

Cincinnati Hills Christian Academy WINTER TERM INTERNSHIP 2020

(Open to Juniors and Seniors)

The Process

1. Applications are to be turned in not later than **May 10th**, for on-time acceptance.
2. Group meeting with all internship students for the distribution of materials and discussion of deadlines (TBA).
3. Individual meetings with Mr. Walker as needed throughout **May** to:
 - Review application and sample materials
 - Understand the process
 - Explore or clarify your interests
 - Verify and Confirm contacts
4. See Mr. Walker to set up or confirm your internship (May).
5. **Pre-Report and Goals due to Mr. Walker by Friday, May 10th, with application.**
6. Interns visit their hosts in October/November. Goals meeting on location with Internship Host as soon as possible but no later than **November 19th**.
(See Section on Guidelines for visiting your host)
7. Internship begins **Tuesday, January 6, 2020**.
Journals are to be kept daily, January 6-17. (See section on Daily Journal)
8. Interns visited by CHCA staff, January 8-16.
10. Internships end **Friday, January 17th**.
11. Post-Reports are due **Wednesday, January 22nd**.
12. Grades will be available on/about **Friday, January 31st**.

We are asking you to demonstrate a high level of personal responsibility and integrity. We are asking you to attest to specific accomplishments by way of an honor statement. We pray for trustworthiness!

DUE DATES: (Before Internship)

- Pre-report and Goals: **Friday, May 10th**
- Visit Hosts: by **Tuesday, November 19th**

Due Date: (During Internship on last day)

- Thank You Card & Gift to Host: **Friday, January 17th**

DUE DATE: (After Internship)

- Post Reports: **Wednesday, January 22nd**

To participate in the WINTER TERM as an intern is a privilege that involves significant responsibility on your part. Remember the Internship is a formally structured learning experience that starts long before the first day on the job. Student interns and their parents are expected to review and understand the following guidelines and policies:

1. Interns in the Cincinnati area will need to call their supervisor and make an appointment to meet him or her and visit the location in October or November. Introduce yourself. Get acquainted with the location and what your supervisor will expect from you. Confirm your work hours and where you should park. Find out what is appropriate dress. On this visit, **take a copy of your Goals Paper with you and discuss your specific goals. Leave a copy of your goals with your host.**
2. Carefully listen to and follow the instructions of your supervisor. **Attention to detail** is always essential to being successful. There are neither tardies nor detentions in the real world. Employers will simply expect you to be prompt and responsible. **Be on time** according to your listed hours of internship. Call your supervisor if you are terribly ill and cannot attend. Your Host will call the school if you simply do not show. Your grade will be severely lowered if you do not attend every day except for serious illness. Keep your "Internship Hours Performed" Form up-to-date, your Host will sign off on the days and hours you participated. Also, call and leave a message at school by 9:00 AM on any day you will be absent as with the regular school policy.
3. Cooperate with co-workers and others with whom you come in contact. **Remember you are a guest.** You can learn by listening and watching, as well as by doing.
4. **Wear appropriate clothing** for where you are placed. **Hint: dress similarly to those with whom you work. Almost every job has some form of dress code.**
5. **Eat lunch on your time.** Find out where and when you should plan to eat.
6. Represent yourself and Cincinnati Hills Christian Academy in the best possible manner and be consistent with our school standards. Remember that your opportunity to be here is a privilege. **Your effort, attitude and actions will affect future intern's opportunities.**
7. **Personal commitment:** Your internship should include approximately 80 hours over the ten days you are to be at your internship. **Discuss any variation of hours or days with us prior to making commitments!** Do not count your hours in attempt to schedule some days off. Remember this is the opportunity you have chosen to get a realistic taste of what this kind of work is like over a two-week period. Take advantage of this wonderful opportunity. Don't even think about "cutting corners" or figuring out the minimum hours you have to spend at our internship in order to pass!! "Just getting by" has no place in the Internship Program. **Take Initiative to get involved and help out where you can.**
8. **Grades:** You will be receiving a grade for your internship. A rubric for listing how each component will be graded is available from Mr. Walker. Evaluation will be based on successful completion of the Internship, including timely submission of all written work and forms. Your reports should be typed, well organized, and grammatically correct. Follow the guidelines for good writing taught at CHCA. Grades will go down **10 per cent per day** for late report submissions.
Grades from reports and submission of paperwork will be maintained and averaged together for your final internship grade. Evaluations by your supervisor related to how well you met your listed goals and the overall impression you left on the job will also be considered when determining your grade. In your post report please go beyond the basic report requirements and reflectively think through the implications of this field as a career. Carefully review your goals before and during your Internship. Then, use them and your journals as a specific guide while completing your post report.
9. All **insurance** will be the responsibility of the parents. Parents agree to provide adequate coverage for the needs of the student intern and will not hold the school or place of business responsible in any way.
10. **Transportation** to and from the work place is the responsibility of the family. Neither CHCA nor the internship host will be responsible for any transportation liability.
11. **Parents:** It is important that you understand that **your student's internship location/environment is not Cincinnati Hills Christian Academy.** Although we believe, to the

best of our knowledge, it is a safe and positive environment. We cannot guarantee our standards are identical. You must be comfortable with the environment your student has chosen. Please talk with us, and the supervisor, if you have any questions.

12. **Feedback:** We welcome your input throughout the process. Please give us your feedback and suggestions.
13. **Internship Coordinator:** *Mr. Walker* serves to oversee our Internship Program. You may contact Mr. Walker at (513) 247-0900 X303 or dave.walker@chca-oh.org.

PRE-REPORT & GOALS PAPER

Complete a carefully thought out pre-report to be turned in along with your application. An electronic copy of this report should be saved. (No handwritten reports are to be submitted!) Your report should then include the following information (in this order) related to:

Part 1—Cover Page: Include the type of internship you are doing.

Part 2—Occupational Items:

1. Prepare an introductory paragraph including a thesis statement and why you want to be a ... (name your internship).
2. The tasks covered in this career
3. The skills and/or personality traits needed for success
4. The educational and/or training requirements
5. The occupational outlook (Note: Use the *Occupational Outlook Handbook* found in most public and college libraries and on the Internet at www.bls.gov/ocol/. Make sure it is no older than 2000—the more recent the better—for reasons we hope you understand!! On your report include an “Honor Statement” that you have read the information in the *Occupational Outlook Handbook* related to your internship.

Part 3—Honor Statement: Type in the following comment and initial it.: “I have carefully read the entry about _____ in the *Occupational Outlook Handbook* for the year _____. _____ Initials

Part 4—Goals

Compile a list of 5 – 6 specific goals for your internship. **NOTE:** reading professional journals/materials related to the profession should be an integral part of all internships.

When we review these goals we may make suggestions. You should then revise your report to include our suggestions and return a revised copy to the office and then take the revised report with you when you visit your host in October/November. Discussion of your goals should be the key part of your visit. This discussion may lead you to further revise your goals as your host may share some great items you had not considered. You should also leave a copy of your goals with your host on your pre-internship visit.

Sample Goals/Objectives: (For a medical internship)

1. Experience the specific daily tasks undertaken by a physician.

2. Interview 2-3 of the staff at your internship site regarding the personal commitment needed by successful doctor. (Most interns could use a goal like this.)
3. Read a minimum of three professional journals/magazines relevant to the field.
4. Discover what percentage of time is spent on tasks other than seeing patients or in surgery if they perform operations.

When you complete your Post-Report, you are to extract (cut and paste) the goals from your Pre-Report and assess (that is, tell us) how the goals were met, so save your Goals Paper.

CHECKLIST and GUIDELINES FOR VISITING YOUR INTERNSHIP HOST

By November 19th

1. Call your internship sponsor/host and make an appointment to visit. If possible, try not to use class time for your visits. Many of you will be able to visit after school. If you are doing your internship out of the area you may take this form with you and send it to us on the first day of your internship. However, we do recommend that you contact your host (phone or e-mail) during this October/November time frame. _____
2. Visit your host (Dress for the occasion!! Leave a good FIRST impression.) _____
 - a. **Take this “checklist” with you!!** _____
 - b. Take a copy of your pre-report with you so that you can discuss your goals with your host. **Give your host a copy of your goals.** This is a good way to let him/her know that you are serious about your internship and that you have been thinking about it seriously. Your goals will give you a good starting point to discuss your internship expectations and allow your host to plan for your internship. _____
3. Discuss with your host his/her expectations of you, what your schedule will be, and any special concerns. Make sure you are set for your first day (arrival time, where to park your car, lunch situation, appropriate attire, etc.). _____
4. Provide your host with one of our brochures. When we return your Goals Paper (graded) we will attach one of the brochures. Point out that the Coordinators’ names and contact information are on the back page. **Make sure that your host has your name and telephone number before you leave.** Print out a copy of your Goals and put your name, address, telephone number and e-mail address right on the same page. _____
5. Before leaving, thank your host for providing you this opportunity. _____
6. Please let us know if you have any concerns after your meeting with your Host.

DAILY JOURNAL

A major part of the internship experience is keeping a journal where you record your daily work tasks, terms you are learning (jargon of the job), interactions with people, experiences (successes and failures), observations, frustrations and spiritual insights. However, the journal is yours. You will sign an honor statement on the Post-Report attesting to the fact that you kept a journal on a daily basis and that it could be made immediately available to Mr. Walker when he asks to see it. You will use your journal when completing your Post-Report (due on Wednesday, January 23, 2019) extracting key experiences and insight. Some ideas for your journal are as follows:

1. What did you do today?
2. With whom did you meet? (title, responsibility)
3. What did you learn about the job?
4. What is most different from high school? (Not necessary every day)
5. What spiritual lessons have you learned today? What insights have you gained?
6. What unique experiences did you have?
7. What could you see yourself enjoying about what you did or observed today?

Think of the Journal as a diary. Please insure that you look for some daily “lessons learned.” That is, there should be some things happening to you and/or around you that will provide insights, new understanding, and growth. Record those items daily.

How you keep your journal is up to you—on a computer, in a journal book, in a three ring binder. Your journal may be handwritten. It should include the memorable moments, the experiences that can change our view of things, maybe even the direction of our lives. Some of these are stories you will share with family and friends and the incidents over which you will spend time in prayer. They will relate to what’s going on inside you! They are what will make your internships interesting.

EXPRESS OF APPRECIATION: Interns are to bring a CHCA thank you card and envelope to their workspace. Thoughtfully write a thank you note expressing your appreciation for all the time your host has invested on your behalf. It is recommended that gift card to Starbucks, Panera, etc. is included in the card as well. Both these gestures show class and your appreciation. Leave it for your host the last day you are there.

***See Next page for Post Internship Report Instructions**

POST-REPORT

Complete a second typed report summarizing your internship experience. This must be prepared after you have completed your internship. Please use the following format for the Post Report, which is due on Wednesday, January 22, 2020.

Part I—Cover Page. Include the type of internship you did.

Part II—Occupational Items: This section is the heart of the Post-Report. Do not skimp on it. Mature writing and insights should be predominant! Review your journal entries to find those items that you will end up discussing with family and friends. Also include any specific experiences that you sense we would like to know about—spiritual insights, “special” moments, etc.

1. What have you learned about the field in which you worked?
2. Did your perceptions about the field change as a result of your internship? How and why?
3. What was the most exciting part?
4. What was the worst part?
5. What are the challenges to your faith that this field might bring?
6. List several valuable lessons or things that “struck” you during your internship experience.

Part III—Honor statement and initials: Type in the following comment and initial it.

“I have kept a daily journal and it is available for your review if needed.” _____ Initials

Part IV—Goals—How were the goals listed in your Pre-Report met? Extract (cut and paste) these from your Pre-report and assess how each goal was met. (Example: Professional publications: I read several articles in the *New England Journal of Medicine* related to...)

Part V—Finally, please indicate at the end of your report if you would be willing to share a bit about your experiences in a chapel later in the year. Please include one of the following statements at the end of your Post Report:

_____ I am willing to share some of my internship experiences in a chapel.

_____ I would rather not have to share my experiences in a chapel.

* See Mr. Walker for a Rubric that spells out in greater details on how you will be graded on each component of these requirements.

CINCINNATI HILLS CHRISTIAN ACADEMY

INTERNSHIP EVALUATION

January 2020

Name of Intern: _____

Internship Title / Assignment: _____

Name of Supervisor: _____

1. Circle the number that best describes your opinion about the intern.

STRONGLY DISAGREE <<< >>> STRONGLY AGREE

Punctual in attendance.....	1	2	3	4	5
Worked well with others.....	1	2	3	4	5
Represented CHCA positively.....	1	2	3	4	5
Handled assignments competently.....	1	2	3	4	5
Motivated, eager to learn new things.....	1	2	3	4	5
Good follow through.....	1	2	3	4	5

2. What were the strengths of your intern?

3. What were the weaknesses of your intern?

4. Would you encourage the intern to pursue a career in your field? Explain.

-over-

5. What is the approximate number of hours the intern worked? (Our goal is that the hours total between 70 and 80). Please list any days absent (when the student was scheduled to be there and was not).

6. In what ways might this internship experience have been improved?

7. Briefly state your feelings regarding the effectiveness / worthiness of this internship.

1. Would you be interested in having an intern at some time in the future? If not, a brief explanation would help us in our planning.

9. Do you have any ideas or suggestions for other internships? (Profession / supervisor)

Internship Supervisor: _____ **Date:** _____

This evaluation may / may not (circle one) be shared with the intern.