
AoE Class of 2022

— Internship Requirement —
February 2021

WCPSS Internship Requirement for Career Academies

An **internship** is an experience in which a high school student takes a responsible role as a worker in a company or organization and then reflects on the experience.

The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the nature of the instructional program.

Internship Requirement (continued)

The Wake County Public School System requires all students enrolled in a Career Academy to complete an internship before graduation in order to graduate with the academy distinction.

A student must complete a minimum of 135 hours of on the job experience to complete an internship as well as completion of journal entries, and assignments. Students will receive high school honors credit.

Credit and grades are assigned after the student completes all requirements and submits all work to the Academy Director.

Internship Overview

- Academy graduation requirement
- Honors level course - high school credit
- Does NOT have to be paid
- Ideally in a STEM-related field
- MUST apply the Engineering Design Process
- Goal is to explore career options before graduation and gain work-readiness skills

COVID

Due to COVID, you will have some options pertaining to your internship.



Internship Options for the Class of 2022 Cohort

Option 1: Students complete an internship with a business sponsor as usual following all standard internship requirements outlined in the internship workbook (learning objectives, journal entries, enhancement activities, etc.) Complete 135 hours (or as many hours as you can due to COVID restrictions).

Option 2: Students turn current part-time jobs into their internship experience and tie it into the academy theme (Engineering Design Process). Students still complete the internship requirements from the internship workbook (learning objectives, journal entries, enhancement activities, etc.)

Options continued

Option 3: Students design and implement a community service project. Must be approved by Academy Director before starting. Some type of work-based learning component must be added before graduation. Learning objectives, journal entries, enhancement activities, etc. still need to be completed.

State Farm has a Community Service Workbook with a lot of resources for students.

<http://cdn.worldslargestlesson.globalgoals.org/2016/06/YouthChangingtheWorldToolkit2.pdf>

Options continued

Option 4: Working in small teams of 3-4 students, connect with a local business to help solve a real-world problem. If you choose this option, you will also need a mentor.

Business problems tend to fall in one of these categories below:

1. operations/process improvement
2. marketing/growth
3. human capital/culture

Any business problem can work as long as the information is accessible to the student teams.

Internship Basics

- Due to COVID, more concerned with project completed and experience gained than number of hours completed.
- Must apply the Engineering Design Process.
- Must work with a mentor/supervisor.
- Reasonable expectations are set for both student & supervisor/mentor
- Work schedule is set up between the student and sponsor.
- Supervisor guides the student through the work experience.
- Periodic reviews (check-ins, journal entries, formal evaluation/assessment upon completion)

What should I do now?

1. Complete Mrs. Cadavid's survey bit.ly/InternSurvey_2022
2. Determine the type of work and experience you are looking for
3. Create a resume - review information on AoE Community Google Classroom site. A ton of resources on resume writing
4. Check your school email for updates on internship opportunities that are coming through that will be pushed out.
5. Start reaching out to your network regarding internships
6. Review [internship workbook](#) that can be found on the [AoE website](#)
7. Attend [WCPSS Career Connections 2021 on Feb. 24](#)

Frequently Asked Questions

Q: Does the internship have to be in engineering?

A: No. Even though we are an engineering academy, we realize not all students are interested in pursuing a career in the engineering field. Although, it would be to the student's benefit to explore a career in a STEM related field. Students MUST apply the Engineering Design Process in some way through the work they are completing during their internship.

Q: How are internship scheduled?

A: Students will work closely with the business sponsor to develop a schedule that works for both the student and the sponsor. There is a great deal of flexibility when it comes to internship schedules. Students can start their internship as early as the Spring Semester of their junior year. The majority of students take advantage of their summer break and complete the majority of their internship work over the summer.

Frequently Asked Questions (continued)

Q: Will internships be completed virtually?

A: This is going to depend on the business sponsor. While some organizations remain to work in a virtual/remote environment, others (depending on the nature of the work) are meeting in person. If a student want to complete their internship virtually, they will need to search for virtual opportunities and communicate this to the business sponsor.

Q: What type of work will students complete during their internship?

A: The type of work students complete during their internship really depends on a number of factors such as, what the student hopes to learn from this experience (learning objectives), the opportunities that are available with the business sponsor, the nature of business, etc. It will be important for students to sit down and reflect upon what they would ideally enjoy doing for their internship and what skills they are looking to develop further and communicate this to a potential business sponsor.

Frequently Asked Questions (continued)

Q: Can you share some examples of the type of projects/work other academy students have completed during their internship?

A: Absolutely!

- Worked in a research and development lab collecting and analyzing testing data. Assisted the engineers with testing new products and gained hands-on experience.
- Worked with DOT and performed physical inspection of roadway, bridges, road signs, drainage, etc. alongside engineers.
- Managed live stream for church services, also in charge of creating virtual choirs, editing church services, and provided technical support for staff.
- Worked alongside designers and engineers to design products and helped to put together fabricated designs. Assisted with other tasks as needed.
- Created graphics for magazine publication, transcribed articles, updated contacts in database, developed questionnaire, interviewed businesses for articles.
- Facilitated learning with elementary-age children through STEM activities.

Frequently Asked Questions (continued)

Q: What advice can you give students regarding how to find an internship?

A: Start your internship search with the same amount of attention and effort you would put into finding a part-time job. Think about what type of work you are interested in performing, what skills you are looking to develop, and what type of experience you are interested in. Then make a list of companies and organizations that may be able to provide the type of experience you are looking for. Also, think about the people in your network, the type of work they perform and the organization they work for. You should be tapping into your network for business leads and contacts and reach out inquiring for opportunities. When reaching out to businesses and organizations, instead of using the word “internship”, ask if there are opportunities to work on any type of projects as a volunteer. Organizations may be more willing to have a student assist them on a special project especially during these difficult times while current staff is spread thin. Some organizations have projects that they just can't get to and could use some help.

Job sites such as LinkedIn and Indeed are also a good place to search for internship opportunities. In addition, reaching out to previous internship sponsors.

Frequently Asked Questions (continued)

Q: Did students enjoy their internship experience?

A: Yes, students have enjoyed their internship experience! Some testimonials from our academy students are below:

"... great learning experience for me!"

"... developed the confidence I will need in the working world"

"The things I am working on will help me tremendously in my major."

"... lets me put my classroom learning into practice."

"It definitely provides skills I will need in my career."

"I was able to make connections with business professionals that I still stay in contact with even after my internship was completed. I have been asked back to work for them during my breaks while in college."

You get out of it what you put into it!

Frequently Asked Questions (continued)

Q: I have secured an internship with a business sponsor. Now what?

A: Congratulations!!! The most difficult part of the internship process is securing a position. Great job on this accomplishment!!

Students must download the [WCPSS Student Internship Workbook](#) which can be found on the AoE website under the internship tab. Please complete pages 6, 7, 9, 10 & 11. These forms must be signed and returned **BEFORE** starting your internship. Students will be registered for WCPSS liability insurance after I receive the completed forms. Be sure to communicate with your business sponsor on a start date and your availability.

Q: When are journal entries, enhancement activities and other work due?

A: Due dates for internship work will be addressed during the fall semester senior year. All work will be submitted through Google Classroom.

**Have additional
questions?**

Please contact Mrs. Cadavid
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**THANK
YOU!**