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## INTERNSHIP 2023-2024 SYLLABUS

**Course Description:**

Internships will be 280 hours at an approved business. Students will utilize their employability and technology skills in a real-world business setting. This course is a capstone of each of the career focus areas at MTCHS. Students prepare résumés and portfolios to interview for internship positions. In addition to honing and often learning new technical skills, students work on employability skills, viewing and participating in business operations, and learning employer's expectations of good employees.

Students can begin internship hours the month of June, upon successful completion of their junior year. In addition to completion of the 280 hours, students will complete weekly timesheet assignments, sign in/out during the school year, a senior internship presentation in Senior Seminar, a formal thank you letter, an up-to-date résumé(s) with reference page, and attend the Business Partners Breakfast.

Two types of internships, internal and external, can be served during the senior year. The internal internship will be completed on the school grounds during the school year, while the external internship will require the student to transport themselves to an off-campus business.

**Credits: 5 – graduation requirement** for all seniors to complete 280 internship hours

- Students will earn CREDIT for the internship. Credit is awarded the spring semester of the senior year.
- If an internship is paid by wages or stipend, it will be at the discretion of the business offering the internship.
- Payment (wages or stipend) is NOT a requirement of the internship course. Arrangements of payment of wages or stipend will be between the employer and the intern with completion of additional forms.
- Additional documents, forms and tests may be required for some internship worksites: SSN card, driver's license, urines analysis (drug testing), background check, confidentiality agreement, W-4, and employment application.

**External Internship:**

- Complete 280 hours in the summer or school year. This is a course competency.
- Internships should be aligned with the student's chosen career pathway at MTCHS.
- Intern hours during the school year will be performed between the times of 1:00-5:00 PM, Monday – Friday:
  - Students are released at 12:35 p.m. every school day for Senior Internship Class*
  - Must average a minimum of 10-12 hours per week and attend Monday-Friday (does not include travel time)*
  - Students will attend internship every day that school is in session*
- Summer intern hours:
  - To complete all hours in the summer, students must average a minimum of 25-28 hours/week & attend Monday-Friday*
  - Schedule must be identified on the Work Based Learning Internship Agreement*
- Must attend in the Business Partners Breakfast, if scheduled

**Internal Internship:**

- ***Written proof of no transportation will be a major consideration for posted internal internships.***
- There will be a limited number of internal internships and students will have to apply and interview for the positions.
- Summer internships are not available.
- Some hours may be required in June and/or August, as well as after 2:15 p.m. during the school year.
- Complete 280 hours during the school year on school grounds.
- *A minimum of 10 hours per week are required.*
- Must complete Customer Service Curriculum including hours answering the office phone and dealing with customer service issues.
- Internal interns will be required to complete additional training in chosen tech area as determined by the designated teacher.
- Students must report to the assigned Technology Teacher at 12:40 p.m. each day.

- Failure to do so will result in an absence and discipline consequences.
- Complete two interviews of a businessperson related to career focus area.
- Complete a research paper on a chosen career that includes documentation from one or both interviews
- Must attend the Business Partners Breakfast.

### **INTERNSHIP APPROVAL PROCESS:**

**ALL Internships must have the following completed BEFORE intern hours begin to accumulate:**

1. Summer internship:
  - a. currently passing all classes to interview
  - b. pass all classes the junior year with a 70% or higher
2. Complete Internship Request Form: a basic job description of the internship
3. Internship Site must be approved through the Work Based Learning Coordinator (WBLC)
4. Approved worksite must have a mentor/supervisor that the intern will report & communicate w/coordinator
5. Approved worksite must have workspace and all equipment allocated for student intern
6. Pre-Internship Evaluations (2) completed and on file with WBLC
7. Signed Work Based Learning/Internship Agreement on file with the WBLC
8. Transportation and Emergency Medical forms completed and on file with the WBLC

### **All internship hours will be conducted ONLY at the internship worksite or at MTCHS (internal internships only)**

- Students are not allowed to complete intern hours at home or intern for a home-based business.
- Students can only accumulate internship hours during internship class time or during the summer.
- Students will not accumulate internship hours and community service hours at the same time.
- 280 internship hours must be completed before any community service hours will be allowed at non-paid internship sites.
- Students may not accumulate intern hours during other scheduled class time, such as Senior Tech Class or Activity day.
- Students will not be supervised by their parent(s) or legal guardian.

### **Internship Postings & Interviews**

Postings and interview times of approved internships will be posted in Moodle, via email and/or in the Coordinator's Office as they become available.

Students are highly encouraged to find their own internship site. The approval process (see above) will be followed if a student obtains employment that may qualify as an internship.

Coordinator will forward any information regarding an interview, assignments, potential internship site, etc. in the Internship Class, Tech Class, Senior Seminar, and/or email.

It is required that all senior interns check their school email accounts daily.

### **Summer Internships**

To interview and to be considered for a summer internship: passing all classes at time of the interview.

All summer interns must be considered a senior as of June 1, 2023. If a student does not pass all classes as of June 1, 2023, or needs to make up any classes failed in the past, the summer internship option is not available.

If you choose not to interview for the internships posted by the WBLC, you will have until June 1, 2023, to obtain an approved summer internship on your own or wait until the school year. All paperwork will need to be complete before intern hours will begin accumulating. If all paperwork is completed, interns can begin interning June 6, 2023.

### **Internships during the school year**

If you choose not to interview for the internships posted by the WBLC, you will have a grace period until September 15, 2023, to obtain an **approved** internship on your own. If you have chosen not to interview for the posted internships, have not been pro-active in obtaining your own internship or actively communicating with the WBLC, the student will be assigned and placed by the Coordinator at Computers for Kids or, if available, another approved internship site by September 15, 2023. *During the grace period, students are required to remain at school until 2:10 p.m. and will be exempt from the Weekly Timesheet (10 Points) assignment.*

**All paperwork will need to be complete before intern hours will begin accumulating hours.** If all paperwork is completed, interns can begin interning immediately.

**Attendance & Tardy Policy**

Students in the internship class and at the internship site will abide by the Attendance and Tardy Policies that are stated in the MTCHS Student Handbook, which is available on the school’s website.

Students are not required to work at the internship site on student school holidays. If the student wishes to work on student holidays, it will need to be arranged between the student and the internship supervisor.

Students are required to sign in and sign out on the school website each day at MTCHS during the senior school year. Students who have completed their internship hours are still required to sign in and sign out. If students do not sign out, they will be marked as an “I” and one point will be deducted from the Weekly Sign In/Out Assignment in the External Internship Class in PowerSchool.

Students are expected to attend the internship every day, Monday – Friday, unless there is a holiday. You will be marked absent if you do not attend your internship each school day until 280 hours are accumulated.

**Students that have not completed all their intern hours are not allowed to stay at school to complete homework or makeup tests from other classes during the assigned internship class time.**

Students are not to use internship class hours for personal (dentist, doctor, orthodontist, etc.) appointments and/or private lessons.

Only students that have completed all internship hours are only allowed to complete homework during internship class periods.

**Grading**

Grades are based on a total number of points.

Assignments include but not limited to:

- Weekly Timesheets: 10 points each
- Mid Term Evaluation: 25 points
- Internship Self-Evaluation: 25 points
- Final Supervisor Evaluation: 100 points
- Transportation/medical Permission Forms: 10 points each
- WBL/Internship Agreement Form: 10 points
- Internal Internship Only: Two interviews of businessperson in pathway: 25 points each
- Internal Internship Only: Research Paper: 100 points
- Internal Internship Customer Service Project: 50 points
- Current Resume: 10 points
- Breakfast Attendance: 10 points
- Sign In/Out: 1 point per day; up to 5 points per week
- Competency: 280 hours must be documented on approved timesheets plus completion of all internship projects

Grading Scale:

In addition to the total points earned, evaluation of effort, attitude, and performance will be scored as follows:

<b>100 - 90% = A</b>	<b>89 - 80% = B</b>	<b>79 - 70% = C or 69 – 0% = NC</b>
<ul style="list-style-type: none"> <li>- Proactive in working w/coordinator in finding intern position</li> <li>- Exceeds the standard of employability skills</li> <li>- Student’s effort “goes the extra mile”</li> <li>- Self-initiating</li> <li>- Turns assignments in before due date or on time w/o being reminded</li> <li>- Completes intern hours before due date</li> <li>- Above average to excellent and exceeds the employee standards on final evaluation by supervisor &amp; coordinator</li> <li>- Excellent communication with supervisor and coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Actively interviews for posted intern positions</li> <li>- Turns in assignments on time</li> <li>- Above average on meeting employee standards on final evaluation by supervisor &amp; coordinator</li> <li>- Needs occasional reminders to sign out in the office</li> <li>- Puts out noticeable effort to meet standard</li> <li>- Keeps supervisor and coordinator informed beforehand on issues</li> </ul>	<ul style="list-style-type: none"> <li>- No self-initiative</li> <li>- Constantly has excuses for past due dates and absences AND then wanting special treatment</li> <li>- Average or meets employee standards on final evaluation by supervisor &amp; coordinator</li> <li>- Does not sign out in the office on a constant basis even with constant reminders</li> <li>- Abuses internship hours by setting personal appointments or doing homework</li> <li>- Puts in enough effort just to get by in meeting the standard</li> <li>- Waits for the supervisor or coordinator to seek them out with issues</li> </ul>

**Assignments** (other assignments may be assigned as needed throughout the internship)

*Due before Internship Begins:*

1. Edited and Approved Resume
2. Pre-Internship Evaluations
3. Transportation Permission Form (External Internship Only)
4. Medical Emergency Information Form
5. Work Based Learning (WBL) Agreement Form with approved Internship Request Form

*Due during the Internship*

1. Weekly Timesheets:
  - Must be uploaded to Moodle, emailed or completed in Google Docs each week on Friday.
  - A copy of the uploaded timesheet must be emailed to or shared with the supervisor requesting approval and to forward to the Coordinator.
2. Mileage reimbursement forms – must be completed at the same time the timesheet is completed each week and submitted to Moodle or emailed.
3. Mid Term Evaluation – Coordinator will arrange time with intern supervisor
4. Internal Internship: two interviews of a businessperson in pathway, research paper
5. Formal Thank You Letter (March 2024, Senior Seminar Grade)
6. Attend and arrive on time to the Business Partners Breakfast (April 2024)
7. Presentation of internship in Senior Seminar (March-April 2024, Senior Seminar Grade)

*Due upon completion of Internship:*

1. Final Self Evaluation
2. Final Supervisor Evaluation
3. Final Review Meeting of Evaluation
4. Internal Internship: various assignments for customer service unit
5. Updated Resume

*Students who complete 280 hours before May 3, 2024, will still be responsible for completing all required assignments throughout the school year.*

*Students are required to complete assigned projects by the internship supervisor even though hours have been completed to complete the competency requirement.*

**Weekly Timesheets**

- Fill out and email to your supervisor by **Friday of each week**.
- Timesheets for each week are due no later than Friday by one of the following: uploading to Moodle, email or sharing on Google Drive.
- Timesheets must be approved by your supervisor via email. Timesheets must be emailed by the student to the supervisor requesting them to approve then forward email and timesheet to the MTCHS Coordinator.
- If for some reason you encounter a problem, you must report the problem to the coordinator before the due date.

Weekly Timesheets are worth 10 points for submitting your timesheet no later than Friday of each week:

- **Include a thorough description of job tasks each day.**
- Points will be deducted on timesheets that are turned in on time but with incomplete descriptions of job tasks, incorrect dates, incorrect time & date format and/or miscalculated hours.
- **Late Policy:**
  - o Maximum of 7 points will be earned for timesheets that are submitted on Monday.
  - o Timesheets turned in Tuesday or later will receive zero (0) points.
    - Internship hours will continue to accumulate on all timesheets that are submitted and approved by the supervisor.
      - This includes timesheets that are submitted after the due date or earn 0 points.

**Mileage Reimbursement** – Amount: \$0.625 per mile (subject to change)

Interns are entitled to receive a mileage reimbursement of \$0.625 per mile

- **ONE WAY ONLY** – for traveling to your internship
- ONE WAY ONLY means mileage from MTCHS to the internship site.
- Keep track of your mileage on the “Mileage Reimbursement Request Form”.
- Reimbursement checks will be distributed after the monthly MTCHS School Board of Directors meeting.
- Mileage reimbursement forms for each week are due no later than Friday and **must** be turned in with the corresponding timesheet to Moodle, by email or shared on Google Drive.
- Mileage reimbursement forms that are turned in after the due date *will not* receive mileage reimbursement for that week.

- You need to record the exact number of miles that you traveled or attach a google map on your mileage reimbursement form.
- Must use the odometer (not the trip odometer). The number of miles traveled should be the same every day.
- Incomplete forms will not be accepted and not reimbursed.
- W-9 and the Direct Deposit Authorization Forms must be completed for reimbursement.

Summer interns will upload the completed Mileage Reimbursement Form each week to Moodle, by email or shared on Google Drive.

### **Coordinator Site Visits & Communication**

Each internship worksite may visit a minimum of 1-2 visits per semester. This is an opportunity for the Coordinator to visit with the student and the supervisor to recognize goals that have been achieved and/or strengths, identify areas that need improvement, and address any concerns of the student or the supervisor. Email communication will be the standard form of following up on student progress.

### **Professionalism at the Internship Site**

Students are expected to adhere to the policies and guidelines of the MTCHS Student Handbook at the internship site.

Students are to notify the internship site supervisor and the WBLC by telephone, email, or verbally PRIOR to the absence or tardy, if you will not be on time or work the scheduled internship time.

MTCHS Professional Dress will be followed for all interviews.

Students are expected to follow the Professional Dress policy in the student handbook at the internship site, unless otherwise stated by the internship supervisor.

Students are also expected to meet the policies and guidelines of the company that the internship is assigned.

### **Internship Termination**

Students who are terminated, quit, or asked to leave an internship position will only be able to earn up to the maximum of an 89% to the potential of failing (NC) depending on performance at the second internship site.

Students who are terminated due to pc gaming, inappropriate social media postings, texting, inappropriate use of cell phone and internet surfing will automatically earn an NC for Senior Internship Class and not be placed in a second internship site. If a student chooses to quit an internship, it will be considered a termination and allowed to earn up to an 89% at a second internship site. If a student is terminated, asked to leave due to the reasons stated at the beginning of this paragraph or voluntarily chooses to quit a second internship site, the student will automatically earn an NC and not be assigned to another internship site and will not complete the competency of 280 hours.

Upon termination of the first internship site, students will have a two-week grace period to obtain an approved internship. If the student does not obtain an acceptable internship within the two-week period, the student will be assigned and placed by the Coordinator to Computers for Kids or, if available, another approved internship site. If the student chooses not to attend the assigned internship or obtain an approved internship after the two-week grace period, the student will earn zero points for the weekly timesheets. There will not be internship opportunities for intern hours at school for students that are terminated from the first internship site.

### **Completion Date**

All External Internship hours will be completed by May 3, 2024.

Internal Internship hours will be complete upon the completion of the regular school year, May 24, 2024, or the last day of school.

**Items in this syllabus may be subject to change during the school year.**