

Center for Advanced Technical Studies

COURSE SYLLABUS

Course: **Senior Internship**

Book/s: **None**

Fee: **\$0.00**

Length of course: **2 semesters**

Number of Credits: **1 credit per semester**

Coordinator: **Charity Simmons**

Location: **Center Office**

Email: plauzon@lexrich5.org

Voice Mail: **803.476.8626**

Teacher: **Peter Lauzon**

Prerequisite: The applicant must meet all qualifications of the internship program. A student will not be placed until all required forms/documentation have been received.

Grading Scale

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= Below 60

Course Description:

Internships are structured work-based experiences that incorporate a strong school-based academic foundation. A senior internship provides students with the opportunity to gain practical, first-hand knowledge in broad occupational clusters or industry sectors through a structured intern experience. The internship is designed to give students an opportunity to integrate occupational and academic learning and to apply knowledge and skills learned in a classroom to actual work situations. The major purpose of a senior internship is to develop identified skills and habits to a specified career field. The student will increase competencies in their career interest area, narrow or confirm occupational interest areas and develop strong work habits and soft skills that lead to successful work experiences. Additionally, students will improve communication, interpersonal, problem-solving and teambuilding skills while gaining a better understanding the correlation between school-based theory and content and workplace application of skills. Ultimately students will develop an awareness of community resources and career opportunities available to them. Students participating in the senior internship program may or may not receive wages and credit may be earned upon satisfactory completion on the internship. The School to Work Transition Act of 1994 has determined the requirements for internships.

Course Requirements:

- A. Forms** - Complete and return all required information forms to the Internship coordinator before reporting to the internship site.
- B. Reports** - A report of your work experiences is required **biweekly**. This report includes the hours worked as well as a summary of work completed at the internship site. The biweekly report is due the first day of the week following the reported week. **Weekly Report time and journal sheets will be shared via the Internship Google classroom.**
- C. E-Portfolio** - Create an e-portfolio using **Google sites** that documents project work at the intern site. A template will be provided and may include the following items plus Internship project-specific items.
 - Learning plan
 - Workplace project
 - Workplace project descriptive essay
 - Letters of recommendation from internship mentor and one other
 - Employer evaluations
 - Documentation of learning plan
 - Updated resume
 - Pictures with captions of explanation
 - Samples of work done
- D. Intern Conferences** - Each 9 weeks interns will meet with the Internship Coordinator to discuss the internship and to check the progress of the intern e-portfolio and final project. Students choose the dates for their conferences and a grade will be given for attendance.

Grading:

You will be graded based on the following:

- A minimum of **120 hours** logged at intern site per **semester**
- Bi-Weekly reports
- 9 weeks Intern conferences
- Employer and Coordinator evaluations
- Completed Google site e-portfolio by the end of the semester or year, depending on student enrollment.

In order to do well during a 9-week grading period you must:

- Complete all weekly reports via the Google Classroom turn in system by the stated due date
- Complete weekly reports neatly and in a manner you would use in the workplace
- Receive *at least* an overall "proficient" rating from your worksite mentor
- Complete all scheduled Intern conferences satisfactorily
- Maintain and present your e-portfolio of experiences and achievements at the end of each 9 weeks
- Demonstrate progress on your final project

Late work:

Late work is accepted without penalty if the student is absent on the day it is due. Late work received not as a result of absence will be accepted with a 10-point penalty per day late.

Attendance:

Any student absent from class more than 5 times for a year-long course or 3 times for a semester course will not receive credit for the course.

School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000.

Center for Advanced Technical Studies

COURSE SYLLABUS

Senior Internship Program

Student Name _____

Student E-Mail Address _____

Student Mobile Phone Number _____

Parent Names _____

Home Phone Number _____ Work Phone Number _____

Parent E-Mail address: _____

Parental Preferred Contact method _____

I have read and am familiar with course requirement/syllabus for Senior Internship

Parent Signature

Date

Student Signature

Additional information parent wishes teacher to know:

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