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AoE
Pre-Internship
Meeting

November 7, 2022



DESIRED OUTCOMES

- ❑ General overview and understanding of the internship program
- ❑ Tips on finding an internship
- ❑ Steps to take before, during, and after the internship
- ❑ Review resources
- ❑ Answer questions



INTERNSHIP OVERVIEW

- ❑ Academy graduation requirement per WCPSS
- ❑ Honors level credit
- ❑ Can be paid or unpaid
- ❑ STEM related experience
- ❑ Must be able to apply the Engineering Design Process through a *project of value*
- ❑ Total of 3 components that make up the final grade

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STUDENT BENEFITS

- ❑ Apply the skills learned from the Academy
- ❑ Reinforce work readiness skills
- ❑ Opportunity to explore a career
- ❑ Resume builder
 - ❑ College application
 - ❑ Employment
- ❑ Networking
- ❑ Recommendations

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INTERNSHIP BASICS

- ❑ Enroll in Canvas site
- ❑ Complete Internship Agreement
- ❑ Determine a project of value
- ❑ Apply the EDP through project
- ❑ Complete 120 contact hours
- ❑ Sponsor mentors the student
- ❑ Work schedule determined by student/sponsor
- ❑ Periodic reviews/progress reports
- ❑ Complete journal entries, honors activities, evaluation, & presentation
- ❑ Final grade given upon completion

FINDING AN INTERNSHIP

- ❑ Look for and apply the same way you look for a job
- ❑ Tap your network (family, friends, neighbors, etc.)
- ❑ Internet search (LinkedIn, Indeed, etc.)
- ❑ Reach out to previous [internship sponsors](#)
- ❑ Check your email for internship leads coming from AoE
- ❑ Connect with local Chamber of Commerce
- ❑ Dress professionally and go “door to door”
- ❑ Send emails or call organizations to inquire about opportunities
- ❑ Ask to volunteer rather than intern
- ❑ May be possible to turn PT job into internship

BEFORE INTERNSHIP

- Update resume using feedback from volunteers
- Participate in practice interview and review feedback
- Determine the type of work/internship you would like to pursue
- Make a list of organizations
- Internet search (LinkedIn, Indeed, etc.)
- Tailor cover letter and resume for each opportunity
- Start reaching out to network including current seniors
- Submit via Canvas signed Internship Agreement - **internship hours CANNOT be counted until agreement is returned**
- Student is registered for liability insurance through WCPSS

DURING INTERNSHIP

- Coordinate work schedule with business sponsor
- Complete project of value
- Track and complete 120 contact hours
- Take pictures on the job site and collect work artifacts for portfolio/presentation
- Complete journal entries
- Complete 2 honors enhancement activities
- Meet with Mrs. Cadavid to complete 2 progress reports

AFTER INTERNSHIP

- ❑ Business sponsor completes evaluation
- ❑ Send Thank You note to business sponsor
- ❑ Complete self-evaluation
- ❑ Review that all components have been completed
- ❑ Upload work to Canvas site
- ❑ Present on internship experience
- ❑ Final grade added to PowerSchool upon completion



**RESOURCES
AVAILABLE
ON AOE
WEBSITE**

- ❑ Internship Agreement Form
- ❑ Project Proposal Form
- ❑ Sample Project Ideas
- ❑ Internship Letter
- ❑ Internship Overview
- ❑ Converting PT job into Internship handout
- ❑ Student Workbook

ROADMAP RECAP

Attend Pre-Internship Meeting. Participate in practice interviews, update resume

1

Secure internship. Complete paperwork and submit agreement.

3

Complete journal entries, honors activities, evaluations, etc.

5

Start searching for internship opportunities. Tap you network.

2

Complete project of value. Collect artifacts of work. Complete 120 hours.

4

Present on internship, upload work to Canvas, receive final grade.

6

BEFORE YOU LEAVE

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THANKS!

Any questions?

You can find me at dcadavid@wcpss.net