

WCPSS
School to Career
Career Academy Internship Guide



ACADEMY OF TECHNOLOGY
&
ADVANCED MANUFACTURING

Cary High School
638 Walnut Street
Cary, NC 27511

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Student Information

Dear Internship Applicant:

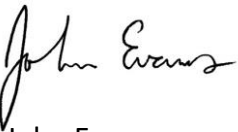
Enclosed you will find important information that will be helpful to you in your internship. Please read the material and utilize the suggestions to make the most of your internship experience.

As you prepare for your internship experience, be mindful of expectations from the employer to include:

- Come to work on time, notify employer when I 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.

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 representing Cary High 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.

Sincerely,

A handwritten signature in black ink that reads "John Evans". The signature is written in a cursive, flowing style.

John Evans
Career Academy Director

WCPSS School to Career Internship Program

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.

Student Intern Signature: _____ Date: _____

Student Intern Name (Printed): _____

WCPSS School to Career Internship Program INTERNSHIP PLACEMENT AGREEMENT

Student Name: _____

Internship Site _____

Internship Supervisor Name & Title: _____

Internship Supervisor Email: _____

Internship Site Phone Number: _____ Ext. _____ Supervisor Phone: _____

Internship Site Alternate Contact Person Name: _____

Internship Site Alternate Contact Person Phone Number: _____

Internship Site Address, City, Zip: _____

Building/Department of Student Location: _____

Business Needs and/or Workplace Responsibilities:

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

Internship end date: _____

Rate of pay (if applicable): _____ 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 organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and Internship Supervisor should accident or illness occur.
4. Conform to the regulations of the organization (dress, conduct, etc.)
5. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
6. Understand the Internship Coordinator and the organization must give permission to terminate the internship.

7. Understand that I must complete a minimum of 120 hours to receive internship credit.
8. Complete ALL WCPSS internship credit requirements.
9. 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. Monitor the student performance during the internship.
2. Maintain contact with the Internship Supervisor.
3. 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.
4. Assess the student intern.

The Parents/Guardian agrees 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 the Internship Coordinator.

The Internship Supervisor agrees to:

1. Provide a challenging learning situation for the student intern.
2. Assign a mentor to work with the student intern and evaluate all work products.
3. Confer with the student intern to provide feedback on strengths and areas to be improved.
4. Provide the opportunity to work 120 hours (if for high school credit) within one semester or agreed upon time.
5. Verify and sign off on the student's work hours.
6. Allow the Internship Coordinator to visit the site during the internship
7. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly or if there are issues with the student's work performance.
8. Provide feedback using a performance review (provided by WCPSS).

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Internship Coordinator Signature: _____

Date: _____

Internship Supervisor Signature: _____

Date: _____

WCPSS School to Career Internship Program

INTERNSHIP JOURNAL

Directions: You will begin your journal at the start of your internship. You must complete one journal entry every 12 hours of work with one final entry for a total of 10 entries. 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

Journal Entry 1 (12 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill.

- | | | |
|-----------------|---------------------|---------------------------|
| • Adaptability | • Critical Thinking | • Learner's Mindset |
| • Collaboration | • Empathy | • Personal Responsibility |
| • Communication | | |

Journal Entry 2 (24 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- | | | |
|-----------------|---------------------|---------------------------|
| • Adaptability | • Critical Thinking | • Learner's Mindset |
| • Collaboration | • Empathy | • Personal Responsibility |
| • Communication | | |

Journal Entry 3 (36 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- | | | |
|-----------------|---------------------|---------------------------|
| • Adaptability | • Critical Thinking | • Learner's Mindset |
| • Collaboration | • Empathy | • Personal Responsibility |
| • Communication | | |

Journal Entry 4 (48 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- | | | |
|-----------------|---------------------|---------------------------|
| • Adaptability | • Critical Thinking | • Learner's Mindset |
| • Collaboration | • Empathy | • Personal Responsibility |
| • Communication | | |

Journal Entry 5 (60 Hours)

Using the Performance Review (Mid-Point) you completed with your supervisor, provide a reflection on areas of improvement.

Journal Entry 6 (72 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Empathy
- Learner's Mindset
- Personal Responsibility

Journal Entry 7 (84 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Empathy
- Learner's Mindset
- Personal Responsibility

Journal Entry 8 (96 Hours)

Select one of the following employability skills and document actual examples from the internship experience highlighting how you displayed this skill. *(You cannot reuse an employability skill already used).*

- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Empathy
- Learner's Mindset
- Personal Responsibility

Journal Entry 9 (108 Hours)

Using the Performance Review (Final) you completed with your supervisor, provide a reflection on areas of improvement.

Journal Entry 10 (120 Hours)

Identify the top 3-5 employability skills (bulleted items above) and illustrate how they have been enhanced throughout the internship experience. Additionally, analyze areas for improvement in these skills and provide reasoning behind the identified areas for growth.

WCPSS School to Career Internship Program

INTERNSHIP TIMESHEET

Students are required to track their internship hours by date/time. A copy of the completed time sheet must be turned in to the Internship Coordinator at the end of the internship. Make copies of this form as necessary. Please have the Internship Supervisor sign it upon completion of the internship to verify the total hours worked.

[illegible]

Internship Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

WCPSS School to Career Internship Program

PERFORMANCE REVIEW

Performance Review (Mid and Final)

Student Name: _____ Dates of Internship: _____

Internship Organization: _____ Evaluators Name: _____

This form is intended to help interns learn more about their strengths and the areas they might need to develop to be successful in the workforce. Please put further explanation into the comments section for any criteria evaluated as “Disagree” or “Strongly Disagree”

	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)	N/A	Points Given
Attendance and Punctuality						
Showed up to work on time and as scheduled						
Communicated any absences or issues getting to the job in a timely manner.						
Dependability/Quality of Work						
Accurately completed tasks once instruction was given						
Worked with a minimum amount of supervision						
Completed tasks within reasonably allotted time						
Accepted criticism, took ownership of mistakes, and sought help						
Critical Thinking/Problem Solving						
Showed a sincere interest in understanding the organization, their role, and their assigned tasks						
Practiced sound judgement based on available information						
Functioned within established decision-making channels						
Demonstrated creativity in approaching tasks, solving problems, and overcoming obstacles						
Sought out resources and/or asked for help when unsure about how to proceed on tasks						
Communication/Leadership/Character						
Clearly and efficiently conveyed ideas orally to the responsible persons within the organization						
Communicated ideas clearly in writing in a manner suited to the intended audience						
Managed their own emotions and works to understand and empathize with others						
Took initiative and sought opportunities to contribute once task were completed.						
Teamwork/Collaboration/Intercultural Fluency						
Built working relationships with individuals from a range of backgrounds						
Demonstrated inclusiveness, sensitivity, and respect for individuals' differences						
Worked well in a team/collaborative environment						
Adapted well to emerging requests from managers, coworkers, and/ or customers						
Professionalism/Dependability/Work Ethic/Technology						
Demonstrated respect for organizational staff, policies, and norms						

Organized and prioritized work, managed time, and saw tasks through from start to finish						
Identified and effectively used appropriate technologies and programs to complete work						
Company Fit						
Understood a company's mission, goals, and vision						
Readily adapted to company's norms and culture						
Career Management						
Self-advocated in a professional manner						
Could identify their strengths and weaknesses						
Could articulate next steps to further prepare for their future						
Total Points Given: _____/108= _____						

Comments: _____

Additional Feedback:

If learning or performance goals were established, please comment on the intern's progress towards their goals.

What do you perceive to be the intern's greatest strengths that might be an asset(s) to an organization?

What areas of growth could improve the intern's success in your field? If possible, please give specific examples.

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

WCPSS School to Career Internship Program

INTERNSHIP SITE VISIT DATA COLLECTION TOOL

Intern Name: _____ Internship Site Visit Date & Time: _____

Internship Organization: _____ CDC/CAC Name: _____

This tool is designed to collect information during a site visit to the internship location. The tool is designed to be used during the student-led tour to facilitate conversation of elements that may not be easily visible or evident on the day of the site visit but have occurred previously. *The student intern must provide any specific driving/parking directions to the Internship Coordinator in advance.*

	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)	N/A	Points Given
Daily Tasks						
Intern provided a physical checklist of their typical daily tasks						
Intern gave a brief overview/explanation of their typical daily tasks for the day of the site visit						
Comments:						
Tour of Facility (Exclude if virtual internship)						
Tour of Intern's work areas: Intern shows you around the areas that are pertinent to the intern's key job responsibilities						
Tour of facility: Intern takes you on a tour of the facility to include key areas such as break room, dining area, conference rooms, bathrooms, laboratories, loading docks, etc. if these areas are present at the site and accessible. Supervisor or other staff member may be needed to accompany CDC/CAC during tour for access to various locations.						
Comments:						
Evidence of Collaboration and Networking						
Intern provides evidence of collaboration with colleagues via email, meeting minutes, meeting agendas, presentations, pictures, etc. or personal accounts from supervisors or colleagues present on the day of the site visit or verification statements written by supervisors or colleagues.						
Intern provides evidence of networking with individuals in positions outside of their department including business cards, emails, text messages, pictures from business lunches, etc.						
Intern can provide notes collected during meetings with individuals they met as part of networking within the company.						
Comments:						

Technical Skills						
Intern provides evidence of technical skills utilized at their site (please add applicable technical skills below)						
Comments:						
Total Points Given: ____/____=____						

Additional Questions:

What was the Intern’s intended Career Pathway?

How does this internship fit into their Career Pathway?

How has the student improved since starting this internship?

What can future interns do to be better prepared for an internship at this business/organization?

What does this business/organization do well as far as providing opportunities for student to engage in the world of work within their organization and the structures of their work. How much is the intern permitted to immerse into the day-to-day operation?

CDC/CAC Signature: _____

Date: _____

Intern Signature: _____

Date: _____

WCPSS School to Career Internship Program

PORTFOLIO & PRESENTATION GUIDELINES

Portfolio

Students must create a portfolio of career opportunities. Please include the following information:

- Research and analyze at least two career opportunities within the aligned pathway(s) of your internship using MajorClarity and other tools.
- Summarize job descriptions, required skills, qualifications, salary information, and growth prospects for each identified career opportunity.
- Develop a career development plan outlining steps for future career advancement and skill development.

Presentation

Students must develop a presentation describing skills learned during the internship experience and how those skills are transferable to future careers. Please include the following information:

- A picture of student on the job and student's name
- A picture of facility and the name of the organization
- A description of jobsite
- A description of what the company does
- A picture of supervisor and/or others who were influential in the experience
- A description of experience gained through internship
- A list of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ... at work"
- Describe how the skills learned are transferable to future careers
- Describe the 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 employability skills)
- Include examples of work on the job, if possible
- Reflect on personal career preferences, interests, and alignment with internship experiences
- Presentation delivery is agreed upon with coordinator.

Failure to present this to a class or panel will result in a deduction of 50% of the grade for the presentation section.

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WCPSS INTERNSHIP RUBRIC AND GRADING POLICY

Student Name: _____

Requirements	Excellent 90-100	Above Average 89-80	Average 79-70	Below Average < 70
Employability Skills Showcase– 35% Timely completion and turn in of: <ul style="list-style-type: none"> Begin application process and seek employment through the assistance of the work-based learning designee Signed Student Intern Code of Conduct (5%) Signed Internship Placement Agreement (5%) Internship Journal (10%) Internship Timesheet (5%) Performance Review (mid and final)-supervisor evaluation (5% each for a total of 10%) Written acknowledgment to those who helped the student complete the work-based learning. (Send a thank-you note to the participating employer.) 				
Technical Skills Demonstration – 25% <ul style="list-style-type: none"> Learning Goals & Outcomes-Identify business need and develop student learning goals and outcomes to address that need. (10%) Setting up a date and participating in CDC’s visit of the intern site using Internship Site Visit Checklist Internship Site Visit Data Collection Tool-Identify areas where these technical skills can be enhanced further to improve their future performance. (15%) 				
Career Opportunities Evaluation – 40% non-honors/25% honors Portfolio (20% non-honors, 10% honors) <ul style="list-style-type: none"> Research and analyze various career opportunities within the aligned pathway(s) using MajorClarity and other tools. Summarize job descriptions, required skills, qualifications, salary information, and growth prospects for each identified career opportunity. Develop a career development plan outlining steps for future career advancement and skill development. Presentation (20% non-honors, 15% honors) <ul style="list-style-type: none"> Develop presentation describing skills learned during the internship experience and how those skills are transferable to future careers. Reflect on personal career preferences, interests, and alignment with internship experiences. 				
Honors Level Enhancement – 0% non-honors /15% honors interns Honors Level Assignments – 15% (two assignments at 7.5% each)				

Internship Late Work Policy – Cary High School

Late assignments submitted within 1 week of the due date will receive a 20% penalty based on maximum point value of assignment. Late assignments submitted past 1 week of the due date, but before the grading quarter deadline, will receive a 50% penalty. The last date late assignments will be accepted (the “grading quarter deadline”) will be provided to students in advance.

By signing below the student and parent assert that they understand the **Internship Grading Rubric** and **Late Work Policy** and agree to abide by the details listed above.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

HONORS LEVEL ENHANCEMENT PROJECTS

WCPSS School to Career Internship Program

HONORS LEVEL ENHANCEMENT PROJECTS

Students wishing to obtain honors level internship credit must complete two (2) of the seven possible enhancement options. Options include Career Interviews (written), Internship Video Interview, SWOT Analysis, Organizational Chart, Environmental Scan, Policy Manual, and Portrait of a Graduate Self-Assessment.

Option 1: Career Interviews (Written)

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?

Lesson Plan: Three Career Interviews:

- 1) Interview three people matching the following descriptions.
 - a) One must be face-to-face interview with your assigned supervisor
 - b) One person that works at your site in a related area
 - c) One person that works at another organization in a related career area – It can NOT be someone you know or that works at the same place you are interning.
- 2) Interview the three people and **ask them each at least 8 questions**. This is your interview; ask questions that you want to know more about. The 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 skills you need for your job?
 - d) What type of training or college courses would be helpful for me to take?
 - e) What are some related careers I could pursue if I don't get a job in this field right away?
 - f) What is the most rewarding part of your career?
 - g) What is the most challenging part of your career?
 - h) What type of personal characteristics have made you successful in your career?
 - i) How long have you been in this career field? How long have you worked at this organization?
 - j) Would you recommend this career to a young person today? Why or why not?
 - k) What advice would you give me if I choose to go into this career?
- 3) Final Product:
 - a) Three interviews: Include each interviewee's name, organization, and job title in the followed by your questions and their detailed answers.
 - b) Summary: Write a one-page summary (double spaced) comparing the answers provided in your interviews. What did you find interesting? What did you not know before this interview?

Career Interviews (Written) Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Interviews	Interviews go above and beyond the usual questions. Information is used effectively.	Good topic Interviews and information integration is evident.	Some interviews were done or incomplete	Little to no Interviews are evident.
Points (5)	5	4	2-3	0-1
Comprehension of Subject Matter	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Points (5)	5	4	2-3	0-1
Content Organization/ Flow	Content is clearly organized, with a logical flow of connected ideas and effective transitions.	Content is organized, and most ideas are well connected with effective transitions.	Ideas are sound, but the content is not well organized and needs more effective transitions.	Content is extremely disorganized. The transitions between ideas are unclear or nonexistent.
Points (5)	5	4	2-3	0-1

Each interview: up to 5 points.

Summary: up to 10 points.

Total Possible Points: 25

Option 2: Video Interviews

Learning Objectives:

1. To acquire career skills and utilize technical skills to create a video to showcase intern's role and responsibilities.
2. To link the internship experience to the skills and attributes needed to enter and succeed in the world of work.

Essential questions:

1. What skills and experiences are needed to be successful in this internship?
2. What duties/responsibilities does this internship entail?

Three Career Interviews:

1. Interview of you detailing your internship experience.
 - A. **You must be on camera.**
 - B. **Optional - interview your employer regarding their thoughts on the CTE Internship Program.**

Use the questions below to guide your interview for the video. Questions below are only suggested questions.

- A. Name, Grade level, Business Sponsor?
 - B. What is your career goal?
 - C. Description of your internship (role/duties)
 - D. What are a few basic skills you need for your internship?
 - E. What high school courses if any assisted you in completing the tasks within your internship?
 - F. What is the most rewarding part of your internship?
 - G. What is the most challenging part of your internship?
 - H. What type of personal characteristics are helpful for your internship?
 - I. What job-related skills have you acquired during your internship?
 - J. What advice would you give me if I chose an internship opportunity in high school?
 - L. If including the employer in the video: include the interviewees name, job title and their thoughts on the CTE Internship Program.
2. Final Product: A well-formatted video using the questions above. Provide an answer to each within your video. Optional: add text, titles and appropriate music to your video to enhance appeal.

Helpful Hints to assist when filming:

1. Please use good lighting (must see your face).
2. Check your audio prior to filming (must be able to hear you).
3. Please use a video format that is compatible and easy to send when complete.

Video Interviews Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Interview on Camera	Interview goes above and beyond the usual questions. Video elements are used effectively.	Good information and integration of video elements are evident.	Interview is incomplete. Missing a few elements or answers to interview questions.	Little to no interview is evident.
Points (5)	5	4	2-3	0-1
Comprehension of Subject Matter	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Points (5)	5	4	2-3	0-1
Content Organization/ Flow	Content is clearly organized, with a logical flow of connected ideas and effective transitions.	Content is organized, and most ideas are well connected with effective transitions.	Ideas are sound, but the content is not well organized and needs more effective transitions.	Content is extremely disorganized. The transitions between ideas are unclear or nonexistent
Points (5)	5	4	2-3	0-1

Option 3: Organizational Chart

THIS ASSIGNMENT IS LIMITED TO INTERNSHIPS IN WHICH THE SPONSORING COMPANY HAS 25 OR MORE EMPLOYEES

Learning Objectives:

1. To investigate the organizational structure in a workplace.
2. To give each student a realistic perspective of work and work expectations
3. To better understand direct and indirect working relationships

Essential questions:

1. What is the structure of an organization and the relationships and relative ranks of its parts and positions/jobs?



Organizational Chart

- 1) Design an organization chart of your internship site. "An organization chart is a diagram that shows the structure of an organization and the official 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 the left side.
 - b) Organization charts must be DETAILED, not 3 or 4 positions unless that is the case.
- 2) Write a reflection answering the following questions:
 - a) Does the chart reflect the real workflow of assignments in this organization? Why or why not?
 - b) Do employees have informal reporting relationships not shown on the official chart? If so, what are they and how effective are they?
 - c) Does this organization focus on hierarchy or teamwork? Provide examples to support your answer.
 - d) If you were asked to reorganize the organization, what would you suggest based on your work experience during the internship?

Organizational Chart Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Comprehension of Subject Matter in Reflection	All content is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Points (5)	5	4	2-3	0-1
Chart Construction	Chart is thoughtfully constructed and conveys a clear understanding of the relationships and ranks of the variety of jobs.	Chart is adequately constructed and conveys an understanding of the relationships and ranks of the variety of jobs.	Chart has some construction flaws but conveys a basic understanding of the relationships and ranks of the variety of jobs.	Chart is poorly constructed and does not convey an understanding of the relationships and ranks of the variety of jobs.
Points (5)	5	4	2-3	0-1
Reflective Questions	All questions are answered in a thorough and thoughtful manner with an indication of understanding and reflection of the organization.	All questions are answered in a satisfactory manner with an indication of some understanding and reflection of the organization	Either all questions are not answered, or are answered in a perfunctory manner with little understanding or reflection	Minimal response to the questions is provided.
Points (5)	5	4	2-3	0-1

Option 4: SWOT Analysis

Student Name:

Business Name:

Directions: Complete the grid below by using your internship provider. View the company through a broad lens and consider all aspects (not just your internship role or department) to provide five responses to each category. Feel free to consult with members of the company to make your analysis thorough and insightful. The two links below will provide resources to gain insight into the SWOT purpose, process and suggest topics to be considered for each area.

[SWOT Analysis Definitions and Examples](#)

https://drive.google.com/file/d/1TIUE3nl7Xmf6GgF-IYG6cujlqpMvF_8C/view

[SWOT Analysis Questions/Topics by Area](#)

<https://drive.google.com/file/d/1UQojPXNW5knx9YRVV-TDSyuFI5A7-5F/view>

[SWOT Analysis Video](#)

<p style="text-align: center;"><u>STRENGTHS</u></p> <ul style="list-style-type: none">•••••	<p style="text-align: center;"><u>WEAKNESSES</u></p> <ul style="list-style-type: none">•••••
<p style="text-align: center;"><u>OPPORTUNITIES</u></p> <ul style="list-style-type: none">•••••	<p style="text-align: center;"><u>THREATS</u></p> <ul style="list-style-type: none">•••••

SWOT Analysis Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Content	Analysis goes above and beyond the usual. Information is used effectively.	Analysis is complete and information integration is evident.	Some analysis evident but is incomplete.	Little to no analysis evident
Points (5)	5	4	2-3	0-1
Comprehension of Subject Matter	All content in the evaluation is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Points (5)	5	4	2-3	0-1

Option 5: Environmental Scan

Scope: In a fast paced rapidly changing world understanding the “Environment” in which you do business is very important for a business to maintain growth and their success. This honors project is designed for you to research and conduct an “Environmental Scan” for the business that provided your internship.

Learning Objectives:

1. To understand why an Environmental Scan is necessary.
2. To understand what process steps and information are needed to conduct a scan.
3. To understand the different methods to gather information needed for a scan
4. To understand how a business would use the scan to make decisions.

Essential questions:

1. Why do companies conduct Environment Scans?
2. Why an Environment Scan needs to be a continuous process?
3. What information needs to be included in a scan and why is it important to a business?

Instructions for Completing an Environmental Scan for Your Internship Site:

1. Click on the icon below and read the LAP on Conducting an Environmental Scan to better understand what an Environment Scan is.
2. Use available resources to gather information needed to conduct the scan (Survey, Interview, SWAT, PESTEL...etc.)
3. Write a paper examining the results of your scan (2 or more pages). The paper should include all the following:
 - a. Summary of the techniques used, and data gathered.
 - b. Identification of the most important factors (at least four) that may affect the company.
 - c. Analysis of why these are the most important factors for the company
 - d. Your recommendations for how your company can utilize and/or address these factors to enhance or protect the business.
 - e. Proper citations.

Final Product:

1. A complete paper that addresses the instructions and all the rubric requirements.

Resources

1. Click on the “Get the 4-1-1 icon below to learn about Environment Scanning: (will open in a separate window).



2. PESTEL: <https://andet5.com/2018/02/pestel-analysis-what-is-it-and-why-do-we-use-it/>

3. Environmental Scanning: <https://www.business-to-you.com/scanning-the-environment-pestel-analysis/>

4. Click on the PowerPoint SWOT Analysis icon below to learn about SWOT: (will open in a separate window).



Environmental Scan Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Summary of Technique	Summary is comprehensive and covers all techniques used and data gathered	Summary is good but does not cover all techniques used and/or data gathered.	Summary lacks detail and does not cover all topics.	Summary has very little detail or is not included.
Points (10)	8-10	5-7	2-4	0-1
Identification of Important Factors	Report Identifies at least four important factors that may affect the company	Report Identifies only three important factors that may affect the company	Report Identifies only two important factors that may affect the company	Report Identifies one important factor that may affect the company Report Identifies zero important factors
Points (4)	4	3	2	0-1
Analysis	Analysis is comprehensive and explains why all factors are important to the company.	Analysis is comprehensive and explains why some factors are important to the company.	Analysis is lacking detail and does not explain why all factors are important to the company.	Analysis is lacking detail and does not explain why identified factors are important to the company.
Points (10)	8-10	5-7	2-4	0-1
Recommendation	Recommendation is detailed and does a great job explaining how to utilize identified factors.	Recommendation is detailed, but the explanation of how to utilize identified factors is slightly vague.	Recommendation lacks some detail and explanation of how to utilize identified factors is vague and/or confusing.	Recommendation lacks detail and explanation of how to utilize identified factors is vague and/or confusing. Recommendation is missing.
Points (10)	8-10	5-7	2-4	0-1
Research	Properly cited	Incorrect citation format	Sources listed but no citation	No citation
Points (5)	5	3	2	0

Option 6: 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?

Lesson Plan: Policy Manual project

1. Questions from Employee Training Guide/Policy Manual:

- A. Ask your mentor for a copy (access) to the company's employee/policy manual (sometimes the manual is on-line).
- B. Answer the following questions below.
- C. If the site does not have a written manual, you will have to interview your mentor to find out the answers.
- D. 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.)
 - 1) Does your site have a written policy manual?
 - 2) Do the employees have to keep some type of **Timecard**? Electronically or on paper.
 - 3) Do employees have to log in/out in and for meals?
 - 4) What is the sites employee's **attendance policy/procedure**? Briefly explain.
 - 5) Is there a **social media policy**? If so, what is it?
 - 6) What is the **dress code** for your internship site?
 - 7) Give me a few reasons an employee can be punished, put on probation, or dismissed. Please specify which action above that you are explaining.
 - 8) What is **the personal cell phone use** policy/rule at your site?
 - 9) What is the internship site's **smoking policy**?
 - 10) 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.

Policy Manual Rubric

Item	Exemplary	Solid	Developing	Needs Attention
Content	Questions answered go above and beyond the usual questions. Information is used effectively.	Questions answered and information integration is evident.	Some Questions answered were done or incomplete.	Little to no questions answered.
Points (5)	5	4	2-3	0-1
Comprehension of Subject Matter	All content in the evaluation is accurate and complete and communicates a complete understanding of the topic.	Most of the content is accurate and shows mastery of the topic.	Content shows some flaws and omissions and illustrates only partial knowledge of the topic.	Much of the content is inaccurate and confusing and communicates very little understanding of the topic.
Points (5)	5	4	2-3	0-1

Option 7: Portrait of a Graduate Self-Assessment

Learning Objectives:

1. To self-rate using "I Can" statements and determine areas for growth during the internship.
2. To self-rate using "I Can" statements at the completion of the internship to determine if growth has occurred during the internship.

Beginning of Internship: Take the Portrait of a Graduate Self-Assessment by answering the "I Can" statements. Review your results with your CAC/CDC.

1. Identify your lowest ranked skill area(s).
2. Write a SMART goal on how you plan to develop those skills this semester and develop at least 3 specific tasks that will help you to achieve personal growth in that durable skill area.

S	Specific
M	Measurable
A	Achievable
R	Relevant
T	Time Bound

End of Internship: Take the Portrait of a Graduate Self-Assessment again. Review your growth results with your CAC/CDC.

1. Review the Portrait of a Graduate SMART goal and tasks that you submitted at the beginning of the internship based on your lowest ranked skill area(s).
2. Describe if you met or did not meet the tasks for the goal during the semester.
3. Provide an overall reflection with at least two examples that demonstrate your professional growth in one of these durable skills during the semester.

Portrait of a Graduate Self-Assessment

	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	N/A
Adaptability						
I can anticipate and plan for challenges and obstacles.						
I can use a variety of strategies to solve problems.						
I can learn and grow from situations that pose challenges and obstacles to success.						
I can explain how feedback and resources are used to revise my work.						
I understand, respect, and value the diverse perspectives of others.						
Collaboration						
I can play a variety of roles and carry out different responsibilities that help my team meet goals.						
I can share the leadership responsibilities of my team.						
I can adjust to and respond to the needs of the group to achieve goals.						
I can collaborate respectfully with my teammates in digital spaces.						
I can consistently follow our defined team norms and decision-making agreements.						
I can help my team solve problems or conflicts.						
I can show that I am consistently prepared and ready to work with my team.						
I can prioritize and track individual and group progress toward established goals and deadlines.						
I can complete my tasks on time consistently.						
Communication						
I can extend and deepen discussions by asking questions that invite my partners to elaborate, explain, or provide additional reasoning and evidence.						
I can respond to different perspectives shared in discussions by checking my understanding, paraphrasing, summarizing, or showing agreement with my partners' ideas.						
I can include evidence when challenging or sharing new ideas and conclusions during discussion.						
I can share my ideas about the next steps that we need to take to deepen our understanding of the topic discussed or make progress on collaborative work.						
I can use a variety of modes (peer editing, critique protocols, etc.) to give specific, constructive, and helpful feedback to my classmates about their work based on the success criteria provided. My feedback includes a balance of praise and suggestions for improvement.						
I can ask for specific feedback on my work in relation to my goals/the success criteria, check understanding, and document suggestions.						

I can show acceptance for feedback.						
I can use feedback to revise my work.						
I can present information, findings, and supporting evidence clearly and directly, addressing alternative or opposing perspectives to allow listeners to follow my line of reasoning.						
I can use appropriate adequate volume, appropriate pacing, and clear pronunciation.						
I can strategically use visual displays or digital media to enhance understanding and add interest.						
I can answer questions to show my understanding.						
Critical Thinking						
I can develop an initial set of questions related to the topic, polish the questions, and identify a key question or prioritized set of questions that provide a foundation for my investigation.						
I can find appropriate, high-quality, and diverse information sources relevant to my questions.						
I can compare information across sources to determine credibility and accuracy.						
I can organize my notes/data and identify similarities, differences, and/or patterns.						
I can draw logical conclusions from my notes, observations, and inferences.						
I can cite specific details upon which my conclusions were drawn and explain any shifts in thinking about the problem/issue.						
I can create relevant criteria to evaluate my approach to solving a problem.						
I can evaluate my solution ideas and select an effective solution that meets all criteria.						
I can design a process to test my proposed solution.						
I can analyze, with precision and accuracy, the relative effectiveness of my proposed solution and clearly explain what I need to improve.						
I can provide a clear, knowledgeable claim about the problem or issue and distinguish it from opposing claims.						
I can thoroughly support my claim with logical reasoning and relevant evidence.						
I can clearly and convincingly address counter arguments.						
Empathy						
I can seek and consider the feelings, perspectives, and experiences when interacting with others virtually and in person.						
I can demonstrate the value that the feelings, perspectives, and experiences of others bring to a variety of situations.						
I can create positive and supportive relationships with others.						
I can appreciate and respect the feelings, perspectives, and experiences of others						
I can advocate for myself and others when necessary.						
I can ask questions to help me better understand the viewpoints of others.						
I can identify the feelings and ideas behind the speaker's message that may not be spoken in words.						
I can deepen my understanding of the speaker's message by considering the words that are said as well as those that are not.						
I can reflect on the speaker's message and attempt to understand it from their point of view.						

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Learner's Mindset						
I can engage in inquiry that reflects my unique learning process and interests.						
I can use inquiry to examine new perspectives and ideas that challenge my assumptions and help me to extend my thinking.						
I can use resources to find ways to keep working when faced with challenges and obstacles.						
I can find unique solutions to problems by drawing on many different types of knowledge, experiences, and ideas.						
I can articulate the meaning and value of new learning experiences.						
I can use strategies to overcome challenges and obstacles to my learning.						
I can integrate feedback from others to improve my learning.						
Personal Responsibility						
I can recognize a task and take action, moving from step to step without prompting from others.						
I can set a goal for the task and engage in the necessary steps to complete the task.						
I can follow directions without prompting.						
I can create a plan to complete a task and follow through successfully.						
I can successfully remain on schedule and complete a plan.						
I can persist in getting tasks done accurately and independently.						
I can set and complete goals on time, asking for help if needed.						
I can utilize a variety of resources and choose the most relevant resource(s) as needed.						
I can choose words and actions that have a positive influence/impact on others.						
I can self-regulate and take individual responsibility to achieve the final goal.						

PERFORMANCE- BASED MEASUREMENT GUIDELINES

WCPSS School to Career Internship Program
INTERNSHIP PERFORMANCE-BASED MEASUREMENT COMPONENTS

Components	Standards
I. Employability Skills Showcase (35%)	1.00: Apply durable employability skills, confidentiality, and resource management in the workplace.
II. Technical Skills Demonstration (25%)	2. 00: Apply concepts and technical skills relevant to the workplace.
III. Career Opportunities Evaluation (40%)	4. 00: Evaluate career opportunities in the aligned pathway(s).

WCPSS School to Career Internship Program

WCPSS INTERNSHIP RUBRIC AND GRADING POLICY

Student Name: _____

Requirements	Excellent 90-100	Above Average 89-80	Average 79-70	Below Average < 70
Employability Skills Showcase– 35% Timely completion and turn in of: <ul style="list-style-type: none"> Begin application process and seek employment through the assistance of the work-based learning designee Signed Student Intern Code of Conduct (5%) Signed Internship Placement Agreement (5%) Internship Journal (10%) Internship Timesheet (5%) Performance Review (mid and final)-supervisor evaluation (5% each for a total of 10%) Written acknowledgment to those who helped the student complete the work-based learning. (Send a thank-you note to the participating employer.) 				
Technical Skills Demonstration – 25% <ul style="list-style-type: none"> Learning Goals & Outcomes-Identify business need and develop student learning goals and outcomes to address that need. (10%) Setting up a date and participating in CDC's visit of the intern site using Internship Site Visit Checklist Internship Site Visit Data Collection Tool-Identify areas where these technical skills can be enhanced further to improve their future performance. (15%) 				
Career Opportunities Evaluation – 40% non-honors/25% honors Portfolio (20% non-honors, 10% honors) <ul style="list-style-type: none"> Research and analyze various career opportunities within the aligned pathway(s) using MajorClarity and other tools. Summarize job descriptions, required skills, qualifications, salary information, and growth prospects for each identified career opportunity. Develop a career development plan outlining steps for future career advancement and skill development. Presentation (20% non-honors, 15% honors) <ul style="list-style-type: none"> Develop presentation describing skills learned during the internship experience and how those skills are transferable to future careers. Reflect on personal career preferences, interests, and alignment with internship experiences. 				
Honors Level Enhancement – 0% non-honors /15% honors interns Honors Level Assignments – 15% (two assignments at 7.5% each)				

Internship Late Work Policy – Cary High School

Late assignments submitted within 1 week of the due date will receive a 20% penalty based on maximum point value of assignment. Late assignments submitted past 1 week of the due date, but before the grading quarter deadline, will receive a 50% penalty. The last date late assignments will be accepted (the “grading quarter deadline”) will be provided to students in advance.

By signing below the student and parent assert that they understand the **Internship Grading Rubric** and **Late Work Policy** and agree to abide by the details listed above.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____