

Internships



at Westerly High School

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Overview

Student internships provide our learners with the opportunities to work in an area of their interest, in a specific industry, business, or occupation with the purpose to deepen the student's skill and understanding of the field chosen.

While developing both academic and career skills, our interns are able to demonstrate our 5 foundational Student Learning Objectives

Communicating Effectively
Critical Thinking
Research
Problem Solving
Self-Reflection

INTERNSHIP PROGRAM INFORMATION

Internship Positions Available: Internship opportunities are available in most areas of study. Students are responsible to create their own internship experience within the program guidelines. The program will mirror many aspects of the senior project program.

Eligibility: A candidate must be a senior student in *good standing*.

General Information: Interns are expected to work between 5 and 10 hours a week during each semester the student is enrolled in the internship. Interns may receive academic credit upon submission of all assessments and journals, and completion of the Individualized Internship Learning Plan and a public presentation. All interns are subject to applicable employee rules, and the RI Department of Labor and Training guidelines for the employment of minors.

After determining individual career interests, students will collaborate with the Internship Coordinator to discuss learning goals and locate a suitable placement.

Internships can be arranged within a business organization, an independent contractor, a community or non-profit organization, or even within the school district.

General Requirements for Students:

- All students must attend his/her internship on the assigned dates and times.
- Students are welcome to log additional time at his/her internship, after school hours.
- All internship dates/times will align with the WPS Academic School Calendar.
- Students must self-report absences by calling both his/her internship supervisor and WHS Program Coordinator to report any tardiness or absence.

A completed packet includes the following:

- A finalized résumé and cover letter describing the requested internship
- Internship Contract
- Workplace Agreement
- School / Internship Supervisor Agreement
- Internship Application Form
- Individualized Internship Learning Plan
- Medical information form
- Transportation Agreement

Expectations:

- Students must submit a weekly journal every Wednesday. Journals should be e-mailed to the program coordinator
- Students must submit bi-quarterly timesheets, signed by their internship supervisor.
- The Intern must have the STUDENT APPLICATION FORM approved prior to starting the program.
- The Intern must present the mentor with the mentor responsibilities list, the internship learning plan and mentor evaluation form prior to program approval.
- The Intern must conduct him- or herself in a professional manner and must act ethically and responsibly in accordance with the standards set forth by the employer.
- The Intern will complete the self-reflection

General Requirements for Parent/Guardian:

- ❖ Sign Parent Consent Form.
- ❖ Sign Internship Contract.
- ❖ Sign School/ Internship Supervisor Agreement.
- ❖ Sign Workplace Agreement.
- ❖ Complete and notarize transportation agreement
- ❖ Complete medical information form

General Requirements for Internship Supervisor / Work Site:

- ❖ Maintain contact and discuss any questions or concerns with school liaison.
- ❖ Place student in a positive working environment where skill development is emphasized.
- ❖ Provide necessary safety instructions and protective equipment.
- ❖ Follow Child Labor Laws.
- ❖ Sign bi-quarterly time sheets.
- ❖ Provide school and student with feedback of learning and performance
- ❖ Sign School/Internship Supervisor Agreement.
- ❖ Sign Workplace Agreement.
- ❖ The mentor must read the Individualized Internship Learning Plan and agree to sponsor the student.
- ❖ The mentor must make the student aware of any potential risks inherent to working at the internship.
- ❖ The mentor is required to complete the internship evaluation of the student apprentice.
- ❖ The intern must be provided with the opportunity to become an integral part of the daily activities of the organization.
- ❖ The mentor must be willing to guide and assist the intern in the successful completion of the internship plan.
- ❖ The mentor must make the intern aware of the professional and ethical standards regarding their position in their organization.

WESTERLY HIGH SCHOOL

Internship Contract

The internship program is graded as pass/fail.

Students must fulfill the following requirements to receive a passing grade and credit:

- Students must submit a weekly journal every Wednesday. Journals should be e-mailed to the program coordinator
- Students must submit bi-quarterly timesheets, signed by their internship supervisor.
- The Intern must have the STUDENT APPLICATION FORM approved prior to starting the program.
- The Intern must present the mentor with the mentor responsibilities list, the internship learning plan and mentor evaluation form prior to program approval.
- The Intern must conduct him- or herself in a professional manner and must act ethically and responsibly in accordance with the standards set forth by the employer.
- The Intern will complete the self-reflection
- The Intern will collect evidence of successful completion of internship assignments
- The Intern may be expected to present the evidence of successful completion in a formal or informal way.

Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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Program Coordinator Name	Program Coordinator Signature	Dat
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Workplace Agreement

The Westerly High School Program Coordinator will work with the student and the Internship Supervisor to plan a meaningful and positive learning experience for the student.

Student Name: _____ Student Cell Phone: _____

Student Address: _____

Parent Name: _____ Parent Cell Phone: _____

Internship/Business/Company Name: _____

Internship/Business/Company Phone: _____

Internship/Business/Company Address: _____

Internship Supervisor: Title: _____

Internship Supervisor Phone: _____

Internship Supervisor Email: _____

Beginning Date: Ending Date: _____

School / Internship Supervisor Agreement

This document serves as an agreement between the Westerly High School Learning and the internship supervisor/student intern.

Expectations of intern:

- Be regular and punctual in attendance
- Dress appropriately
- Complete assigned work tasks (from internship supervisor)
- Abide by company policy
- Abide by WHS Student Handbook
- Display a courteous, cooperative attitude, and willingness to work
- Contact your internship supervisor and Program Coordinator to report absence or tardiness
- Submit bi-quarterly timesheets, signed by internship supervisor
- Submit additional assignments

Expectations for Internship Supervisors

- Place student in a positive learning environment where skill development is emphasized
- Provide necessary safety instructions and protective equipment
- Follow Child Labor Laws
- Immediately contact Program Coordinator if student does not attend internship
- Sign bi-quarterly timesheets
- Evaluate student two times per internship length
- Maintain contact and discuss any questions/concerns with the Program Coordinator
- Sign workplace agreement

_____	_____	_____
Student Name	Student Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

_____	_____	_____
Internship Supervisor Name	Internship Supervisor Signature	Date

_____	_____	_____
Program Coordinator Name	Program Coordinator Signature	Date

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume to the program coordinator. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Application Deadlines: Semester 1 applications are due June 1st; semester 2 applications are due December 20th.

Mentor Evaluation: The site mentor/supervisor is the critical judge of how well the intern handles responsibilities and develops professionally during the semester. Feedback from both the mentor and the intern will be essential for the Internship Coordinator to make an accurate final assessment. The intern will continuously communicate with the site supervisor regarding the achievement of the internship objectives and not solely rely on the bi-weekly memos.

Internship Grading

The internship grade is a pass / fail. The following will be considered as part of the grade: submission and assessment of student journals, mentor evaluation, student self-assessment, internship projects, and possible presentation.

The intern will meet with the Internship Coordinator as needed and submit their journal for assessment. During these meetings the student will be asked to address points posted in their journal, do research, and respond to attainment of their learning objectives. At the end of the semester the student will be scheduled to meet with the Coordinator about their learning goals and internship project in a formal or informal way. The student must submit all assessments and final journal prior to the scheduling in the final presentation.

Journal and Self Scoring

Weekly journal entries are required that address challenges, goals and obstacles encountered. The journal will assist the intern with the self-assessment.

The journal has four main purposes:

1. To provide a vehicle to strengthen the Intern's written communication skills
2. To provide feedback to the Internship Coordinator and the Site Supervisor.
3. To make sure the intern is analyzing his or her progress periodically.
4. To provide a future reference for the Intern with the project and presentation.

The journal must address the following:

1. How the tasks completed in the previous week contributed to or hindered the completion of objectives contained in the internship plan
2. Plans for the next week
3. The progress regarding personal goals, as well as personal aspects that the intern needs to improve, change, or eliminate in order to progress in the future.

Note: The journal must be typed and emailed to the program coordinator by Wednesday of each week.

WESTERLY HIGH SCHOOL INTERNSHIP APPLICATION FORM

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Are you requesting high school credit? _____

Dates available to perform internship: _____

Academic Standing: (GPA) _____

Social and Civic Standing: (Attendance, discipline, and community service)

Dean signature _____

Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: _____ Address: _____

Telephone Number: _____

Supervisor : _____ Position Title: _____

Description of duties:

Start Date: _____ End Date _____

Next Recent Employer: _____ Address: _____

Telephone Number: _____

Supervisor : _____ Position Title: _____

Description of duties:

Start Date: _____ End Date _____

References

Name: _____ Telephone Number: _____

Company/School: _____ Know how long: _____

Relationship: _____

Name: _____ Telephone Number: _____

Company/School: _____ Know how long: _____

Relationship: _____

Name: _____ Telephone Number: _____

Company/School: _____ Know how long: _____

Relationship: _____

Individualized Internship Learning Plan

Name: _____

Internship Title: _____ Date of Internship: _____

Mentor's Name: _____ Mentor's Title: _____

Mentors' Address: _____ Mentor's Phone: _____

Mentors email: _____

Purpose of the internship:

Learning objective of the internship:

How will objective attainment be documented?

Student Signature Date

Parent Signature Date

Mentor Signature Date

Counselor Signature Date

Internship Coordinator Signature Date

WESTERLY HIGH SCHOOL INTERNSHIP PROGRAM

FIELDWORK TIME LOG

Intern: _____ **Mentor:** _____

Date	Number of Hours	Description of Work	Mentor's Initials

Total Hours: _____

As a mentor, I verify that the student spent a minimum of fifteen (15) hours on his/her fieldwork.

Mentor Signature: _____ **Date:** _____

Supervisor Evaluation of Student Intern

Student Name: _____ Date: _____

Internship Supervisor Name _____

Internship Location: _____

Please complete the following. Thank you in advance for your cooperation.

Standard	Excellent	Good	Fair	Poor
Level of Interest				
Communication skills				
Reliability (attendance, punctuality)				
Cooperation				
Contribution				
Motivation				
Attitude				
Honesty/Integrity				
Appearance				
Fosters positive working relationships				
Level of commitment				
Uses feedback constructively				
Practices safety				
Receptive to new ideas				
Evidence of learning				

Did the student intern meet your expectations? (Please check one) Yes No

If no, please explain

Student's Strengths:

Student's Challenges:

Is there any additional information that you would like to share with the Internship Coordinator?

Internship Supervisor Name

Internship Supervisor Signature

Date

**Westerly High School Student Internship Program
Student Medical History**

Student: _____ **Year of Graduation:** _____ **Guidance Counselor:** _____

The following health history, including limitations, is requested in order to give individuals the attention that might be needed:

Difficulty with: Vision _____ Hearing _____ Does student require medication? _____

Any restriction to activity for medical reasons? _____

Health Insurance Company _____

Policy Number _____

I hereby authorize the school to secure emergency medical treatment.

I will assume all financial responsibility: Yes _____ No _____

Consent for treatment of a Minor:

I, _____, being the parent/guardian of _____,

Give my consent for pre-employment or routine physicals, required laboratory work, immunizations, and x-rays of this minor. In addition, I give my consent for work-related emergency medical and surgical treatment for this minor in the event that such treatment becomes necessary. I grant my permission for treatment in a licensed hospital by a licensed physician and the physician's assistant and designees, including such hospital personnel as the physician may deem necessary. I understand that hospital personnel will take reasonable attempts to contact me before initiating hospital emergency treatment.

I am aware that the practice of medicine is not an exact science and that no guarantees can be made concerning the results of treatment. The minor named in this consent may receive all treatment provided according to generally accepted standards of medical practice with a the following limitations (if none, write none please)

My consent is effective for the minor's duration of this school-based and work-based learning activity, and/or until the minor reaches eighteen years of age, or becomes an emancipated minor. I will assume all financial responsibilities.

Signatures of Parent/Legal Guardian: _____ Date: _____

**Internship Program
Student Medical History Continued**

Address of Parent/Legal Guardian

(Please Print)

Workplace of Mother/Legal Guardian

Name

Name

Street Address

Street Address

City State Zip

City State Zip

Phone Number

Phone Number

Additional Emergency Contact

Workplace of Father/Legal Guardian

Name/Relationship

Name

Street Address City State Zip

Name of Workplace

Phone Number

Phone Number

Family Doctor/Health Care Provider

Preferred Surgeon

Name

Name

Phone Number

Phone Number

Health Insurance Coverage

Preferred Hospital

Name of Insurance Coverage

Name

Policy/Group Plan Number

Phone Number

Westerly High School Internship Program

TRANSPORTATION AGREEMENT

I give permission for my son / daughter: _____
(Print full name)

to drive to their Internship learning site using his / her own car. I realize the car's registration, inspection, and insurance must be valid and available upon request. The student assumes all responsibility and the school and it's representatives will be held harmless in case of any accident.

OR

I agree to provide the transportation for my son / daughter to work-based learning experience.

Parent/Guardian's Signature

Date

Car registration

Automobile insurance provider

Insurance Co. phone number

Notary: _____

Seal:

INTERNSHIP SELF EVALUATION FORM

Name:			
Internship Job Title:			
Mentors Name:		Date:	

Please fill out the remainder of this form with your honest assessment of your job performance in the past twelve months to the best of your ability. The information on this form will be used in your performance appraisal and in judging your job performance. Return this form one week prior to your evaluation meeting with your direct supervisor to allow time for preparation for the performance appraisal meeting. Feel free to attach additional pages if necessary.

1. If you were to write a description of your on-the-job duties, what would be the top three duties?

2. What do you feel have been your greatest achievements during the internship? How did you go about creating these successes for yourself?

3. What were the greatest weaknesses in your job performance during the internship? How did you act to minimize these weaknesses?

4. What do you think your strongest collaborative efforts during the internship? Give an example.

5. What do you believe your coworkers could do to aid in your performance?

6. What are steps your supervisor could take to help you improve your performance?

7. Where would you like to focus your professional development efforts?

8. If you had an opportunity, what areas would you like to work in?

9. Rate yourself against the 5 Applied Learning Standards: Research, Communication, Critical Thinking, Problem Solving and your ability to self-assess? Include evidence to support your rating

10. Is there any additional information you would like to share?

PRESENTATION CONTENT

Below are some guiding questions to help you formulate your presentation. These are some areas that may be useful to start brainstorming.

- What is your internship and what connection do you have to the internship?
- Did you encounter any roadblocks while working on the internship? How did you work to overcome these obstacles?
- Who was your mentor and what role did he/she play in helping you complete your internship? Did anyone else contribute to your success? How?
- What did you learn from internship? How did you grow as a lifelong learner from your internship?
- What examples can you provide to show how your internship achievements connect to courses or assignments given at WHS? How did those courses or assignments help to provide the skills needed to complete your internship?
- What is your visual? How does it define/display your internship?
- **WHAT IS YOUR “LEARNING STRETCH”?**

INTERNSHIP PRESENTATION

STUDENT'S NAME:

DATE:

TIME:

- **Define your Learning Objective.**

Score:

1	2	3	4	5
<i>Did not Answer to Satisfaction</i>	<i>Minimally Answered</i>	<i>Moderately Answered</i>	<i>Answered Question Satisfactorily</i>	<i>Exceeds Expectations of Question</i>

Comments _____

- **Did you accomplish your Learning Objective?**

Score:

1	2	3	4	5
<i>Did not Answer to Satisfaction</i>	<i>Minimally Answered</i>	<i>Moderately Answered</i>	<i>Answered Question Satisfactorily</i>	<i>Exceeds Expectations of Question</i>

Comments _____

- **How was it accomplished?**

Score:

1	2	3	4	5
<i>Did not Answer to Satisfaction</i>	<i>Minimally Answered</i>	<i>Moderately Answered</i>	<i>Answered Question Satisfactorily</i>	<i>Exceeds Expectations of Question</i>

Comments _____

- **Did you observe any obstacles & what is the evidence of said obstacles?**

Score:

1	2	3	4	5
<i>Did not Answer to Satisfaction</i>	<i>Minimally Answered</i>	<i>Moderately Answered</i>	<i>Answered Question Satisfactorily</i>	<i>Exceeds Expectations of Question</i>

Comments _____