

# Internship/Apprenticeship Handbook

*Erwin High School*

*Contact*

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# Work-based Learning -- Internship/Apprenticeship

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## Work-based Learning Program - Internship/Apprenticeship

### RESPONSIBILITIES

Participants are required to do the following:

Be at least 16 years old	Junior or Senior
Be in good academic standing	At least a 2.5 GPA
Have good attendance profile	Fewer than 5 days absent the previous semester
Have a good discipline profile	No out of school suspensions the previous semester or school year
Have reliable transportation	Transportation to and from work site

#### *Student Responsibilities-*

Identify possible placement site	Be able to tell the Career Development Coordinator where possible work site is located (Work site must be a valid learning opportunity in relation to student pathway)
Complete Work-Based Learning Application	All applications should be completed and returned to the Career Development Coordinator
Complete activities within work-based learning experience	Written and verbal requirements: time sheets, Moodle assignments, final presentations, etc.
Represent school well	Be responsible, dress appropriately, and maintain excellent work habits at the site
Communicate with Career Development Coordinator regularly	Turn in required materials and inform Career Development Coordinator of any issues that may arise. Also attend scheduled meetings with the Career Development Coordinator

#### *Site Responsibilities-*

Assist with development of Skills Development Plan	Assist the student in accomplishing his/her goals by developing a Skills Development Plan (an outline of tasks & responsibilities)
Evaluate student learner	Evaluate the student's performance each grading period. Evaluation counts as 70% of the internship grade
Communicate with school	Communicate with Career Development Coordinator whenever needed
Provide a safe and effective learning environment	Ensure that the student works in a safe environment and provide him/her with variety of learning experiences that will offer a broad view of the site's entire operation.
Establish schedule for student learner	Ensure that student learner has opportunity to earn 135 contact hours

#### *Parent and School Responsibilities-*

Communicate on a regular basis	The school and the parent should remain in regular contact to ensure proper supervision of student
Insurance and transportation	It is the responsibility of the parent to provide personal or school health insurance and reliable transportation for the student
Supervise work-based learner	It is the responsibility of the Career Development Coordinator to visit the site to ensure proper placement and safety of the student. The coordinator will review the time sheets and be responsible for the assignment of a grade.

## Work-based Learning -- Internship/Apprenticeship

### REQUIREMENTS AND DEADLINES

#### *AT START*

- \_\_\_\_\_ A. Complete the Application and return to the Career Development Coordinator
- \_\_\_\_\_ B. Complete and turn in the Work-based Learning Contract, Work-based Learning Agreement, Skills Development Plan and Insurance Waiver with a copy of your Insurance Card (five documents)

#### *WEEKLY*

- \_\_\_\_\_ C. Submit a completed Internship Journal form for the week. Due by 3:30 p.m. every Monday. Either an emailed copy or a typed hard copy should be submitted weekly. (Includes: Weekly Summary questions/Journal Topic questions/date/hours)

#### *EACH GRADING PERIOD*

- \_\_\_\_\_ D. Ask your supervisor to complete the Work-Site Supervisor's Evaluation Form each grading period and turn it in to the Career Development Coordinator.

#### *OTHER/GENERAL*

- \_\_\_\_\_ E. Attend required meetings.
- \_\_\_\_\_ F. Complete 135 hours by the end of the semester.
- \_\_\_\_\_ G. Complete a Resume and Cover Letter
- \_\_\_\_\_ H. Write thank-you notes to your community sponsor and others who assisted in your internship experience. This will count as a test grade.
- \_\_\_\_\_ I. Complete a Career Assessment and Skills Inventory Assessment in Career Cruising & submit results. This will count as a test grade.

#### *AT THE END OF THE PROGRAM*

- \_\_\_\_\_ J. Complete and turn in the Student Evaluation at the end of your experience.
- \_\_\_\_\_ K. Schedule and present a Capstone Project. (25% grade)

*Must be completed  
and returned to  
register for the course.*

## Work-based Learning -- Internship/Apprenticeship

### APPLICATION

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Number: \_\_\_\_\_

Student Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Home Phone Number: \_\_\_\_\_ Cell or Work Number \_\_\_\_\_

In Case of Emergency Notify: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

I am applying for an: \_\_\_\_\_ Internship \_\_\_\_\_ Apprenticeship

1. My academic and career goals are: \_\_\_\_\_

\_\_\_\_\_

2. My goals for this work-based learning experience are: \_\_\_\_\_

\_\_\_\_\_

3. Experiences and school courses that relate to this work-based learning experience are:

\_\_\_\_\_

Current GPA: \_\_\_\_\_

Number of Days Absent This School Year: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Health Insurance Carrier and Policy Number: \_\_\_\_\_

*(Please provide a copy of your policy card to the CDC)*

Work Site: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Work Site Phone Number: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
(Student Signature and Date)

\_\_\_\_\_  
(Parent/Guardian Signature and Date)

\_\_\_\_\_  
(Career Development Coordinator and Date)

\_\_\_\_\_  
(Site Supervisor's Signature and Date)

## Work-based Learning -- Internship/Apprenticeship

### CONTRACT

The student, parent and work site supervisor should sign this contract at the time of acceptance into the program.

I, \_\_\_\_\_, agree to abide by the following conditions:

1. Maintain excellent attendance at school and on the work-based learning site. If a student is unable to attend school, it is understood that he/she is unable to report to the site that day. It is the responsibility of the student to contact the site supervisor if he/she is going to be absent.
2. Proper checkout procedures are to be followed per school guidelines.
3. Complete the proper work-based learning documentation forms in order to receive credit for the course. (These forms are available from the Career Development Coordinator.)
4. Complete a minimum of 135 contact hours.
5. Understand that if a student has to be removed from or fails to complete the work-based learning experience, he/she will not receive course credit. If this does occur, he/she will be required to return to campus and arrangements will be made for the completion of the semester.
6. Communicate with the Work Site Supervisor and the Career Development Coordinator.
7. To comply with NC State Law, if the student is receiving compensation, students under the age of 18 are required to file a Worker's Permit with their employer upon acceptance of work.
8. Understand that work-based learning opportunities are open to any career and technical student regardless of age, sex, race, religion, national origin, handicapping conditions, pregnancy, parental, or marital status.

\_\_\_\_\_  
(Work Site Supervisor Signature and date)

\_\_\_\_\_  
(Student Signature and date)

\_\_\_\_\_  
(Career Development Coordinator Signature and date)

\_\_\_\_\_  
(Parent/Guardian Signature and date)

# Work-based Learning -- Internship/Apprenticeship

## AGREEMENT

Work-based learning allows students to go beyond the classroom and into the community to develop student competence. This agreement will be used to cover two types of work-based learning experiences. These include: Apprenticeship and Internship (both paid and unpaid).

Under this agreement, a student will receive high school credit for his/her work experience. This credit will only be issued if all requirements are met and proper documentation is provided. All students eligible for high school credit will follow the same guidelines to ensure consistency and fairness. Work-based learning opportunities are open to any student regardless of age, sex, race, religion, national origin, handicapping conditions, pregnancy, parental, or marital status.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Type of Work-based experience: \_\_\_\_\_ Internship \_\_\_\_\_ Apprenticeship

Name of Work Site: \_\_\_\_\_

Address of Work Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Designated time period of release from school: \_\_\_\_\_  
(Ex. 1<sup>st</sup> period/1<sup>st</sup> semester)

The above-mentioned agency will permit the above-mentioned student to enter their establishment for the purpose of gaining knowledge and experience as (a, an) \_\_\_\_\_ for \_\_\_\_\_ hours per semester.  
(Occupation)

1. If compensation is earned, it will be in accordance with existing local standards, labor laws and policies. In addition, all federal and state laws governing employment, child labor, minimum wages, and other applicable regulations must be followed.
2. The student will abide by all school policies while on the work site.
3. The parent or guardian is responsible for the conduct of the student at the site and is also responsible for his or her transportation and personal/school insurance.
4. The parent/guardian, on behalf of themselves and the student, hereby waives and releases the school district, work site, and their representatives from any and all claims for property damage or personal injury that may arise from the student's participation in the work-based learning program.
5. The Career Development Coordinator will have the authority to transfer or withdraw the student when he/she deems such action to be in the best interest of those concerned.
6. The work of the student will be under the direct supervision of a qualified and experienced person with the tasks to be performed under safe and hazard free conditions.
7. The student, work site supervisor, Career Development Coordinator and parent/guardian shall communicate regularly. This action will ensure that each party involved is aware of the student's progress and evaluation.

\_\_\_\_\_  
Work Site Supervisor and date

\_\_\_\_\_  
Student Signature and date

\_\_\_\_\_  
CDC Signature and date

\_\_\_\_\_  
Parent Signature and date

## Work-based Learning -- Internship/Apprenticeship

### SKILLS DEVELOPMENT PLAN

*--To be completed by the site supervisor and the student and returned to the Career Development Coordinator--*

Name \_\_\_\_\_ Work-based Learning Site: \_\_\_\_\_

For the best learning experience, please think about a unique role or responsibility this student can have in the workplace. If possible, assign tasks that help the student learn about:

- The mission and purpose of the organization
- Particular job-related skills
- Administrative support
- An opportunity to explore the field the business/organization works in

Note: At the end of the program, the student will be required to present a Capstone Project and make a presentation that conveys his/her key learning.

Please describe the student's key areas of responsibility below, with sample tasks listed under each area:

Signatures:

\_\_\_\_\_  
*Work Site Supervisor and Date*

\_\_\_\_\_  
*Student Signature and Date*



## **Work-based Learning -- Internship/Apprenticeship**

# Work-based Learning -- Internship/Apprenticeship

## Journal Instructions/Grading Criteria Rubric

### JOURNAL INSTRUCTIONS

A useful way to keep track of what you learn on your internship is to maintain a personal journal. You will write a journal entry after each day you attend your internship, providing details of new knowledge and experiences. It should not only be a log of events, but a means for you to analyze what you do and learn. The length and thoroughness of your journal entry is important. The items in the "Journal Topics" section should be addressed in your journal at some point that week. Use the following prompts to give structure to your journal entries. The journals for a week should be submitted no later than 3:30 p.m. on the following Monday of each week. There is a 10-point deduction for each day late.

#### Weekly Summary

- ❖ What did you do and observe at your internship?
- ❖ What new information and/or skills did you learn?
- ❖ Address the weekly "Journal Topics"

### GRADING CRITERIA

Your journal will be evaluated based on the following criteria:

- A. Completeness: Using the "Journal Entry Template," complete for each week: weekly summary entries; the journal topic entries; the date (Week of) and number of hours completed.
- B. Neatness and legibility: Please type your entries on the "Journal Entry Template" and either email or submit a hard copy to me by 3:30 p.m. on the following Monday of each week.
- C. Spelling, grammar and sentence structure: Use complete sentences, proper punctuation and capitalization. Do not use slang or text message abbreviations. Run spell check and read your entry before submitting.
- D. Journal Template deadline: The completed journal template should be submitted no later than 3:30 p.m. of the following Monday of each week.

### JOURNAL ENTRY EVALUATION RUBRIC

Student \_\_\_\_\_ School \_\_\_\_\_

Internship Location \_\_\_\_\_ Supervisor \_\_\_\_\_

Your journal entries will be evaluated on a 4 point scale using the following criteria:

Criteria	Excellent	Above Average	Good	Below Average	Poor
<b>Completeness:</b> <ul style="list-style-type: none"><li>▶ Weekly Summary Entry</li><li>▶ Journal Topic Entries</li><li>▶ Date (Week of)</li><li>▶ Daily number of hours/total hours for week</li></ul>	4	3	2	1	0
<b>Neatness and legibility:</b> <ul style="list-style-type: none"><li>▶ Typed entries</li><li>▶ Email or hard copy</li></ul>	4	3	2	1	0
<b>Spelling, grammar and sentence structure:</b> <ul style="list-style-type: none"><li>▶ Use complete sentences</li><li>▶ Proper Punctuation &amp; capitalization</li><li>▶ No slang or text message abbreviations</li><li>▶ Run spell check</li></ul>	4	3	2	1	0
<b>Journal Template Deadline</b> <ul style="list-style-type: none"><li>▶ Due each Monday by 3:30 p.m. (1 pt. deducted for each day late)</li></ul>	4	3	2	1	0

# Work-based Learning -- Internship/Apprenticeship

## WEEKLY JOURNAL TOPICS TO BE ADDRESSED & REFLECTION

### JOURNAL TOPICS

#### GRADING PERIOD 1

##### **Week 1**

1. Describe your internship site. Give the name location, general surroundings and what products or services they offer.
2. What strengths and liabilities do you bring to this experience? How will you make the most of your strengths and minimize your liabilities?

##### **Week 2**

1. Explain the history of your company in detail, including who the leaders are.

##### **Week 3**

1. Explain the safety rules and regulations in your workplace. What could happen if these rules are not followed?
2. Take at least one photo that best represents you at your worksite. Write a caption that explains the picture.

##### **Week 4**

1. Explain the dress code, general behavior and work ethic expected in your workplace. How do these expectations impact the operation of the organization? How do you feel about the expectations?

##### **Week 5**

1. Describe the marketing activities your organization utilizes including advertising, personal selling, events, sponsorships and social media. Explain the goals of these marketing activities and analyze their effectiveness.

##### **Week 6**

1. Explain the laws and government regulations that affect your organization or industry. How do they impact the operation of the organization?

##### **Week 7**

1. Explain the importance of oral and written communication in your organization. What do you have to do to become successful at these skills?

##### **Week 8**

1. What have been the most and least positive parts of your internship experience to date? Be specific.
2. Discuss how you apply what you have learned or are learning in school to your internship.

##### **Week 9**

1. Evaluate your performance to date. What new skills have you learned? Where do you need to improve? Specifically, what will you work on over the next few weeks?
2. What qualities or characteristics do you see in the people around you that you want to develop in yourself?

#### GRADING PERIOD 2

##### **Week 10**

1. How is technology used in your organization? Be specific. Is there any training or certification required?
2. Submit for approval a proposal for the Internship Capstone Project that is due Week 15.

##### **Week 11**

1. Explain how your experience at the internship will impact your high school and further education.
2. Describe an activity or accomplishment in the internship that you are proud of. What did you learn from it?

##### **Week 12**

1. Describe a situation when you were really frustrated and explain how you dealt with it. What did you learn?

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**Week 13**

1. What special personal qualities does one need to be successful in this organization? Do you have or can you attain these qualities? Can you see yourself working in this industry for several years? Why or why not?
2. What different personalities have you encountered and how have you dealt with them?

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**Week 14**

1. Discuss the professional organizations associated with the company / industry you are in and explain their importance.

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**Week 15**

1. Capstone Project Presentations

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**Week 16**

2. How are teamwork and collaboration utilized at your work site?
3. What is the most important thing you learned about working with others?

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**Week 17**

1. How has your view of life beyond high school changed or developed during your internship?

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**Week 18**

1. Complete the Reflection as your final journal entry.
- 

## REFLECTION

*(As your final journal entry, answer these questions.)*

1. Rate your overall internship experience: Excellent / Good / Fair / Poor Explain your rating.
2. Was the internship mostly: Task oriented / Observation / combination of both?
3. What specific courses have you taken in high school that helped you during your internship? Explain.
4. What technology (computers, machines, equipment, etc.) were you able to use during the internship?
5. What was your most important contribution during the internship?
6. Have your academic and career goals changed? Explain why or why not.
7. Did the internship meet your personal expectations? Explain.
8. What personal strengths have you discovered that will make you successful in this career field?
9. In what areas do you need improvement to be a success in this career field?
- 10. Would you recommend this internship site for future interns? Why or why not?**

**Work-based Learning -- Internship/Apprenticeship**

**WORK SITE SUPERVISOR'S EVALUATION**

*(To be filled out by work site supervisor each grading period.  
This Evaluation counts as 70% of the student's grade.)*

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

On a scale of 1 to 10, with 1 being the lowest & 10 being the highest, please evaluate the student in the following areas:

- 1. Is punctual. Has good attendance \_\_\_\_\_
- 2. Utilizes critical thinking skills to address and solve problems \_\_\_\_\_
- 3. Demonstrates creativity and innovation \_\_\_\_\_
- 4. Shows initiative and uses good thinking skills \_\_\_\_\_
- 5. Displays integrity and honesty \_\_\_\_\_
- 6. Responds well to supervision and constructive criticism \_\_\_\_\_
- 7. Works productively in teams, whether formally or informally \_\_\_\_\_
- 8. Tasks are completed accurately and on time \_\_\_\_\_
- 9. Uses technology when applicable to enhance productivity \_\_\_\_\_
- 10. Communicates clearly, effectively and with reason \_\_\_\_\_

Opportunities for Improvement:

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Areas of outstanding performance:

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What letter grade would you assign this student? \_\_\_\_\_

\_\_\_\_\_ Work Site Supervisor and Date

## Work-based

### THANK YOU LETTER INSTRUCTIONS

Always send a thank you note. People who communicate well have a definite advantage over those who fail to take time to demonstrate proper etiquette. Your thoughtfulness will be remembered now and in the future.

#### ***SAMPLE THANK YOU LETTER***

Today's Date (Example: June 27, 2012)

Work Site Supervisor's Name (Example: Ms. Jane Doe)  
Their position within the company (Example: Human Resources Director)  
Company's Name  
Company's Street Address  
Company's City, State, Zip Code

Dear Mr./Ms. (sponsor's last name):

Thank you for allowing me to serve as an Intern/Apprentice with (name of business). This was a wonderful opportunity for me to learn more about the (name of the career field) career field.

The staff was so kind and helpful. I really enjoyed (name a particular activity that was enjoyable to you).

This experience will truly benefit me for planning a successful career. It was a pleasure and a privilege to be an intern with your company.

Sincerely,

Your Name  
Your Signature

## Work-based Learning -- Internship/Apprenticeship

### STUDENT EVALUATION

Please answer these questions at the conclusion of your program. **Please be specific in your responses.**

1. What are the most important things that you observed/practiced/learned (skills and other aspects)?

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2. Did this experience help you make a career decision? Discuss your answer.

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

4. What worked well with your internship/apprenticeship?

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5. What aspects of the experience were not satisfactory, what would you change or improve?

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6. Would you recommend this site for other interns? Yes No

Additional Comments (add additional page if desired)\_\_\_\_\_

Student's Name\_\_\_\_\_ Date\_\_\_\_\_

## Work-based Learning -- Internship/Apprenticeship

### GRADING POLICY – 2012 2013

#### NINE WEEK'S GRADE

Weekly Time Sheets Count as a Test Grade

Miscellaneous Documents Count as a Test Grade

Resume

Thank you letter/envelope

Career Assessment

Skills Inventory Assessment

Time Sheet/Miscellaneous Documents

(30% of Nine Weeks)

Employer Evaluation

(70% of Nine Weeks)

#### EXAM GRADE

Capstone Project & Presentation

(25% of Final Grade)

#### FINAL GRADE

1<sup>ST</sup> Nine Weeks

2<sup>nd</sup> Nine Weeks

EXAM (Capstone Project)

FINAL GRADE

## Work-based Learning -- Internship/Apprenticeship

### CAPSTONE PROJECT INSTRUCTIONS (EXAM)

The purpose of the capstone project is to provide an opportunity to apply knowledge gained during the internship, stimulate desire for further learning and reflect your interests and area of exploration. Try to utilize resources at the internship site that are not normally available in school and to incorporate the use of technology. You may create a model, scrapbook, brochure, research paper, Web page, PowerPoint presentation, or other project that showcases the knowledge and skills you mastered during the internship. You will present your capstone project by the final due date. Your capstone project will be presented in front of your classmates and/or invited visitors. Have your work-based supervisor complete and sign your final evaluation and submit it at the time of your capstone presentation.

### CAPSTONE PROJECT PROPOSAL EXAMPLE

*(Proposal due Week 10 -- Project & Presentation due Week 15)*

**Exploring the career of:** Veterinary Medicine

**Proposal/Description:** Create a brochure for new pet owners about care and vaccinations to keep their pet healthy

**Relevance:** Explains one of the fundamental aspects of veterinary medicine

**Planned use of technology:** Use Microsoft Publisher to create the brochure

**Resources:** Sponsor, Web sites such as [http://dogs.lovetoknow.com/wiki/Dog\\_Vaccinations](http://dogs.lovetoknow.com/wiki/Dog_Vaccinations),  
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1932753/>

# Capstone Project Evaluation Rubric

Student \_\_\_\_\_ School \_\_\_\_\_

Internship Location \_\_\_\_\_ Supervisor \_\_\_\_\_

**Your project will be evaluated on the following criteria:**

Criteria	Excellent	Above Average	Good	Below Average	Poor
<b>Preparation:</b> <ul style="list-style-type: none"> <li>• Capstone Project Proposal submitted during Week 10 for approval                             <ul style="list-style-type: none"> <li>○ Capstone Project presentation due Week 15</li> </ul> </li> </ul>	5	4.5	4	3.75	3.25
<b>Content:</b> <ul style="list-style-type: none"> <li>• Content consistent with project proposal.</li> </ul>	10	9	8	7.5	6.5
<ul style="list-style-type: none"> <li>• Content reflects student learning.</li> </ul>	20	18	16	15	13
<ul style="list-style-type: none"> <li>• Information and explanations thorough and clear.</li> </ul>	20	18	16	15	13
<b>Organization:</b> <ul style="list-style-type: none"> <li>• Information presented in a logical order.</li> </ul>	20	18	16	15	13
<b>Presentation:</b> <ul style="list-style-type: none"> <li>• Project typed.</li> </ul>	10	9	8	7.5	6.5
<ul style="list-style-type: none"> <li>• Project neat, clean and presented in a professional manner.</li> </ul>	5	4.5	4	3.75	3.25
<ul style="list-style-type: none"> <li>• Correct spelling used.</li> </ul>	5	4.5	4	3.75	3.25
<ul style="list-style-type: none"> <li>• Correct grammar and wording used.</li> </ul>	5	4.5	4	3.75	3.25

**POINTS EARNED**

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**POINTS DEDUCTED**

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One point deducted per day if submitted after final deadline date.

**TOTAL SCORE**

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Comments: \_\_\_\_\_

\_\_\_\_\_