

WCPSS

School to Career

(Non-CTE) Student Internship Workbook



Cary High School
Walnut Street
Cary, NC 27511

Contact:

Jeremy Barefoot
Assistant Principal
919 460-3549 ext. 21842

Jbarefoot@wcpss.net

Cary High School

School Year 2022-2023

Dear Internship Applicant:

Enclosed you will find important information that will be helpful to you in your internship. Please read the material and utilize the suggestions to make the most of your internship experience. Much of the material must be turned in as part of the internship credit you will receive.

We require you to keep a journal of your internship experience; this will be a journal or online blog you maintain. At the completion of 5 - 10 hours, you will complete a journal or blog entry for your portfolio. In addition, you are required to give a final presentation at the end of the internship. The employer, school representatives, parents and others may be present during your presentation. This will be the time to share what you have learned and also 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 or blog entries to recall information and experiences you might have otherwise overlooked if they had not been written down. You will prepare a PowerPoint presentation for the internship presentation. Completion of the internship, the journals, required forms, evaluations, and participation in the 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 school. We hope this experience will ensure that your employer will warmly receive future interns. Your internship will give you a chance to demonstrate your competence and initiative; we hope you will use it as an opportunity to learn and grow. Recognize that through your job performance you are representing Cary High School. We hope this experience will ensure that your employer will warmly receive future interns.

Sincerely,

Jeremy Barefoot
Assistant Principal

Internship Overview

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 135 contact hours. Students will earn a credit (1) for the internship.

Internship Requirements:

- ✓ Students must have begun the 11th or 12th grade.
- ✓ Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern). See Mr. Barefoot for suggestions.
- ✓ The internship can be paid or unpaid. Most should be unpaid.
- ✓ The internship includes completion of 135 hours of work-based experiences for one high school credit on a graded basis.
- ✓ A maximum of two WCPSS internships are allowed per student (one junior year, one senior year).

Pre-Approval

- ✓ Students should schedule a Pre-internship conference with their counselor or Mr. Jeremy Barefoot (jbarefoot@wcpss.net) to discuss the internship process and requirements.
- ✓ Students must arrange their own transportation for the internship
- ✓ Internship placement must be off campus.

During the Internship

- ✓ Track and complete a minimum of 135 contact hours using the timesheet form or submission of paystub.
- ✓ [Complete at least 10 journal entries per the format of the Journal Requirements document](#)

Post-Internship

- ✓ Develop electronic summary of experience (PowerPoint presentation, Prezi, video), per the Final Presentation guidelines
- ✓ Complete Student Evaluation
- ✓ Turn in the Internship Supervisor's Evaluation

What do Employers Expect of Me as an Intern?

Employers expect me to:

- Come to work on time, notify employer when you cannot make it to work (i.e., illness, car trouble)
- 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, research independently and ask for assistance.
- 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.
- Treat internal company information as confidential unless directed otherwise
- Always keep the best interest of the business in mind.

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 basic skills.

3. GOOD COMMUNICATION SKILLS – ESPECIALLY LISTENING AND SPEAKING SKILLS

Good communication skills are the single most important factor in workplace success after understanding one's job.

4. GOOD INTERPERSONAL COMMUNICATION SKILLS – ESPECIALLY 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.

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 code of ethics.
- Know how behavior that violates these codes hurts individuals and the organization.
- Be committed to ethical behavior in the workplace.

GUIDELINES FOR INTERVIEWS

1. Practice interviews are recommended and will be held at school prior to internship interviews if at all possible. Evaluations will be given directly to students if a practice interview is given.
- 2. The Internship Coordinator will provide job leads when possible. However, the interview and the secured internship are the ultimate responsibility of the student.**
3. Students can see the Internship Coordinator about potential positions. Student resumes will be sent to the internship provider. The provider determines who to interview based on resumes.
- 4. The internship provider's contact information will be provided to selected students. It is the student's responsibility to contact the organization and schedule the interview.**

Potential Interview Questions (Mr. Barefoot can assist you if you would like to engage in a mock interview).

1. Tell me something about yourself.
2. What do you think are your personal and academic strengths in school? Other areas?
3. Weaknesses in school? Other areas? (Explain how you are working to improve)
4. What would you consider to be the highlight(s) of your life thus far?
5. What hours are you available for the internship?
6. What part of (insert specific course) do you enjoy the most?
7. Why are you interested in this position?
8. If you were working in an organization and a client came to you expressing unhappiness with a service she/he received, how would you handle the situation?
9. If your internship supervisor asked you to make copies, file, or fax letters to a client, would you have any problem performing these tasks?
10. If you are scheduled to start work at 9:00 am and you arrive at 9:03 am, are you late?
11. What would you do if you find that after two weeks your internship is not what you had expected and you are very unhappy?

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INTERNSHIP APPLICATION

An internship is permitted for students in 11th and 12th grade. The internship should align with the student's college and career goals

Last Name: _____ First Name: _____ MI: _____

Student ID#: _____ Current Grade Level: _____ Counselor: _____

Street Address: _____

City: _____ Zip: _____ Home Phone: _____
Student Cell Phone: _____

Parent /Guardian's Name: _____

Student's Personal email: _____ Parent email: _____

Student's School email (required): _____ Parent Work Phone: _____

Please explain the reasons for wanting to participate in the Internship Program and what your plans are after graduating from high school.

List courses you have taken or are currently taking that are directly related to the internship and your career goals:

Briefly describe any work, volunteer experience, or job shadowing experience you may have:

┆
┆
┆
┆

Do you have an Internship Sponsor/Mentor lined up to intern with? Yes No

Internship Site – Name of Business:

Internship Sponsor’s Complete Name:

Internship Site Complete Address:

Internship Site Telephone #:

I hereby certify that the information on this application is true and accurate to the best of my knowledge.

Student Signature

date

Parent Signature

date

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STUDENT INTERN CODE 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 employees earn.
- I will not chew gum or eat food while working.
- I will not take 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 work only when and where assigned.
- I will refrain from loud talking and inappropriate laughing.
- I will not use company phones or email for personal use.
- I will not use my cell phone for personal use while on the job, including texting.
- I will not surf the Internet, use personal email, or play games while on the job.
- I will keep company information confidential unless directed otherwise.

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 WCPSS to the public.

Intern signature

Date

Intern name - printed

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INTERNSHIP AGREEMENT

Student Name: _____

Organization: _____

Supervisor Name & Title: _____

Supervisor Email: _____

Organization Address, City, Zip: _____

Organization phone #: _____ FAX #: _____

Internship start date: _____ Number of weeks: _____ # Hours per week _____

Internship end date: _____

Rate of pay (if applicable): _____ per _____ Frequency 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 organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Communicate desired learning objectives to the Internship Supervisor.
4. Consult with the Internship Coordinator bi weekly or as assigned by the Internship Coordinator.
5. Be regular in attendance and on time to assigned internships and notify the Internship Coordinator and internship supervisor should an accident or illness occur.
6. Conform to the regulations of the organization (dress, conduct, etc.)
7. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
8. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
9. Complete all WCPSS internship credit requirements.
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 Internship Coordinator agrees to:

1. Review the student intern's learning objectives and internship responsibilities.
2. Monitor the student performance during the internship.
3. Maintain contact with the internship supervisor.
4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information (minimum of two times).
5. Assess the student intern using the WCPSS internship rubric.

The Parents/Guardian agrees to:

1. Provide transportation for the student to and from the internship location.

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INTERNSHIP JOURNAL

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

Directions: You will begin your journal at the start of your internship. The journal will be used to help determine your final grade. [Click this link to create a copy of the journal entry document.](#)

You must complete a minimum of 10 entries that are at least 200 words each. The journal format should be followed with emphasis on the reflection. Please follow these guidelines in your journal entries below:

- Only use first names
- Do not include any personal information such as email addresses, phone numbers, addresses, etc.
- Follow all school guidelines
- Follow any guidelines provided by your supervisor

Required Journal Entries:

1. **Define the purpose of the business/organization** – what they do, structure, who are their customers, etc. What is your job description – what will you be doing, who will you work with, where do you fit in, etc.?
2. **Describe the work atmosphere.** How are decisions made, is it cooperative or competitive, what is the dress code and work ethic of the organization?
3. How is your experience similar or different to your experience as a student in school?
4. What do you feel is your main contribution to your internship site? What have you done at your internship that makes you proud? Why?
5. How have your duties changed since you first started? Have you been given more responsibility?
6. How has this experience affected or changed what you want to do once you graduate high school?
7. What have you learned about yourself and what you want in a career?
8. What major problems or frustrations have you experienced or observed in your work? How did you handle it?
9. Describe your experience with coworkers and your supervisor. What traits have you found admirable from those you've worked with?
10. Write a final reflection of the entire internship experience.

EXAMPLE OF A JOURNAL ENTRY (abbreviated version)

Entry

Prompt:

Date(s) and Hour(s):

Activities:

Technical Information: (tools used in support of the internship during this timeframe)

Reflection: *This section should be the longest and bulk of each entry and should be at least four paragraphs. A Journal Entry (below) must be answered AFTER your reflection*

SAMPLE ENTRY

Entry #5

Prompt: What do you feel is your main contribution to your internship site? What have you done at your internship that makes you proud? Why?

Date(s): 7/19/19 - 7/22/19 / Hours: 45 hours

Activities: Edit and Crop Videos, Work on Intranet

Technical Information: VideoPad, Adobe Dreamweaver CS4, Canon Video Camera

Reflection: As the Hamner Institutes is continually expanding their partnerships and relationships with other companies, one major connection is with China. This week, the majority of my time was devoted to cropping and editing videos of speakers from China and the Hamner at important events. Even though most of the videos were in another language, it was interesting to see the presentations.

To edit the videos, I used software called VideoPad, which was rather easy to pick up and learn. The only frustrating part about the program is how long it takes to make the video into a movie and how long it takes to upload a video file. Other than those two issues, VideoPad is great editing software to use!

When I wasn't working on editing China presentation videos, I would work on the intranet. In all, I have 13 pages to make, with many subpages under each! It's been hard to get people to meet with me about their webpages, but it's coming along! So far, I have completed 3 of the intranet sites and have 10 pages left to finish before I leave! Fortunately, it doesn't take me that long to make a site; typically, I only need one day to complete one of the 13 web pages.

I believe my main contribution to the Hamner is tying up loose ends to projects that need to be completed. For example, many of the posters that I have worked on are now completed and ready to be printed. Also, working on these videos from the China presentations probably wouldn't have been done quickly if I hadn't taken on the project! Overall, I'm here to learn and experience what work life is like and have learned so many new skills along the way!

Internship Supervisor Signature

Date

Student Internship Signature

Date

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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. Student Name: _____

2. Where did you complete your internship?

3. What occupation specific skills did you observe/practice/learn?

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

Excellent: _____ Good: _____ Poor: _____

4. If you had an excellent or good learning experience, what made it good or excellent?

5. If your experience was less than satisfactory, please explain.

Instructions: The following list describes features of an internship experience. Please describe your particular experience by circling the appropriate number from 1 to 5.

	<u>Practically</u> <u>Never</u>		<u>Sometimes</u>		<u>Very Often</u>
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. Offered input that was accepted	1	2	3	4	5
5. Did interesting tasks	1	2	3	4	5
6. Performed tasks instead of observing	1	2	3	4	5
7. Received training to do tasks	1	2	3	4	5
8. Received clear instructions	1	2	3	4	5
9. Had freedom to develop and use my own ideas	1	2	3	4	5
10. Worked with adults who took a personal interest in me	1	2	3	4	5
11. Had freedom to explore my own interests	1	2	3	4	5
12. Had a variety of tasks to do	1	2	3	4	5
13. Received help when needed	1	2	3	4	5
14. Was appreciated when I did a good job	1	2	3	4	5
15. Received feedback about my performance	1	2	3	4	5
16. Felt I made a contribution	1	2	3	4	5
17. Applied things I learned in school to my internship	1	2	3	4	5
18. Achieved my original goals for this internship	1	2	3	4	5

Comments:

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.

<u>Have You Gained:</u>	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
1. Realistic attitudes toward other people such as elderly, handicapped, government officials, professionals, 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 the 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

Internship Coordinator

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 it to the Internship Coordinator. We realize that not all categories listed below may be applicable to this internship. Please check only those items you feel comfortable evaluating. Thank you for your assistance and cooperation.

Personal Qualities	Excellent 90-100	Above Average 89-80	Average 79-70	Below Average <69	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					
Calls if unable to attend in advance					
Is cooperative and industrious					
Is creative					
Shows initiative					
Is flexible and adaptable					

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?

Comments:

Supervisor's Signature _____ Date _____

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

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

Please check one box below:

Please **share** this evaluation with the intern.

Please **do not** share this evaluation with the intern.

Please deliver, fax or scan this form (both pages) to the attention of Jeremy Barefoot, (jbarefoot@wcpss.net) or mail it to:

Jeremy Barefoot
Cary High School
638 Walnut Street, Cary NC 27511

You may also call Mr. Barefoot at 919-460-3549 ext. 21842 to give your evaluation via phone conference.

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Summary Project

As part of the final exit project, student interns must put together an electronic summary of their experience. Students can use PowerPoint, Prezi, Animoto or some type of video presentation. Parents, teachers and internship supervisors are welcome to attend the presentation.

The Presentation must include the following:

- Picture of student on the job and student's name
- Picture of facility and the name of the organization
- Description of the organization and what the organization does
- What you gain from this experience
- Picture of supervisor and/or others who were influential in the experience
- List of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work"
- Relationship of internship experience to student's classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills)
- Include examples of work if possible
- How the internship affects future plans after high school
- Minimum of 7 slides
- The slides should be developed with bullet items, not paragraphs
- The student should present without reading the slides word-for-word
- The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner)
- There should be no grammatical errors in the presentation
- Students should wear business casual attire when giving their final presentation

Other suggested topics can include:

- Include examples of your experience such as:
 - What was the best thing that happened to you during the internship?
 - What did you find to be challenging?
 - What influence, if any, did your supervisor or co-workers have on your plans for the future?
- Summarize overall experience
- Be creative

WCPSS INTERNSHIP RUBRIC AND GRADING POLICY

Student Name: _____

Requirements	Excellent 90-100	Above Average 89-80	Average 79-70	Below Average < 70
<p>Administrative – 15% non-honors or honors Timely completion and turn in of:</p> <ol style="list-style-type: none"> 1. Signed Internship Agreement & Learning objectives (1) 2. Signed Checklist of Internship Assignments (1) 3. Time sheet(s) (5) 4. Setting up a date and participating in CDC’s visit of the intern site (2) 5. Communicates professionally throughout the entire internship process including being proactive in setting up three periodic check-ins with CDC (4) 6. Student evaluation (1) 7. Sends copy of thank you note to CDC (1) 				
<p>Journal – 20% non-honors /15% honors</p> <ul style="list-style-type: none"> • Start journal at the beginning of the internship • Complete one journal entry every 5 – 10 hours of work with one final entry for a total of 10 entries. • Use the format provided in the Journal Requirements document • All Journal entries must be typewritten <p>The journal format should be followed with emphasis on reflection. Please follow these guidelines in your blog/journal entries below:</p> <ul style="list-style-type: none"> • Only use first names • Do not include any personal information such as email addresses, phone numbers, addresses, etc. • Follow all school guidelines • Follow any guidelines provided by your supervisor <p>Required Journal Entries:</p> <ol style="list-style-type: none"> 1) Define the purpose of the business/organization – what they do, structure, who are their customers, etc. What is your job description – what will you be doing, who will you work with, where do you fit in, etc.? 2) Describe the work atmosphere. How are decisions made, is it cooperative or competitive, what is the dress code and work ethic of the organization? 3) How have your classroom experiences prepared you for the internship? What do you wish you had learned prior to the internship? 4) How is the internship meeting or not meeting your expectations/objectives and why? Do you have control of this? Explain. 5) What do you feel is your main contribution to your internship site? What have you done at your internship that makes you proud? Why? 6) How have your duties changed since you first started? Have you been given more responsibility? 7) How has this experience affected or changed your career/college plans? 8) What have you learned about yourself and what you want in a career? 9) What major problems or frustrations have you experienced or observed in your work? How did you handle it? 10) Write a final reflection of the entire internship experience. 				

