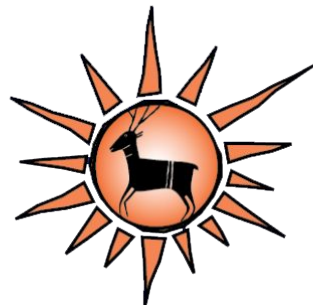


STUDENT SIGN In in at ww.dvUSD.org/cte/interns

Internship Orientation

All Documents available at www.dvUSD.org/cteinterns



DEER VALLEY
Unified School District

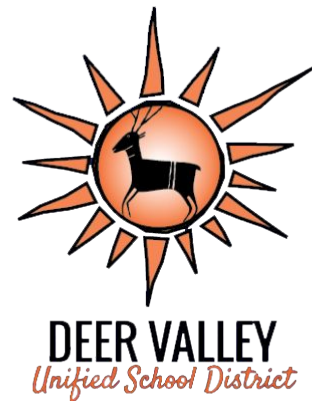


**Career & Technical
Education**
Empowering Success



Welcome and Introductions

- Jayme Fitzpatrick, Career & Technical Education Manager
- Debby Kidwell, Career & Technical Education Curriculum Specialist
- Internship Coordinators



Meet Your Internship Coordinators



□ BCHS - Mrs. Blagg
amanda.blagg@dvusd.org



□ BGHS – Mr. Carpenter
Travis.Carpenter@dvusd.org



□ DVHS – Mrs. Tumey
carey.tumey@dvusd.org



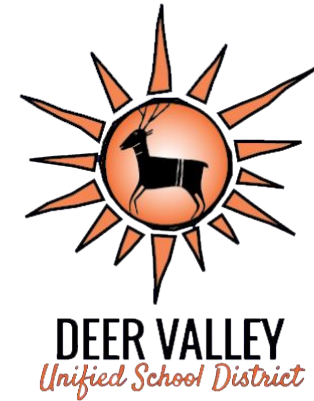
□ MRHS – Mr. Samaniego
Jeffrey.Samaniego@dvusd.org



□ SOHS – Ms. Budde
Sandy.Budde@dvusd.org

Agenda

- Internship Overview
- Aspire & My Hours
- Internship Sites
- Internship Course
- Internship Documents
- Work Based Learning Tracker
(Major Clarity)
- Q & A



Aspire and Time Logs (myhours.dvusd.org)

MyHours Online Attendance

In accordance with ASRS-15-901 and ASRS-15-808, ALL Aspire students are required to submit weekly attendance time logs for each course.

AOI students must work at least the minimum number of hours a week to comply with state attendance statutes and remain in the program:

- Kindergarten: 10 hours per week
- 1st-3rd Grade: 20 hours per week
- 4th-6th Grade: 25 hours per week
- 7th and 8th Grade: 5 hours per **course**, per week
- 9th -12th Grade - 7 hours per **course**, per week
- Attendance hours includes time on the computer, research, reading, writing, reviewing and completing assignments

If a student goes more than 10 days without completing their MyHours log and/or 10 days without logging into Canvas and participating in coursework, they will be dropped or withdrawn from Aspire Academy.

How to log attendance in MyHours:



MyHours Attendance Directions

1. Log on to <https://myhours.dvusd.org/>
2. Sign in with your school computer username and password (student ID/Lunch number)
3. Select the week that you are reporting
4. Record the amount of hours per day you spent on each course
5. Submit attendance form **every Sunday**
6. If you have missing attendance, the Aspire office staff will send out a weekly email
7. Your responsibility is to log your hours each week

Aspire and Time Logs (myhours.dvusd.org)

The screenshot shows the Canvas LMS homepage for Deer Valley Unified School District. The browser address bar shows 'dvusd.org/canvas'. The page features a navigation menu with 'Home', 'Our District', 'A - Z Guide', 'School Information', 'Departments', 'Governing Board', and 'Calendar'. A sidebar on the left lists 'Instructional Technology' and '1:1 Student Devices'. The main content area is titled 'Sign in to Canvas for DVUSD. Select your role:' and includes three sign-in buttons for 'Student', 'Teacher / Staff', and 'Parent / Guardian'. Below this, it states 'Canvas is DVUSD's learning management system.' and lists several features.

Home » A - Z Guide » Instructional Technology » Instructional Technology » Digital Platforms » Canvas LMS

Sign in to Canvas for DVUSD. Select your role:

[Sign In Student](#) [Sign In Teacher / Staff](#) [Sign In Parent / Guardian](#)

Canvas is DVUSD's learning management system.

This platform provides a central place for teachers to collect and deliver content. It also connects students to digital resources and materials and allows students the opportunity to virtually collaborate.

Here are just a few features of Canvas:

- Communication tools for discussions, updates, and student support
- Several options for content and assignments
- Integrates external resources and apps
- Functionality on a variety of devices

The screenshot shows the Canvas single sign-on page for Deer Valley Unified School District. The page features the district logo and the text 'SINGLE SIGN-ON'. Below the logo, there is a field for 'Enter your username and password'. The main heading is 'Enter your username and password'. Below this, there is a message: 'A service has requested you to authenticate yourself. Please enter your username and password in the form below.' The form includes fields for 'Username' and 'Password', and a 'Login' button. There is also a small icon of a person with a gear next to the login button.

DEER VALLEY Unified School District

SINGLE SIGN-ON

Enter your username and password

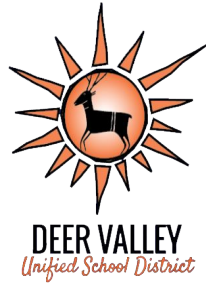
Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

Login



Internship Overview

- ☐ Structured work experience
- ☐ Application of all skills from your CTE program
- ☐ Paid or unpaid work experience
- ☐ In-Person, Virtual, or Hybrid experience
- ☐ Minimum of 5 hours per week

Internship Sites

Procedure for securing an internship:

1	Student establishes connection and received commitment from an internship site.	By August 9, 2024 or earlier
2	CTE program teacher and internship coordinator assist student in identification of an internship site.	By Friday, August 16, 2024
3	Student sets up a school-based internship (with job description, responsibilities, and schedule).	By Friday August 23, 2024

PAPER form due to internship coordinator by Friday, August 9th.

**Dates subject to change based on online program timelines.

Internship Placement Examples



Off-Site (Preferred, many are paid positions)

- ❑ JW Marriott, Desert Ridge (*Culinary, Hospitality, Marketing*)
- ❑ Starbucks (*Culinary, Hospitality, Marketing*)
- ❑ Athletico or ATI Physical Therapy
- ❑ Bright Horizons Preschools or DVUSD Community Ed (*Early Childhood Education, Education Professions*)
- ❑ RYNO (*Software or Web Page Development*)
- ❑ Code Ninjas (*Software & App Design or AP Computer Science A*)
- ❑ Grads Photography (*Marketing*)
- ❑ Kegbuilt (*Accounting, Digital Media, Marketing*)
- ❑ West-Mec
- ❑ Arizona Biltmore Resort





West-MEC Internship

If your students are looking for an internship, look no further...

Where is the internship at?

Start @ West-MEC, 5405 N. 99th Ave

Who would your students be working with?

- One of several departments in the West-MEC Corporate Office:
- Professional Development
- Communications
- Student Services

What would your students be doing?

Great question, see below:

- Word processing
- Graphic design
- Video editing
- Data entry
- File management
- Research

Apply Here!!!





Success is closer than you think. Develop skills today to achieve your dream career!

What is the value of an internship?

- Apply your skills in a real-world setting so that you have a head start towards securing employment
- Create connections with employers who can open doors for future job opportunities
- Discover your passions and learn new skills on your way to professional advancement
- Add meaningful bullets to your resumé so that you are a step ahead when applying for jobs



How to Start

- ✓ Submit Application
- ✓ Interview and get matched
- ✓ Complete onboarding
- ✓ Start your internship

Requirements

- Completion of at least two consecutive CTE courses within the same program
- Ability to complete 120-240 hours throughout senior year
- Commitment to develop a professional resume
- Plan for reliable transportation
- On track to graduate
- In good standing with attendance, discipline, and academics



Visit link below for video and more information:
<https://elevateedaz.com/students/internships/>

Communications & Community Engagement Internship

- Share the stories of DVUSD students, staff, and schools.
- Students interested in careers in the fields of graphic design, journalism, media production, or marketing will thrive in this environment.
- Get hands-on education and experience during the school year.
- In addition to real-world experience, student will get career guidance in the form of portfolio and resume reviews from a staff with more than 75 years of experience in marketing and media fields.
- Get paid!

For more information on this opportunity, email Matt Sammon at matthew.sammon@dvusd.org.





Kegbuilt Internships

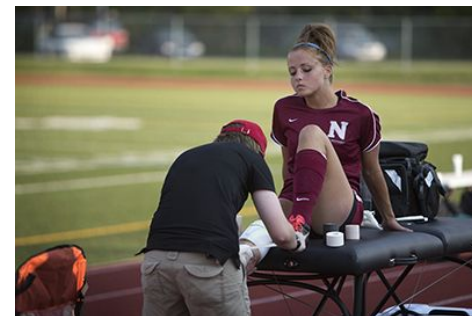
KEGBUILT is a leading educational curriculum and e-commerce site based in Arizona, United States. We specialize in providing a wide range of student performance packages, curriculum and materials for high schools, colleges, and trade schools. Our mission is to help students learn and practice industry competencies with the right tools and materials. At KEGBUILT, we believe that education is the key to unlocking doors to career success. That's why we offer quality products and services to our customers to make learning fun and engaging.

Seeking interns to support Accounting, Media & Communications, Customer Service, and Order Processing

email resume and interest to: kevin@kegbuilt.com

Internship Placement Examples (Continued)

- **Campus Based (Limited and Unpaid)**
- Athletic Training (*Sports Medicine*)
- Student Store / School Based Enterprise Management (*Limited per campus – Marketing, Hospitality, Graphic Design, Engineering, Media*)
- Culinary Arts Restaurant – Avenue 27 (*BGHS – with Chef permission only*)
- See Campus Coordinator for additional opportunities.

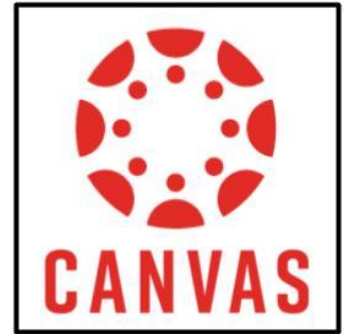


Internship Course on Canvas

Schedule of Due Dates is provided for each semester.
Use Aspire for online submission of documentation.

Assignment Types (Coursework & Assessments):

- Mentor Evaluation Reports (Quarterly) – FINAL EXAM
- Training Plan Development, Tracking, & Fulfillment
- Weekly Activity / Hour Reports & Verification (Work Based Learning Tracker ...
Major Clarity)
- Reflections (6 per semester)
- Scheduling and Completion of Quarterly Eval. Visits
- Training Agreement



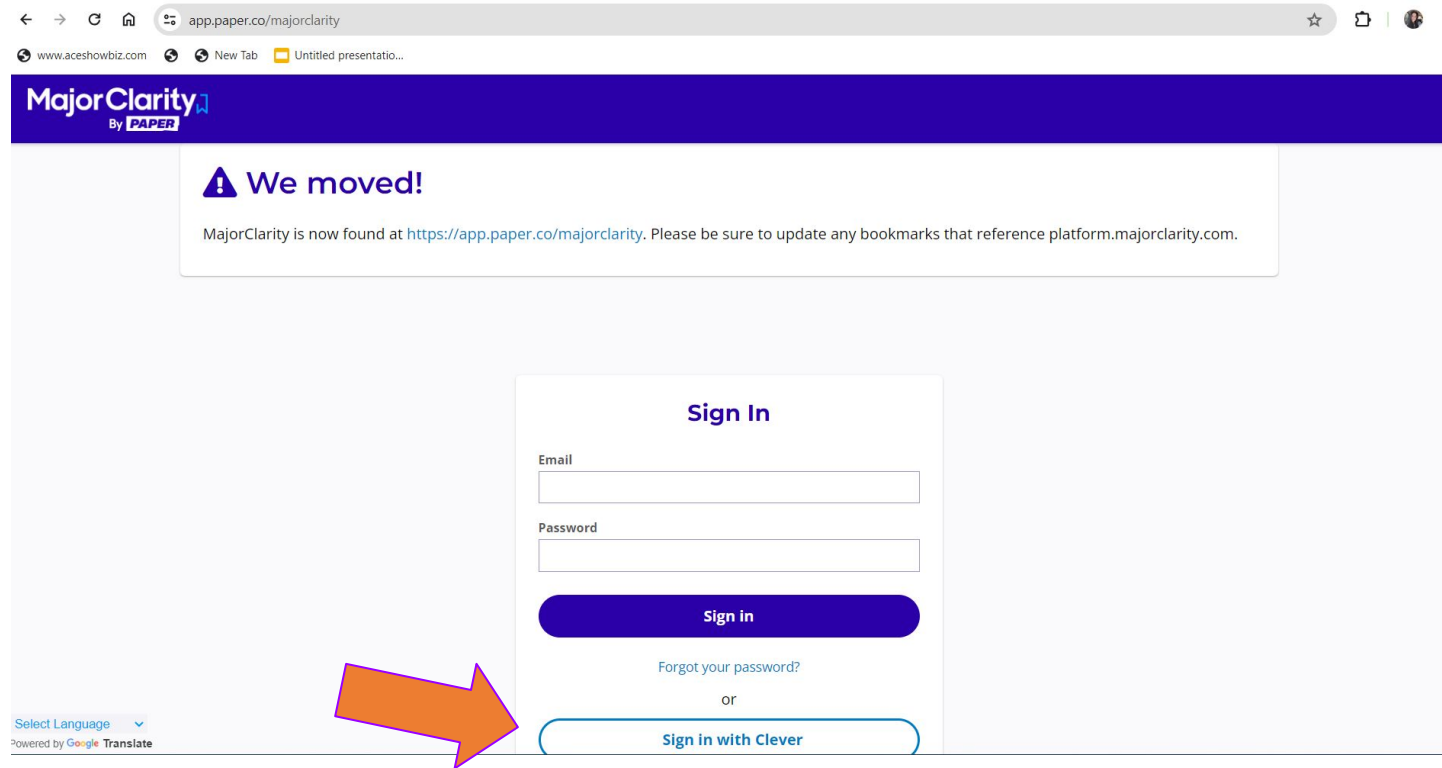
Internship Documents

visit www.dvUSD.org/cteinterns

- Program Agreement
- Training Plan
- Trainee Evaluation Report
- Weekly Hours in Major Clarity
- Quarterly Hours Verification
- Mentor Packet



Major Clarity and Work Based Learning Tracker



The screenshot shows a web browser window with the URL `app.paper.co/majorclarity`. The page features a purple header with the logo "MajorClarity By PAPER". A notification box at the top states "We moved!" and provides the new URL: `https://app.paper.co/majorclarity`. Below the notification is a "Sign In" form with fields for "Email" and "Password", a "Sign in" button, a "Forgot your password?" link, and a "Sign in with Clever" button. A red arrow points to the "Sign in with Clever" button. In the bottom left corner, there is a "Select Language" dropdown menu and a "Powered by Google Translate" notice.

Meeting Your Campus Internship Coordinator

- **Boulder Creek** - Collaboration A - near Garage Door
- **Barry Goldwater** - Collaboration A near Glass Wall
- **Deer Valley HS** - Near windows to Learning Lab
- **Mountain Ridge** - Learning Stairs
- **Sandra Day O'Connor** - Tall tables with Green Chairs

