career Brochure

	Exemplary 5 points	Solid 4 points	Developing 2-3 points	Needs Attention 0-1 points
Visual Design	Assignment is highly attractive, well designed, and professionally laid out. Appropriate graphics are used tastefully, effectively support the content, and make it easy to follow.	Assignment is attractive and has a good design and an organized layout. Graphics help support the content.	Assignment contains graphics and multimedia, but it lacks good design and organization. Too many or too few graphics are used and are ineffective in supporting the content.	Assignment is messy and contains no coherent visual design. Graphics are not present at all or, if present, distract from the content.
Comprehension of Subject Matter	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.

Lesson 3: Organizational Chart

Learning Objectives:

1. To investigate the organizational structure in a workplace.
2. To give each student a realistic perspective of work and work expectations

Essential Question:

What is the structure of an organization and the relationships and relative ranks of its parts and positions/jobs?

Lesson Plan: Organizational Chart

1. Design an organizational chart of your internship site. "An organizational chart is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs".
2. The charts must be computer generated.
3. Organizational charts must be DETAILED, not 3 or 4 positions unless that is the case.
4. Write a page reflection on how important teamwork is to this chart.

Rubric: Organizational Chart

	Exemplary 5 points	Solid 4 points	Developing 2-3 points	Needs Attention 0-1 points
Comprehension of Subject Matter in Reflection	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Chart Construction	Chart is thoughtfully constructed and conveys a clear understanding of the relationships and ranks of the variety of jobs.	Chart is adequately constructed and conveys an understanding of the relationships and ranks of the variety of jobs.	Chart has some construction flaws but conveys a basic understanding of the relationships and ranks of the variety of jobs.	Chart is poorly constructed and does not convey an understanding of the relationships and ranks of the variety of jobs.

Lesson 4: Policy Manual Project

Learning Objectives:

1. To acquire soft skills and investigate fields of interest related to the intern's career and college goals
2. To give each student a realistic perspective of work and work expectations

Essential Questions:

1. What skills and behaviors are needed to be successful in the workplace?
2. What is professionalism?

Lesson Plan: Policy Manual Project

1. Ask your mentor for a copy or access to the company's employee/policy manual (sometimes the manual is on-line).
2. As an employee, not a student, answer the following questions below in complete sentences:
 - You may include the manual or pages from the manual.
 - Do the employees have to keep some type of Time Card? Electronically or on paper.
 - Do employees have to log in/out in and for meals?
 - What is the site's employee's attendance policy/procedure? Briefly explain.
 - Is there a social media policy? If so, what is it?
 - What is the dress code for your internship site?
 - Give me a few reasons an employee can be punished, put on probation, or dismissed. Please specify which action above that you are explaining.
 - What is the personal cell phone use policy/rule at your site?
 - What is the internship sites smoking policy?
 - What is the site's drug policy?

***If the site does not have a written manual, you will have to interview your mentor to find out the answers.

Rubric: Policy Manual

	Exemplary 5 points	Solid 4 points	Developing 2-3 points	Needs Attention 0-1 points
Content	Questions answered go above and beyond the usual questions. Information is used effectively.	Questions answered and information integration is evident.	Some Questions answered were done or incomplete.	Little to no questions answered.
Comprehension of Subject Matter	All content in the evaluation is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.

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
<p>Internship Documentation– 25%</p> <p>Timely completion and all paperwork turned in:</p> <ol style="list-style-type: none">1. Internship application and all paperwork2. 150 hours of internship time3. 2 evaluations (provided via Google Forms in your Google Classroom)4. Copy of thank you note to site-supervisor				
<p>Journal – 25%</p> <ol style="list-style-type: none">1. Begin journal at the beginning of the internship2. Complete 12 journal entries<ol style="list-style-type: none">a. use the format provided in the Journal Requirements documentb. The journal format should be followed with emphasis on reflection.				

<p style="text-align: center;">Presentation – 25%</p> <p>Presentation must include:</p> <p>All requirements listed above, as well as the following formatting guidelines:</p> <ol style="list-style-type: none"> 1. Minimum of 8 slides 2. The slides should be developed with bulleted items, not paragraphs 3. The student should present without reading the slides word-for-word 4. The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner) 5. There should be no grammatical errors in the presentation 6. Students should wear business casual attire when giving their final presentation (if using video recording) 				
<p>4 of 4 Completed Enhancement Projects – 25%</p> <ol style="list-style-type: none"> 1. First enhancement project 2. Second enhancement project 3. Third enhancement project 4. Fourth enhancement project 				