



**RETURN TO: Cheryl Deitchler, Work Based Learning Coordinator**  
**Meridian Technical Charter High School X 3800 N Locust Grove Rd X Meridian, ID 83646**  
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## MTCHS SENIOR INTERNSHIP REQUEST

For MTCHS/Office Use Only: Date Received: _____ Date Approved: _____ Date Not Approved: _____ WBLC Initials: _____			
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<b>Business Name</b>	<b>Name of Intern Supervisor/Mentor</b>
<b>Business Location (Physical Address, City, State, Zip)</b>	<b>Job Title of Intern Supervisor/Mentor</b>
<b>Business Telephone</b>	<b>Email Address of Intern Supervisor/Mentor</b>

Directions: **Please answer each question regarding the potential internship experience at your business (not home) location:**

1. **Do you have workspace for the intern? YES NO**  
 (For students to earn credit, intern hours are to be completed at the business site and not at the student's home or a home-based business)
2. **Do you have a computer with software, printers & other office supplies for the intern to complete the internship? YES NO**  
 (MTCHS is not allowed to provide software or equipment to businesses, agencies, or organizations)
3. **Need Student Intern from the following MTCHS Career Focus: (Check ONE focus per form)**

☐ Microcontrollers, CAD, IT Services & Device Repair
 ☐ Media Arts
 ☐ Networking Administration & Cybersecurity
 ☐ Software & Web Development

a) **Student Internship Job Title:** \_\_\_\_\_

4. **Will this internship last 280 hours? YES NO**  
 a) If NO, what will be the estimated time? \_\_\_\_\_ Hours (minimum of 140 hours)
5. \_\_\_\_\_ **Summer Internship:** Hire in May; start end of May/June - minimum of 20-25 hours/week & attend Monday-Friday  
 \_\_\_\_\_ **School Year Internship:** Hire & start in August - minimum of 10-12 hours/week & attend Monday-Friday
6. **Do you need more than one intern from chosen career focus (see #3)? YES NO**  
 a) If YES, how many? \_\_\_\_\_

7. **REQUIRED: Please specify the TIMES (beginning and ending) each day – Please do not write that time is flexible.**
  - School year interns must begin 1:00-1:30PM, attend **Monday-Friday (5 days/week)**; minimum of 10-12 hours/week
  - Summer interns must complete a minimum of 20-25 hours/week & **attend Monday-Friday (5 days/week)**

Monday	Tuesday	Wednesday	Thursday	Friday

8. **Will this be a paid internship? YES NO**  
 a) If YES, please describe type of compensation (hourly wages, stipend, etc.)? \_\_\_\_\_ The amount: \$ \_\_\_\_\_  
 (MTCHS maintains a State of Idaho Workers Liability Compensation Policy for all senior interns)

9. **REQUIRED: List and describe the tasks, duties, or projects that the MTCHS Intern would be performing - Please be specific!**

Intern Tasks, Duties, Projects for the 280 Hours	List # hours to complete or completion date; Indicate if it is an ongoing task/duty
1.	
2.	
3.	
4.	
5.	

10. Please check (□) the basic **technical** skills for the pathway chosen on page 1 needed by the MTCHS Intern to complete the tasks, duties and projects identified on the previous page. If a skill is not listed, please write in on blank space.

Device Repair/Electronics Technician		Web Development	
	Through-hole and surface mount soldering techniques. Including desoldering using wick and suction, use of differing fluxes and solders		Front-end web design using HTML5 and CSS3
	Proper inspection techniques for electronics to find defects, loose components, and faulty wiring and connections		Write JavaScript using 3 <sup>rd</sup> party APIs
	Stripping, splicing, and crimping techniques to create wire/cable assemblies		Write JavaScript to provide interaction with web page elements
	Locate proper replacement components or PCBs using Internet and cross-reference resources.		Write jQuery to provide interaction with web page elements
	Utilize electronics test equipment such as multimeters, oscilloscopes, function generators, and power supplies		Design, build, and/or maintain web sites using CMS (WordPress)
	Proper breadboarding techniques		Create web mockups (Photoshop)
	Use knowledge gained from electronics theory to aid in the troubleshooting process		Logo & Icon design (Illustrator)
	Electronics laboratory safety procedures		Create UX/UI designs (Adobe XD)
	Test electronic parts and systems using clear, step-by-step instructions		Write php to dynamically create web content
<b>Hardware/Software Technician</b>			Write MySQL statements to work with databases and tables
	Basic level programming such as use of loops, functions, variables, and logic		Combine php and MySQL to create a database driven web site
	Program microcontrollers, such as Arduino, to interface sensors and motors to complete specific tasks		Design Relational Database
	Create a properly dimensioned part in SolidWorks		Use cPanel (File Manager, php MyAdmin, MySQL Databases) to create, update, and/or manage websites
	Create a properly mated assembly in SolidWorks	<b>Software Development</b>	
<b>IT Services</b>			Develop effective solutions to problems using other resources (internet, books, journals)
	Install various operating systems (Windows, Linux)		Conduct trial runs of applications to be sure they will produce the desired information and that the instructions are correct
	Use online and other resources for technical support		Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced
	Diagnose and troubleshoot computer problems		Write object-oriented code using Java
	Use Scandisk, Defrag and other Windows tools for preventative maintenance		Write object-oriented code using C#
	Efficient use of file management		Use version control software – (git)
	Install peripheral devices and drivers		Knowledge of additional programming languages, please list:
	Upgrade processors, memory & peripheral devices	<b>Media Arts</b>	
	Basic knowledge of connecting devices to networks and cloud (smartphones, iPads, computers, tablets)		Create website mockups with XD, Illustrator or Photoshop
	Install printers and drivers		Create/Edit/Update/Maintain WordPress sites
	Trouble shoot network connectivity issues		Use CMS like cPanel, Drupal, Joomla etc.
	Basic cabling skills (assembly and troubleshooting)		Creation of web graphics, and advertising for use on websites, mobile, and social media
<b>Network Technician &amp; Administration</b>			Understand how to utilize social media to promote businesses
	Setup a simple home or small business network		Understand how SEO & data analysis can benefit businesses
	Understand the OSI model and network connectivity		Edit & create HTML & CSS
	Setup and troubleshoot security problems		Create animated CSS
	Setup and maintain virtual machines		Client-side scripting with JavaScript
	Basic use of PowerShell		UX/UI design with Illustrator, Photoshop, Adobe XD or Figma
	Use command line and create batch files		Mobile first & responsive design (Media queries, flexbox, CSS grid)
	Active Directory and Group Policy management		Use digital camera to shoot photos for advertising, etc.
<b>If a TECHNICAL skill or certification is not listed and required for the internship, please add:</b>			Use video camera to shoot advertising, training, etc.
			Identify, convert & utilize photos & other images into different formats for specific uses
			Create Motion Graphics with Adobe After Effects
			Use Adobe Audition to clean up audio
			Create and edit documents for sales brochures, sales booklets, websites, logos, business identity kits, business cards, stationery, and other advertising material using Adobe Illustrator
			Use Adobe InDesign to create single and/or multi-page documents
			Creating & Editing documents with Adobe Acrobat
			Create videos for broadcast television or Web using Adobe Premiere
			Use Adobe Photoshop: Create & edit images for print & internet/web images, create customize graphics, prepare images for press, scan images, create PDF documents, and create special effects
			Ability to use Adobe programs interchangeably to complete a project

11. Please check the basic employability skills needed by the MTCHS Intern to complete the tasks, duties and projects identified on the previous page. If a skill is not listed, please write in on blank spaces.

\_\_\_\_\_ Check here if ALL employability skills listed below are needed for the internship.

<b>COMMUNICATION</b>	<b>PROBLEM SOLVING &amp; REASONING SKILLS</b>
Reports Accurately and Concisely	Meets deadlines
Comprehension - Pays attention and catches on to ideas and situations	Identifies procedures or steps to completion (goals or milestones)
Follows intent of oral directions/instructions	Gathers resources
States information in a concise, clear, and logical order	Utilizes resources to solve problems and expand knowledgebase
Formulates and clarifies questions	Collects, organizes, and interprets information
Answers questions accurately	Formulates alternative approaches
Uses appropriate vocabulary/grammar	Analyzes and selects most effective approach
Uses non-verbal body language appropriately	Periodically reviews progress of goals or milestones
Presents information effectively to groups	Corrects errors
Read, comprehend, and apply new material	Summarizes conclusion and communicates results or final product
<b>INTERPERSONAL</b>	<b>WORK ACTIVITIES</b>
Believes and respects self -- Confidence	Produces type, quality and amount of work required
Tact - Is careful not to hurt others feelings or cause anger especially when expressing opinions	Maintains punctuality and meets attendance requirements
Enthusiasm - Demonstrates desire to learn and please; eager, earnest, zealous worker, positive attitude	Continues difficult tasks until completed: Perseverance
Cooperation - Demonstrates willingness to work as a team member and assist both internal and external customer	Initiative - Finds work to do without being told, is self-motivated, is first one to begin work
Exhibits openness and respect for others	Accepts assignments/responsibilities
Exercises flexibility, patience and tolerance when dealing with others	Reliability - Completes tasks assigned without constant supervision
Using suggestions about improving skills with a positive attitude	Takes responsibility for own actions whether positive or negative and performs any required actions
Demonstrates ability to negotiate differences with others	Manages time effectively by prioritizing tasks
Leadership - Gets others to cooperate and channel efforts towards a common goal	Respects rights and property of others
Poise - Maintains self-control in actions, speech, and emotions	Adheres to policies and regulations of health, honesty, and safety
<b>If an employability skill is required for the internship and not listed, please add:</b>	Presents a clean, professional appearance and follows company dress code
	Adaptability - Adjusts to changes in schedules, job assignments, supervisors
	Supports goals, objectives, and mission of organization
	Knows basic employee/student rights, responsibilities, and reporting procedures
	Suggest or make workplace improvements properly
	Keeps work area in a clean, organized, and safe condition
	Meets deadlines