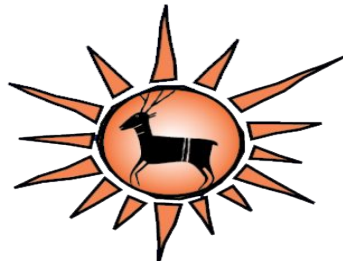


Internship Orientation

STUDENT SIGN IN:



url.dvUSD.org/4e81e254



DEER VALLEY
Unified School District

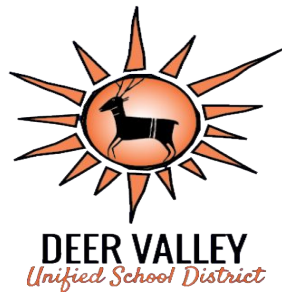


**Career & Technical
Education**
Empowering Success



Welcome and Introductions

- Jayme Fitzpatrick, Career & Technical Education Manager
- Debby Kidwell, Career & Technical Education Curriculum Specialist
- Shawna Ciha, 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



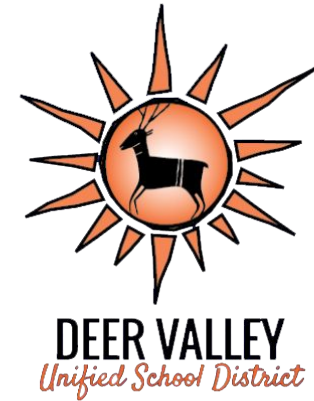
□ MRHS – Mr. Samaniego
Jeffrey.Samaniego@dvusd.org



□ 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)

[Home](#) » [About Us](#) » [School Information](#) » [MyHours - Online Attendance](#)

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their MyHours log and/or 10 days without logging into Canvas and participating in coursework, they will be dropped or withdrawn from Aspire Academy.

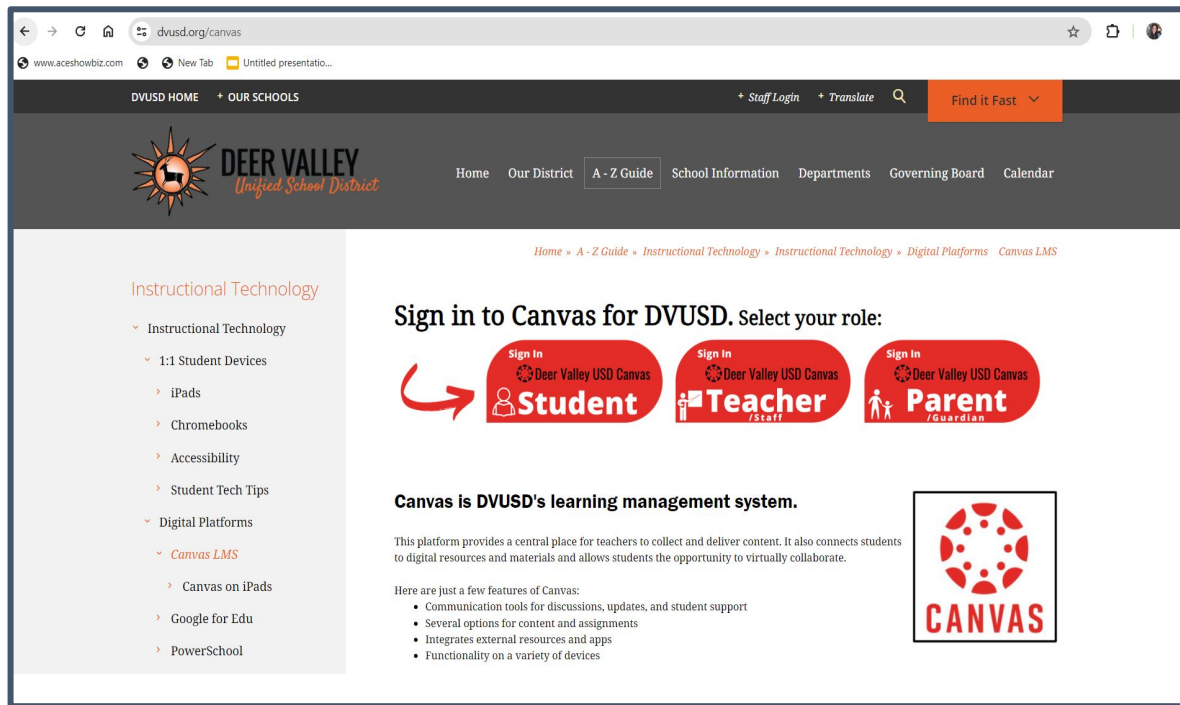
How to log attendance in MyHours:



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 My Hours Logs (myhours.dvusd.org)



The screenshot shows the Canvas LMS homepage for Deer Valley Unified School District (DVUSD). The header includes the district logo and navigation links: Home, Our District, A-Z Guide, School Information, Departments, Governing Board, and Calendar. A sidebar on the left lists categories under 'Instructional Technology', including '1:1 Student Devices' (iPads, Chromebooks, Accessibility, Student Tech Tips) and 'Digital Platforms' (Canvas LMS, Canvas on iPads, Google for Edu, PowerSchool). The main content area features a 'Sign in to Canvas for DVUSD. Select your role:' section with buttons for Student, Teacher, and Parent. Below this, it states 'Canvas is DVUSD's learning management system.' and provides a brief description of the platform's purpose and features.

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

Sign in to Canvas for DVUSD. Select your role:

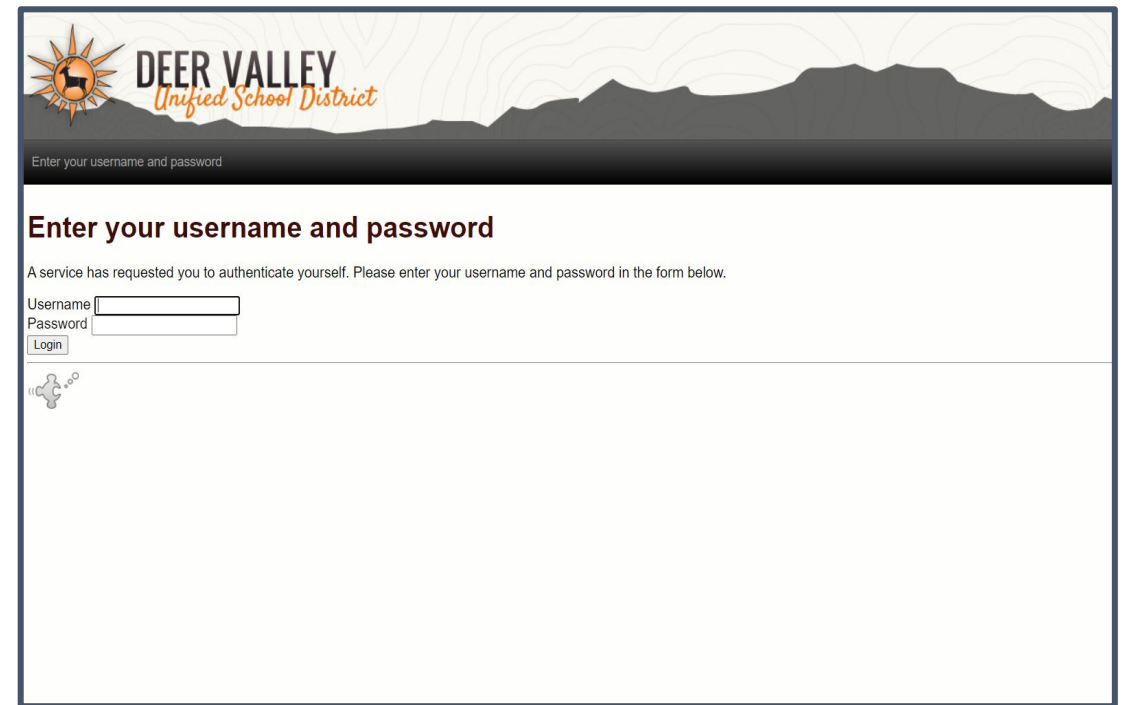
Student **Teacher** **Parent**

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 login page for Deer Valley Unified School District. The header features the district logo and a navigation bar. Below the header, there is a section titled 'Enter your username and password' with a message: 'A service has requested you to authenticate yourself. Please enter your username and password in the form below.' The login form includes fields for 'Username' and 'Password', and a 'Login' button. A small icon of a person with a plus sign is visible below the password field.

DEER VALLEY
Unified School District

Enter your username and password

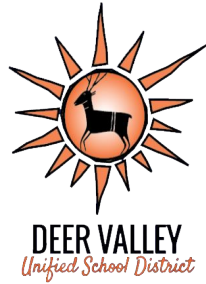
Enter your username and password

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 8, 2025 or earlier
2	CTE program teacher and internship coordinator assist student in identification of an internship site.	By Friday, August 15, 2025
3	Student sets up a school-based internship (with job description, responsibilities, and schedule).	By Friday August 22, 2025

PAPER form due to internship coordinator by Friday, August 8th.

****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

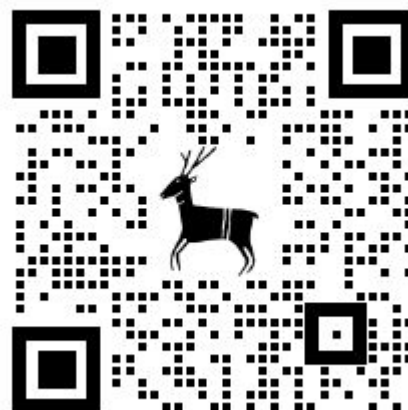
Who would your students be working with?

- 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



url.dvusd.org/1172da4e



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

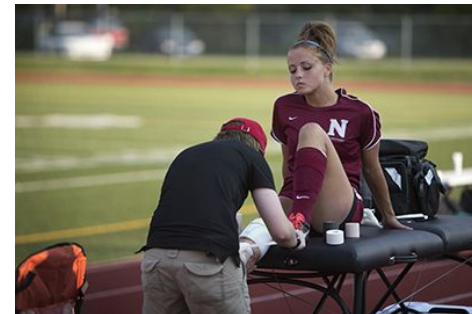
- Completion of at least two consecutive CTE courses within the same program
- Ability to complete 120-240 hours throughout senior year
- Commitment to develop a professional resume
- Plan for reliable transportation
- On track to graduate
- In good standing with attendance, discipline, and academics

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



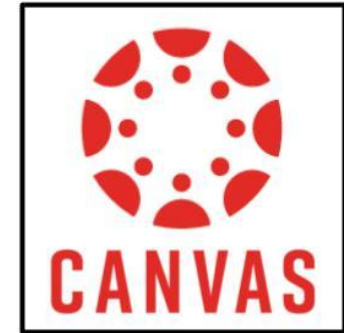
Internship Placement Examples (Continued)

- **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):

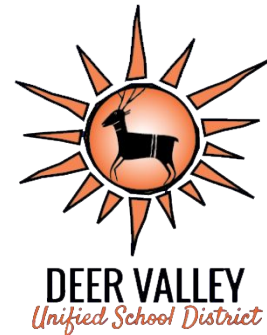
- ☐ Mentor Evaluation Reports (Quarterly) – FINAL EXAM
- ☐ Training Plan Development, Tracking, & Fulfillment
- ☐ Weekly Activity / Hour Reports & Verification (Work Based Learning Tracker in Major Clarity)
- ☐ Reflections (6 per semester)
- ☐ Scheduling and Completion of Quarterly Eval. Visits
- ☐ Training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



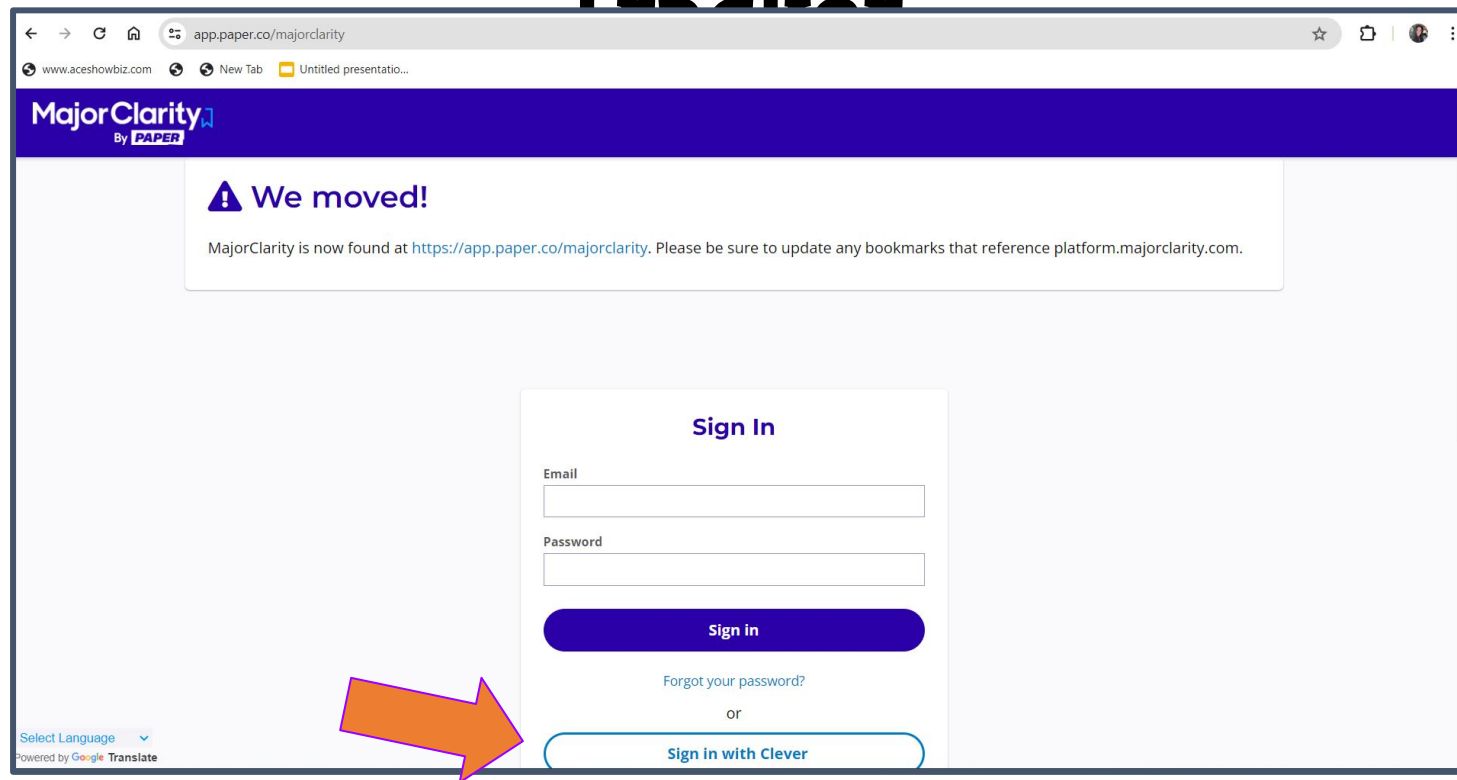
Internship Documents - Please visit

<https://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 Teacher



The screenshot shows a web browser window with the URL `app.paper.co/majorclarity`. The page features a purple header with the 'MajorClarity By PAPER' logo. A notification box states: 'We moved! MajorClarity is now found at <https://app.paper.co/majorclarity>. Please be sure to update any bookmarks that reference platform.majorclarity.com.' The main content area contains 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 large orange arrow points to the 'Sign in with Clever' button. The bottom left corner includes a 'Select Language' dropdown and a 'Powered by Google Translate' note.

app.paper.co/majorclarity

MajorClarity By PAPER

! We moved!

MajorClarity is now found at <https://app.paper.co/majorclarity>. Please be sure to update any bookmarks that reference platform.majorclarity.com.

Sign In

Email


Password

Sign in

[Forgot your password?](#)

or

[Sign in with Clever](#)

Select Language 

Powered by Google Translate

Meeting Your Campus Internship Coordinator

- **Boulder Creek** - Collaboration B by Windows in back
- **Barry Goldwater** - Collaboration A near Glass Wall
- **Deer Valley HS** - Collaboration A near Garage Door
- **Mountain Ridge** - Learning Stairs
- **Sandra Day O'Connor** - Tall tables with Green Chairs

