

# INTERNSHIP MENTOR GUIDE





Odyssey scholars awaken their curiosity and passion for transforming themselves and the world through rigorous interest-based learning and real-world experiences. Internships match scholars' interests and career aspirations with adults whose life and career journey will help them build self-confidence, navigate the world of work, and develop a professional network.

By participating in our internship program, you play a pivotal role in their education and you have the opportunity to make a life-long impact on the student you will be mentoring. Launching into the internship experience feeling prepared will make this a more positive experience for everyone! Please take some time to review this guide and send any questions our way.

We are grateful for your wisdom, expertise, and commitment to the long-term success of our community.

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# Reimagining High School

Today's learners face a rapidly changing future that will demand far different skills and knowledge than were needed in the 20<sup>th</sup> century. Our collective future depends on how well young people prepare for the challenges and opportunities of 21st-century life. Paramount Unified School District launched Odyssey STEM Academy as a call to action – Reimagine High School. Your participation in our internship program is essential to our success. In addition to our Internship Program, other key programs at Odyssey include:

## Advisory

Each scholar works closely with an advisor, a teacher that works with a small group of learners to build relationships and personalize learning. Your mentee's advisor is your primary contact throughout the internship. Advisors will meet with mentors and scholars 2-3 times throughout the internship.



## Sustainability

Scholars work closely with advisors using a seed-to-table approach to develop multidisciplinary, collaborative projects that address society's sustainability challenges. Ask your mentee about their projects.



## Exhibition

Three times a year, scholars present their learning to advisors, family, and community members. They commit to a personal vision, reflect on significant work, and set goals. We encourage you to participate in your mentee's exhibition during early November 2019.





# Be the Best

*"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves."* Steven Spielberg

Mentor Responsibilities	Scholar Responsibilities
<ul style="list-style-type: none"> <li>✓ Completes a one-time background check and Training Agreement</li> <li>✓ Confirms scholar attendance through ImBlaze</li> <li>✓ Notifies school about mentor or scholar absence</li> <li>✓ Does not transport scholar without approval</li> <li>✓ Holds high expectations of the scholar, establishes and holds scholar accountable for workplace expectations similar to other employees</li> <li>✓ Balances routine, menial tasks with jobsite learning</li> <li>✓ Supports the development a Learning Through Interest (LTI) plan (see page 5)</li> <li>✓ Communicates regularly with scholar and advisor (see page 4)</li> <li>✓ Holds a weekly meeting with scholar and offers kind, specific, and helpful feedback</li> <li>✓ Attends scholar exhibition if possible</li> </ul>	<ul style="list-style-type: none"> <li>✓ Completes school and mentor organization internship requirements</li> <li>✓ Arrives early to work and logs attendance through ImBlaze</li> <li>✓ Notifies mentor and advisor when absent at least 30-minutes prior to start time</li> <li>✓ Provides transportation to and from job site</li> <li>✓ Follows all workplace expectations</li> <li>✓ Completes assigned tasks and project work on time</li> <li>✓ Communicates regularly with mentor and advisor</li> <li>✓ Seeks mentor feedback and takes action on suggestions</li> <li>✓ Develops LTI project proposal with mentor and advisor</li> <li>✓ Completes LTI project and presents project to mentor and other staff</li> <li>✓ Presents LTI project at Exhibition</li> </ul>
Advisor Responsibilities	
<ul style="list-style-type: none"> <li>✓ Serves as primary contact for mentor, scholar, and school</li> <li>✓ Plans and facilitates jobsite check-in meetings</li> <li>✓ Holds high expectations of the scholar</li> <li>✓ Ensures scholar accountability for attendance, communication, and timeline</li> </ul>	<ul style="list-style-type: none"> <li>✓ Serves as LTI project manager, meeting with mentor and scholar, reviewing project proposal and timeline, reviewing drafts of work</li> <li>✓ Stays in contact with scholar's family about internship expectations and progress</li> <li>✓ Organizes and hosts Exhibition event</li> </ul>

# Communication

Your scholar's advisor is your daily school contact throughout the internship. Communicate any major issues or concerns with an intern or advisor directly to Keith Nuthall, Odyssey STEM Academy Principal, at [knuthall@paramount.k12.ca.us](mailto:knuthall@paramount.k12.ca.us) or (562) 602-8032. Advisors will meet with mentors and students on the job site at least twice to discuss program goals, LTI project, and scholar growth. The internship timeline will vary by scholar start date. All sophomore internships end on December 12, 2019.

Internship Setup	<ul style="list-style-type: none"><li>✓ Mentor completes background check, paperwork and principal visit</li><li>✓ Mentor submits Internship Training Agreement</li><li>✓ Scholar introduction email to mentor</li><li>✓ Advisor connects with mentor to establish initial onsite visit</li></ul>
Weeks 1 – 3 Learning the Ropes	<ul style="list-style-type: none"><li>✓ Mentor and scholar complete log attendance using ImBlaze and communicate accomplishments, questions, and concerns</li><li>✓ Mentor holds weekly meetings with scholar</li><li>✓ Advisor meets with mentor and scholar at job site</li><li>✓ Advisor and mentor calendar Learning Through Interests (LTI) project proposal meeting day and time</li></ul>
Weeks 4 – 6 Project Proposal	<ul style="list-style-type: none"><li>✓ Complete attendance log and hold weekly meetings</li><li>✓ Advisor holds LTI project proposal meeting with mentor and scholar</li><li>✓ LTI project approved and scholar begins</li></ul>
Weeks 7 - 10 Project Development	<ul style="list-style-type: none"><li>✓ Complete attendance log and hold weekly meetings</li><li>✓ Advisor checks in with mentor and scholar at jobsite</li><li>✓ Scholar creates and completes project</li><li>✓ Exhibition Date: Early November</li><li>✓ Mentor attends scholar exhibition if possible</li></ul>
Week 11 School Exhibition	<ul style="list-style-type: none"><li>✓ Exhibition Date: Early November</li><li>✓ Mentor attends scholar exhibition if possible</li><li>✓ Mentor complete short internship feedback form</li></ul>

# Whom To Call

Please do not hesitate to connect with us to get your questions answered or help supporting a scholar. Your scholar and advisor will provide you with a primary phone number and email address. You can always call and email Keith Nuthall, Odyssey Co-Founder and Principal, at (562) 602-8032 and [knuthall@paramount.k12.ca.us](mailto:knuthall@paramount.k12.ca.us).

Mentor Question	Advisor	Scholar	Principal
Who should I contact if the scholar doesn't show up for internship?	X		X
Who should I contact if I can't get in touch with the advisor?			X
Who should I talk to about scholar's use of downtime?	X		
Who should I talk to about professionalism issue (dress, language, etc.)	X	X	X
Who should I talk to if my intern asks me to buy him/her lunch?	X	X	
Who should I talk to if my intern isn't completing tasks?	X	X	X
Who can I share positive stories about my intern with?	X	X	X
Who should I speak to when my intern completes his/her project?	X	X	

# LTI Projects

Learning Through Interest (LTI) projects link internship experiences with scholar interests, passions, and career aspirations. The goal is to deepen a scholar’s knowledge, skills, and abilities developed during an internship by applying them in the creation of a deliverable, product, or event that benefits the organization and/or larger community. *Ideally, LTI projects are authentic, of interest to the scholar, and benefit both the scholar and mentor.*



Your role involves assisting your mentee in developing ideas for a LTI project and providing the coaching, assessment, and feedback. You are not alone in supporting LTI plans. Your scholar’s advisor will team with you to support scholars and work with them on non-internship days to produce a successful project.

## Example LTI Projects

<ul style="list-style-type: none"><li>✓ Create a video public service announcement</li><li>✓ Rebuild a carburetor</li><li>✓ Write and submit an article for publishing</li><li>✓ Create an interior home design plan</li><li>✓ Start a business social media campaign</li></ul>	<ul style="list-style-type: none"><li>✓ Design and construct a raised garden planter</li><li>✓ Develop a bakery business plan</li><li>✓ Teach and assess a science lesson and laboratory</li><li>✓ Design, facilitate, and analyze community a focus group</li></ul>	<ul style="list-style-type: none"><li>✓ Design and create a bilingual business brochure</li><li>✓ Design, cook, and host a catered lunch</li><li>✓ Develop a patient nutrition plan</li><li>✓ Test water quality and analyze results</li></ul>
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# Attendance

California Education Code requires high school scholars attend class at least 240-minutes each school day. For accountability and record keeping purposes, your scholar must check in and out on internship days. Scholars will check in and out with you using an ImBlaze smart phone application. The application sends you an email asking you to confirm the days and times the scholar works at your organization. It also provides you with the opportunity to communicate with the scholar and advisor about any accomplishments, concerns, or ask a question. Please note, scholars not able to attend work must notify their mentor and advisor at least 30-minutes prior to their start time. Should your mentee not inform you, please call your advisor and Keith Nuthall at (562) 602-8032.



## Intern Attendance Confirmation

Dear Keith\_Mentor Nuthall,

Please review and confirm or deny Keith\_Scholar Nuthall's time sheets for **Saturday, December 22, 2018**.

### Summary

Hours Logged This Week :

Hours Logged This Month: 0.0

Total Internship Hours: 0.0

 **Check In:** 12:24 PM

 CONFIRMED

 DENY

Intern Goals for the Day

Build a car

 **Check Out:** 12:24 PM

 CONFIRMED

 DENY

Intern Accomplishments for the Day

Lots of stuff

 **Break Time:** No Break Time Recorded By Student

Any comments for your student's advisor?

Share your comment with your intern?



# Frequently Asked Questions

Can mentors transport scholars during internship days? Mentors may not transport scholars in a company or personal vehicle without written approval from the parent/guardian and school district. Scholars and their families are responsible for providing transportation to and from the job site. The job site may vary on a daily basis. For more information contact Keith Nuthall at (562) 602-8032.

Can I pay my intern? Scholars earn academic credit for their internship. We consider paying interns as "double dipping" and lessening the academic experience. You are welcome to pay your intern for work they do before or after the set internship hours, including summer.

Can our intern work on Monday, Wednesday, and Friday? Internship days are limited to Tuesday and Thursday. Scholars attend classes on campus on other weekdays. Interns must work at least 4-hours each day. Mentors may negotiate longer workdays with scholars, parents, and school leadership.

Am I the only one who can work with the student? Assigned mentors are the primary person responsible. Ideally, mentors will integrate interns into your team, and they work with other team members on a day-to-day basis.

Can an intern be removed from their jobsite? Scholars are working for you and your organization, and they must meet your performance expectations. School advisors play an important role in ensuring scholar internship success. Mentors are strongly encouraged to immediately express concerns to the scholar and advisor, so a remediation plan is established. Scholars not meeting your performance expectations are removed from the placement.