



LRCA

# Internships 2019-20

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The Internship Application must be submitted by October 7, 2019.

[Apply Here](#)

All changes must be approved via the Office of Student Life



## ***Student Internship Guidelines***

### **J-Term January 6-13, 2020**

Internships at Little Rock Christian are a unique opportunity for students to observe and experience a working professional's life.

Students will have an inside advantage as they work in the industry of their choice, build a network of contacts and develop a resume for the future. There's no better way to understand a profession than by actually doing it. That's exactly what an internship offers: a chance to do meaningful, hands-on work in the field of your choice to help find your calling God has for your life.

#### **General Information**

- The student must actively participate in approximately **40 onsite hours** during the internship period. Since J-Term is January 6-13, students may intern prior to January 6, but must conclude by January 13.
- Students may only intern as a full-time intern and may not take classes while interning.
- A student **may not** intern with an immediate family member (mother or father).
- Understand that participation in the Internship Program is a privilege that involves significant student responsibility.
- Upon successful completion of the project, the student will receive **.50 credit** on the transcript.

***Note to Parents:** It is important that you understand that your student's internship location and working environment is not Little Rock Christian Academy. Although we believe, to the best of our knowledge, it is a safe and positive environment; we cannot guarantee that the standards held by Little Rock Christian Academy are the same as those standards held by the internship host or business. You must be comfortable with the environment that your student has chosen. Please understand that all insurance is the responsibility of the parent. Parents agree to provide adequate coverage for the needs of the student intern and will not hold Little Rock Christian Academy, the internship host or the internship business responsible in any manner. Also, please realize that transportation to and from the workplace is the responsibility of the family; Little Rock Christian Academy, the internship host nor the internship business will be responsible for any transportation liability.*



## ***Student Internship Instructions*** **J-Term January 6-13, 2020**

### **Before your Internship Begins**

- The Internship Application must be submitted by October 7, 2019. [Apply Here](#). **No applications will be accepted after the deadline.** Once the application has been received and reviewed, the student will receive an email confirmation with further instructions. Any changes must be submitted for approval to the Office of Student Life.
- Contact potential internship hosts and share specific requirements of the internship. This must be done ASAP; this shows interest and responsibility.
- You will be assigned a Faculty Supervisor; she or he will contact you via email with complete instructions. This will be done in October.
- Schedule a visit in person (or via telephone if your host is outside the immediate area) to the internship location in November or early December.
- Your parent will be required to complete a Verification Form; this will be sent to them after you are accepted into the program.

### **During your Internship**

- Commitment: Your internship must include approximately **40 contact hours onsite** during the internship period. you are at your internship.
- Promptness: Neither tardiness nor detentions are appropriate in the workplace. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your work supervisor if you are ill or anticipate being late. **If there is inclement weather, please discuss travel with your parents.** Don't assume your host knows that you will stay home if you cannot/should not travel- call them.
- Cooperate with your co-workers and others with whom you come in contact. Remember, you are the guest. You can learn by listening and watching as well as by doing.
- Dress for success: Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
- Represent yourself and Little Rock Christian Academy in the best possible manner, and be consistent with our school standards of conduct. Your effort, attitude and actions will affect future opportunities for our interns. *In some cases, this can be a great mission field!*

## Grading

- Evaluation will be based on successful completion of the program and project components.
- Internship Project Components
  1. **Pre-Visit Research**-This document is completed before the internship begins. The purpose is to give the intern a preview of the general career and specific information that the host requires. (5 pts.)
  2. **Resume**- The purpose of a resume is to provide a summary of your skills, abilities and accomplishments. It is a quick advertisement of who you are. It is a "snapshot" of you with the intent of capturing and emphasizing interests that your host may preview prior to the internship. (5 pts.)
  3. **Daily Journal**- For each day, write a brief summary of the experience. This must include 2 parts: the first entry is what you did for the day (your experience). The second entry is what you learned from the experience (the application). Some examples are life lessons, leadership skills, or responsibility. Other areas may be what you learned about yourself or how this experience has affected your plans for the future. To get complete credit, you must write a journal entry for each day by midnight each day of the internship. (12 pts.) NOTE- 50% deduction will be assessed if not turned on time. In other words, 1 day late will result in 1 point; afterwards will be 0 points.
  4. **Career Interview**- This is a great way to learn a little more in depth about the host and the career you are shadowing. It is suggested that you write (or print) the questions so you will be able to conduct a good interview over a cup of coffee or lunch. You ask and write the answers as it is unacceptable to ask them to complete this for you. Each question is worth 1 point. (10 pts.)
  5. **Attendance Record**- This daily record is completed by the student, signed by the host and sent by the student electronically. To do this: complete, scan and upload to Schoology. (45 pts.)
  6. **Thank You Note**- complete as directed and bring ready to mail to the HS office and place in "Internship Mailbox". No exceptions. (10 pts.)
  7. **Report**- This is a summary of your experience. This must be typed and submitted through Schoology. There are 4 main elements (see expectations below). (13 pts.)

Introduction: To get complete credit, the student must introduce the internship. This includes the location, profession and other pertinent information. 1 paragraph is sufficient. (2 points)

Overview of experience: This is basically the "what you did" section of the paper. Explain *three important tasks* that you performed during your internship. Explain your responsibilities for each task and what you learned from each task. To get

complete credit , the student must explain the interning experience and write a paragraph for each task. (5 points)

Application: This is basically the “what did I learn” section of the paper. Explain the *three most important* things you learned during the internship. These do not have to be task-oriented. These can be life lessons. What did you learn about leadership? What did you learn about responsibility? What did you learn about yourself? How has this experience affected your plans for the future? To get complete credit, the student must write a paragraph for each lesson. (5 points)

Conclusion: To get complete credit, the student must conclude the experience and paper. This is basically a summary of the experience. Like any good paper, tie it all together. 1 paragraph is sufficient. (1 points)



***Student Internship Key Dates***  
**J-Term January 6-13, 2020**

***Key Dates 2019-20***

November 12 and 14	Meet with your Faculty Supervisor (during APP)
November 22	<i>Pre-Visit Research</i> due (via Schoology)
December 6	<i>Resume</i> due (via Schoology)
January 6-13, 2020	<i>Internship</i> <i>Daily Journal due</i> (via Schoology)*
January 22, 2020	<i>Career Interview</i> due (via Schoology) <i>Attendance Record</i> due (via Schoology) <i>Final Report Due</i> (via Schoology) <i>Thank-you Note</i> due (to the HS Office “Internship” mailbox)

***There will be a 10% late penalty each week work is late.***

***\*Only 1 day late will be accepted***

***No work accepted after January 22, 2020***

*Appendix A: Sample Resume*

**Your Name**

00000 Luna Place  
Honolulu, HI 96822  
808.000.000 or [yourname@gmail.com](mailto:yourname@gmail.com)

**Objective:**

To contribute skills and recently acquired training to a CAD production position in an architectural or engineering firm offering opportunities for growth and advancement.

**Education:**

Honolulu Community College, Honolulu, HI Aug. 2011 – present

- Associate of Science degree expected May 2013
- Major in Architectural, Engineering and CAD Technologies
- Courses in construction materials, AutoCAD®, architectural planning, working drawings, Revit, 3ds Max, estimating, mechanical systems

Kalani High School, Honolulu, HI Sep. 2005 – May 2009

- Graduated June 2009, GPA 3.8
- General Education curriculum

**Experience:**

Pacific Industrial Architects, Inc., Honolulu, HI P/T Oct. 2011 – present

- Submit documents for review
- Revise and complete drawings of project architect
- Work with team members, occasionally clients and contractors

Honolulu Community College Bookstore, Honolulu, HI P/T Jul. 2010 – Oct 2011

- Cashiered and assisted students with textbook and supplies orders
- Assisted with inventory

United Parcel Service, Honolulu, HI Sep. 2009 – July 2010

- Loaded trucks for next-day delivery
- Performed general warehouse duties as needed

**References:**

Available upon request

Appendix B: Sample Thank You Note

Dear Mr./Ms. *Last Name*,

*I want to thank you for giving me the opportunity to serve as marketing intern at XYZ College's Marketing and External Affairs Office. I have gained valuable insight into the marketing industry over the past six months.*

*Because you gave me the opportunity to work on a variety of projects, I had the chance to observe numerous aspects of college marketing, from publishing magazines and brochures, to drafting email newsletters, to maintaining the college website. You and your staff were extremely welcoming and helpful, and offered me terrific career advice.*

*This internship has definitely increased my interest in pursuing a career in marketing. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing. Once again, thank you for a terrific six months.*

*Sincerely,*

*Your Signature*

Your Name

Return Address Line 1

Return Address Line 2

Stamp

Recipient Name

Recipient Address Line 1

Recipient Address Line 2