



STUDENT INTERNSHIP GUIDE

SANDERSON HIGH SCHOOL
5500 DIXON DRIVE
RALEIGH, NC 27609
919-881-4800

Academy of FINANCE

2/1/2018

Dear AOF Junior:

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

We require you to keep a journal of your internship experience. At the end of each week, please place a copy of your journal for the week in your portfolio. In addition, you are required to give a final presentation after completing your internship – this will be done during a board meeting in the 2016-2017 school year. Your employer, school representatives, parents and others may be present during your presentation. This will be the time to share what you have learned and thank the people you have worked with during the internship.

Your journal will be a key element in preparing your presentation. You will use your journal entries to recall information and experiences you might have otherwise overlooked if they hadn't been written down. You can use a variety of means to create your project and it should include visuals. Completion of the internship and presentation will secure the internship credit (1 elective credit).

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 job performance you are also creating an impression for the entire Academy program. We hope this experience will ensure that your employer will warmly receive future Academy interns. Your internship will give you a chance to demonstrate your competence and initiative and we hope you will use it as an opportunity to learn and grow.

Sincerely,

Angelica Melton
Academy of Finance of Wake County, Inc.



PREREQUISITES FOR INTERNSHIP PLACEMENT

1. Excellent attendance and punctuality during your junior year – no more than five* absences per term. *If medical absences, documentation is needed.
2. Passing grades in all Academy courses and an overall GPA of 2.5. If you do not have an overall GPA of 2.5, you must submit:
 - A written request for an internship, including bulleted reasons why you should be awarded an internship
 - Two (2) teacher recommendation letters
3. Satisfactory performance on the preliminary interview conducted at the school by Academy Staff or business representative
4. Submission of an acceptable resume
5. Availability for a minimum of 135 hours either full time in the summer or part time beginning in the fall
6. Personal possession of requisite documents (social security card, green card, working papers, etc.)
7. Proper business attire and careful grooming for all appointments
8. On time for internship interview, testing, and placement (Failure to keep appointments will result in removal from internship pool)
9. Attendance at the Academy pre-internship meeting
10. Acceptance of placement tendered by sponsor organization. Students may not reject a job offer; any problem related to placement must be brought to the immediate attention of the Academy director.

I have read the above and understand that these criteria must be met before I will be eligible for an internship placement through AOF. I further understand that the AOF Board and Sanderson High AOF teacher team will do everything possible to secure an internship, but the ultimate responsibility is mine. Though not preferred, it may be necessary to complete the internship requirement during the school year.

AOF Student Signature

Date

Witnessed by (Parent Signature)

Date

Prerequisites



STUDENT INTERN STANDARDS OF CONDUCT

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will always knock on closed doors.
- I will not discuss or ask about the amount of money other employees earn.
- I will not chew gum or eat food while working unless allowed by the company.
- I will not bring friends to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will always notify my supervisor if I am not able to report for work.
- I will only work when and where assigned.
- I will be respectful of my working environment.
- I will not use company phones for personal calls.
- I will only use my cell phone for appropriate reasons while on the job.
- I will not surf the Internet, use personal email, or play games while on the job.

Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential and any dissemination of this information could lead to legal prosecution. Always remember that you are representing Sanderson HS and AOF to the public.

Intern Signature

Date

AOF Director Signature

Date

Conduct



TRAITS OF A SUCCESSFUL WORKER

Responsible

Work hard for excellence, even if a task is unpleasant.
Pay attention to detail.
Work toward high standards of attendance, punctuality, and attitude.

Confident

Believe in your own self-worth, skills, and abilities.
Be aware of how your emotions, behavior, and attitude can affect others.
Take responsibility for your actions.

Sociable

Be friendly, sensitive, and polite to others.
Be interested in what others say to you.
Be flexible so you can interact with people from different backgrounds.

Self-Managing

Know your own abilities, skills, and knowledge.
Set realistic personal goals and be self-motivated to achieve them.
Use others' criticism and feedback to improve yourself

Honest/Ethical

Know your community's and organization's codes of ethics.
Know how behavior that violates these codes hurts individuals and the organization.
Be committed to ethical behavior in the workplace.



WHAT DO EMPLOYERS EXPECT OF ME?

Employers expect me to:

- Come to work everyday...on time.
- Make smart decisions.
- Follow directions.
- Concentrate on my work and care about the quality of my work.
- Read, write, and calculate well.
- Recognize problems and find solutions.
- Finish a job when I'm supposed to without sacrificing quality.
- Be honest and dependable.
- Take the lead and work hard.
- Communicate well and get along with other people, especially customers.
- Dress properly and practice good grooming.
- Be cooperative
- Have a positive attitude.

Skills for Success in the 21st Century - What skills are employers looking for?

1. THE ABILITY TO LEARN

With technology changing so rapidly, more than ever, employers are searching for employees who can acquire, process, and apply new information.

2. THE BASICS: STRONG READING, WRITING, AND MATH SKILLS

Companies are increasingly demanding that their new employees have these skills.

3. GOOD COMMUNICATION SKILLS – ESPECIALLY LISTENING AND SPEAKING SKILLS

Good communications skills are the single most important factor in workplace success after having an understanding of one's job.

4. GOOD INTERPERSONAL COMMUNICATION SKILLS – ESPECIALLY A GOOD ATTITUDE

A good attitude about one's job and motivation to take initiative on important issues and ideas are key to being successful in any job.

5. CREATIVE THINKING AND PROBLEM-SOLVING SKILLS

People who can recognize and define problems, come up with new approaches and solutions and put them into action help a company stay competitive. This is a very important skill employers are looking for in this tight economy.

What Do Employers Expect of Me?



GUIDELINES FOR INTERVIEWS

Interview

1. Students will have the opportunity for mock interviews during the April trip to Xtreme Beginnings. Evaluations will be given directly to AOF students.
2. Every effort will be made by the AOF Academy Team to provide possible internship leads. Job descriptions for the internships will be provided by the business to the AOF director who will provide the internship leads and job descriptions to AOF students. However, the interview and the secured internship are the ultimate responsibility of the AOF student.
3. Businesses will provide job descriptions to AOF and they will be posted at the AOF office (135A) and/or e-mailed directly to student candidates.
4. AOF student will select two businesses with whom they would like to interview.
5. The internship provider's contact information will be provided to a maximum of three students per position. It is the AOF student's responsibility to contact the business and schedule the interview.

10 Most Common Interview Questions

Answer them with confidence.

1. What Are Your Weaknesses?
2. Why Should We Hire You?
3. Why Do You Want to Work Here?
4. What Are Your Goals?
5. What are you passionate about?
6. When Were You Most Satisfied in Your Job?
7. What Can You Do for Us That Other Candidates Can't?
8. What Are Three Positive Things Your Last Boss Would Say About You?
9. Describe a difficult work situation / project and how you overcame it.
10. How do you handle stress and pressure?



INTERNSHIP AGREEMENT

***THIS COMPLETED FORM MUST BE GIVEN TO MS. MELTON PRIOR TO STARTING INTERNSHIP ***

Student Name:

Business:

Business Sponsor:

Business Address, City, Zip:

Business phone:

Business FAX:

Business email:

Internship start date:

Number of weeks: _____

Hours per week: _____

Rate of pay: _____ per _____

Frequency of payment: _____

The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the business sponsor.
2. Consult with AOF director on a regular basis.
3. Attend and be on time to assigned internship.
4. Notify their supervisor should accident or illness occur.
5. Conform to the regulations of the sponsor organization (dress, conduct, etc.)
6. Understand that dropping the internship will result in a failing grade.
7. Understand the AOF director and the business sponsor must give permission to terminate the internship.
8. Complete the required journal and turn it in at the designated time.
9. Complete the required presentation and portfolio and turn it in at the designated time.

10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

The AOF Director agrees to:

1. Monitor the student performance during the internship.
2. Read and evaluate the student journal and project.
3. Maintain contact with the business sponsor.
4. Schedule meetings with and advise the student intern on appropriate behavior, performance standards, and academic information when necessary.

The Parents agree to:

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health and accident insurance for the student.
4. Report any concerns regarding internship to certified staff sponsor.

The Business Sponsor agrees to:

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with project ideas.
3. Assign a mentor to work with the student intern and evaluate all work products.
4. Confer with student intern to provide feedback on strengths and areas to be improved.
5. Keep a record of student intern's hours.
6. Notify the AOF director if the student intern is not attending the internship promptly and regularly.
7. Compensate the student at the rate and frequency above.

Student Intern Signature Date

AOF Director Signature Date

Business Sponsor Signature Date

Parent Signature Date



INTERNSHIP JOURNAL

Directions: You will begin your journal at the start of your internship. At the conclusion of your internship (135 hours) you are required to share your journal with your business sponsor and AOF director. This journal is used to help determine your final grade.

One useful way of keeping track of what you are learning is to keep a personal journal of your activities. A journal causes 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 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?

Journal



EXAMPLE OF A DAILY JOURNAL ENTRY

FORMAT

Date:

Activities:

Reflection:

SAMPLE ENTRIES

Date: 6/20/09

Activities: Observed how my manager calculates and enters payroll into the computer system.

Reflection: I learned that it is very important to key data in accurately and that checking for errors is imperative when entering payroll. One of the things that I struggled with this week was getting used to working for 8 hour days. I did not realize how different it would be. One of the highlights of this week is that I was able to learn how payroll was processed and understand my paycheck better.

PROMPTS FOR REFLECTION

I especially liked...

I was surprised by...

I don't understand...

I realize that...

It was interesting that...

I never realized that...

I learned that...

I discovered that...



WORKPLACE TERMINOLOGY

Workplace Terminology – Record new words and their definitions that you learn during your internship. This will be included in your portfolio. You should have a minimum of 5 words.

Word: _____

Definition: _____

Word: _____

Definition: _____

Word: _____

Definition: _____

Word: _____

Definition: _____

Word: _____

Definition: _____

Word: _____

Definition: _____



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 finance/business related specific skills did you observe/practice/learn?

2. Describe a comprehensive career plan for the occupation you plan to pursue.

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

Excellent ___ Good ___ Poor ___

Please explain:

4. My internship was: Task-oriented ___ Observation: ___ A combination of the two ___

5. Additional Comments:



STUDENT 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.

	Practically never		Sometimes		Very Often
	1	2	3	4	5
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.

Have You Gained:

	Yes	No	Don't Know
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

AOF Director

Date



**WCPSS School to Career Internship Program
ORGANIZATION SUPERVISOR INTERN EVALUATION**

Intern's Name: _____

Number of hours worked: _____ Organization: _____

Supervisor name & title: _____

Brief description of intern's experiences: _____

Note to sponsor: This form was developed to help the internship coordinator assign the student's academic credit. It is suggested that you share this evaluation with the student intern before sending to the internship 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. Please place a number grade in each category below.

Personal Qualities	Excellent 93-100	Above Average 92-85	Average 84-72	Below Average <71	Not Applicable
Accepts and fulfills responsibilities					
Exercises good judgment					
Is friendly and courteous					
Accepts and understands the needs, feelings and faults of others					
Is accepted well by other employees					
Is dependable					
Is willing to accept suggestions					
Conscientious in fulfilling assignments					
Follows directions					
Work is neat and accurate					

Is honest and sincere					
Reports to site on time					
Is creative					
Calls if unable to attend					
Is cooperative and industrious					
Shows initiative					
Is flexible and adaptable					
Oral communication skills					
Written communication skills					
Personal Appearance					

Please evaluate overall performance:

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

What are the student's major professional assets and strengths?

What are the student's major professional development needs?

Did the student have adequate organizational/management skills? If not, please elaborate.

Do you know of any other organizations that may be interested in supporting School to Career programs such as internships and work-based learning?

Additional Comments:

Supervisor's signature _____ Date _____

Will you or your organization be interested in hiring future interns? _____

If you are not the contact person, who is? _____

Did you share the evaluation with the intern: Yes No

Please email to amelton2@wcpss.net or mail to my attention: Sanderson High School
 5500 Dixon Dr
 Raleigh, NC 27609

If comfortable you may give the completed for to the intern

The presentation of your internship experience will be held during the 2016-2017 school year. This is a formal presentation. You should dress in professional business attire.

The internship presentation will be a PowerPoint presentation highlighting your internship experience. Students will be expected to answer questions about their internship experiences following their presentation.

The following are required for the PowerPoint:

Presentation must include a minimum of the following:

- ◆ Picture of student on the job and student's name
- ◆ Picture of facility and the name of the organization
- ◆ What the company does
- ◆ Picture of supervisor and/or others who were influential in the experience
- ◆ Experience gained through internship
- ◆ List of duties, responsibilities, and specific skills required which could be organized as "A day in the life of at work"
- ◆ Relationship of internship experience to student's classes at school (what did the student discover while working that relates to what he/she learned from academy classes – technical or soft skills).
- ◆ Include examples of work if possible
- ◆ How the internship affects future plans
- ◆ Minimum of 7 slides.
- ◆ Be sure to thank your internship sponsor!!!

Formatting Guidelines:

- ◆ PowerPoint or other presentation software, minimum of 7 color slides.
- ◆ All text should be brief and/or bulleted
- ◆ Use a bold, easy to see font
- ◆ Font size should be a minimum of 20pt. and a dark color
- ◆ The background should be a light color

The following documents should be signed by all the required parties involved prior to the internship and turned in to the AOF director:

- ◆ Prerequisites for Internship Placement
- ◆ Student Intern Standards of Conduct
- ◆ Internship Agreement (necessary for liability insurance coverage)

The following documents must be completed and included in the internship portfolio:

- ◆ Business sponsor intern evaluation (may be sent to AOF director)
- ◆ Student internship evaluation (completed by student)
- ◆ Completed daily time sheet – initialed by sponsor
- ◆ Completed internship journal
- ◆ Completed internship vocabulary
- ◆ Digital copy of presentation

Presentation

The internship portfolio will be due on the day of your presentation. This is 25% of your grade. Please make sure to include all of the required documents.

The internship portfolio will highlight your internship experience.

The following are required for the portfolio:

- ◆ Cover Page
- ◆ Signed Internship Agreement and Code of Conduct
- ◆ Internship schedule and documentation of 135 hours worked (time sheet)
- ◆ Learning Objectives and Driving Directions to the internship location
- ◆ Weekly journal reflections (10 minimum)
- ◆ Pictures to include picture of student on the job and picture of the facility (4 minimum)
- ◆ Student Resume
- ◆ Student Evaluation
- ◆ Copy of Thank You Notes and copy of presentation

Internship Schedule:

- ◆ This is your schedule. For example: Monday to Friday from 8am to 5pm

Driving Directions:

- ◆ Can be a google map or yahoo map

Learning Objectives:

- ◆ **Measurable Learning Objectives:** A measurable learning objective is a statement that clearly and precisely describes what it is that the student intends to accomplish during the internship. Each learning objective involves new learning, expanded growth or improvements in the job and benefits both the intern and the workplace. Students will work with the workplace supervisor and the internship coordinator on writing good learning objectives. The objectives will help students grow in four areas: workplace skill development, academic enrichment, career awareness and personal improvement. The learning objectives will be used by the student and worksite supervisor to discuss progress throughout the internship.
- ◆ **A minimum of 1 learning objective in each area is required.**

Honors Portfolio:

- ◆ Complete 2 of Honors portfolio requirements. These should be included in the internship portfolio in order to receive credit.
 - ◆ Internship Policy Manual
 - ◆ Internship Organizational Chart
 - ◆ Internship Career Brochure
 - ◆ Internship Career Interviews

Measurable Learning Objectives

Instructions & Examples for Learning Objectives

A measurable learning objective is a statement that clearly and precisely describes what it is that the student intern intends to accomplish during the internship. Each learning objective involves new learning, expanded growth or improvement on the job, and benefits both the student intern and the workplace.

Internships are designed to enhance the student's education. When learning objectives are carefully crafted and evaluated, interns get the most out of their experiences. They help the student connect what they learn in school to the skills they observe and practice at the workplace.

How to write learning objectives:

The student's first step in preparing for their internship is to think about what they would like to learn and be able to do as a result of this experience. The student is expected to meet with their worksite supervisor/mentor and discuss specific outcomes they hope to accomplish during the internship based on a job description and training plan. The learning objectives should be outlined and approved by the worksite supervisor/mentor. A signed copy will be sent into the internship office.

For each learning objective statement, it is important to address the following four components:

- *Measurable:* Choose activities that have a desired outcome related to the student's interest. This may be a result (a project the student completes), skill (a skill the student will learn or use at the workplace), knowledge (ideas or information the student will learn at the workplace) or behavior (a personal characteristic or attitude the student will practice or change).
- *Level of Performance:* The activity chosen should suit the student's interests but also be challenging.
- *The Means of Evaluation:* Objectives should clearly state how the activity will be reviewed/observed.
- *Specific Conditions:* Finally, you and the student need to identify the time period and specific deadline for accomplishing the objectives.

The following example illustrates the process that will help you build learning objectives:

- *What is it that I want to learn?*
 - I will create a handbook. I will work with my supervisor to identify seven guidelines to remember, and I will write descriptions of what each guideline is and why it is important. I will use Microsoft Word to turn them into a handbook.
- *How will the result be measured?*
 - My handbook will include accurate, helpful information and look professional. My supervisor will include my handbook in materials given to all new volunteers at the center.
- *Final Learning Objective*
 - I will learn to develop workplace documents by writing a short handbook with seven guidelines for new volunteers. It will be produced in Microsoft Word and will be approved as a part of the new volunteer package by _____

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?

Policy Manual project

1. Questions from Employee Training Guide/Policy Manual:

Ask your mentor for a copy (access) to the company's employee/policy manual (sometimes the manual is on-line) and answers the following questions below. If the site does not have a written manual, you will have to interview your mentor to find out the answers. You may include the manual or pages from the manual.

Questions must be answered in complete sentences. (You are answering these as employees, not students.)

- A. Does your site have a written policy manual?
- B. Do the employees have to keep some type of *Time Card*? Electronically or on paper.
- C. Do employees have to log in/out in and for meals?
- D. What is the sites employees' *attendance policy/procedure*? Briefly explain.
- E. Is there a social media policy? If so, what is it?
- F. What is the *dress code* for your internship site?
- G. Give me a few reasons an employee can be punished, put on probation, or dismissed. Please specify which action above that you are explaining.
- H. What is *the personal cell phone use policy/rule* at your site?
- I. What is the internship sites *smoking policy*?
- J. What is the sites drug policy?

2. Final product:

- a. Questions with answers in complete sentences.
- b. Evaluation of the manual: Write a paragraph summarizing the strengths and weaknesses of the manual.

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 questions:

1. 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".

- a. The charts must be computer generated. There are templates on Microsoft Word under "New", "templates", on left side. Organizational charts must be DETAILED, not 3 or 4 positions unless that is the case.



2. Write a page reflection on how important teamwork is to this chart

Career Brochures

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

1. 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. Include pictures or graphics.

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?

Three Career Interviews:

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 do not know or that works at the same place you are interning. Go outside your comfort zone!! Check with me if you have questions about this.
2. Interview the three people. This is your interview; ask questions you want to know. Questions below are only suggested questions.
 - A. What is your college major? (If they attended college).
 - B. Where did you attend college?
 - C. What are a few basic skills you need for your job? What college courses would be helpful for me to take?
 - D. What are some related careers if I don't get a job in this field right away?
 - E. What is the most rewarding part of your career?
 - F. What is the most challenging part of your career?
 - G. What type of personal characteristics has made you success at your career?
 - H. How long have you been working in this career field? How long have you worked at this current location?
 - I. Would you recommend this career to a young person today?
 - J. Why? Why not?
 - K. What advice would you give me if I choose to go into this career?
 - L. Other questions you would like to ask.....this is your interview.
3. Include the interviewees name, where they work, and their work position on the heading of the paper.
4. Final Product:
 - a. Three interviews: Questions with their answers
 - b. Summary: A page comparing and contrasting the jobs explores.

Final Exit Project Requirements

Each student must complete a final exit portfolio and presentation in lieu of a final exam. The portfolio and presentation will include:

GRADING RUBRIC

Requirements	Excellent 93-100	Above Average 92-85	Average 84-72	Below Average <71
Journal Entries – 20%				
Internship Portfolio – 25% <ul style="list-style-type: none"> • 3-Ring binder • Cover Page • Signed Internship Agreement and Code of Conduct • Internship schedule and documentation of 135 hours worked (time sheet) • Learning Objectives and Driving Directions to the internship location • Weekly journal reflections (10 minimum) • Pictures to include picture of student on the job and picture of the facility (4 minimum) • Student Resume • Student Evaluation • Copy of Thank You Notes and copy of presentation 				
Presentation – 30% Formal presentation – appropriate dress <ul style="list-style-type: none"> • Picture of student on the job and student’s name • Picture of facility and the name of the organization • What the company does • Picture of supervisor and/or others who were influential in the experience • Experience gained through internship • List of duties, responsibilities, and specific skills required which could be organized as “A day in the life of at work” • Relationship of internship experience to student’s classes at school(what did the student discover while working that relates to what he/she learned from academy classes – technical of soft skills. • Include examples of work if possible • How the internship affects future plans • Minimum of 7 slides. 				
Supervisor’s Evaluation – 25%				
Final Grade:				