



STUDENT/PARENT INTERNSHIP CONTRACT

Please complete & return to:

CIVITAS Coordinator
RIO AMERICANO HIGH SCHOOL
4540 American River Drive, Sacramento, CA 95864
Email: leigh.sumers@sanjuan.edu

The CIVITAS Internship links the academic curriculum to “real life” experiences in the community. It is an after-school or during-school-breaks extended learning opportunity requiring **75 hours** of participation with a mentor. Students are at their placement for educational purposes only and are not considered employees. Parents must agree to hold harmless SJUSD and the Mentor Organization from and against any and all claims and liabilities caused to any person or property as a result of the internship. It is understood such indemnity shall survive the termination of this contract.

STUDENT RESPONSIBILITIES:

1. Students must be in their junior year, must have completed a minimum of 100 documented hours of Service Learning, and must currently meet the academic requirements of CIVITAS to be placed in an internship position.
2. Students must meet with internship coordinator to discuss their area of interest, and to see what internships are available. Students or parents may have someone in mind willing to serve as a mentor, **BUT** students still must meet with the internship coordinator to set up that internship.
3. Students must meet expectations and accomplish the objectives agreed upon by CIVITAS, the mentor, parent, and themselves.
4. Students must notify the mentor of any unavoidable absence, tardiness, or schedule variations **BEFORE** they occur.
5. Students must furnish their own transportation to the placement site.
6. Students must document internship hours and complete all internship forms. They are also expected to write a thank you letter to the mentor.
7. Students must make parents aware of the date and time of each appointment and the mentor's name, address, and telephone number.
8. Students must ask the mentor what type of dress is acceptable and abide by that recommendation.
9. This is an academic placement. If an uncomfortable situation occurs, (harassment, inappropriate comments, touching, etc.) students must immediately notify CIVITAS staff and their parents.
10. If an internship experience is not appropriate, students must meet with a CIVITAS staff member so that adjustments regarding placement can be made. Do not abuse the privilege of having a mentor by missing appointments or failing to fulfill your duties.

Student Name (Print): _____

Student Signature: _____ Date: _____

Student Email: _____ Phone #: _____

Parent Name (Print): _____

Parent Signature (Acknowledges Approval): _____ Date: _____

Parent Email: _____ Phone #: _____



CIVITAS JUNIORS: INTERNSHIP INTEREST SURVEY

Due on _____; Bring to 1st Mandatory Jr. Lunch Meeting

Name: _____

1. Rank your answers to the following question. (1 for first choice). I would like to complete my CIVITAS Internship working in a

- _____ A. Government or legislative office
- _____ B. Private Sector Organization (working with government related issues for a company/corporation)
- _____ C. Non-Profit Organization with community or political outreach
- _____ D. Other _____

2. Please rate the following public policy issues with 1 being your greatest interest, 2 your next strong interest, etc.

- _____ Elections
- _____ Entertainment
- _____ Recreation
- _____ Communications (media)
- _____ Arts
- _____ Technology
- _____ Child Care
- _____ Economy
- _____ Education
- _____ Environment
- _____ Disaster Relief
- _____ Homeless
- _____ Homeland Security
- _____ Government Reform (Fair Political Practices)
- _____ Legislative
- _____ Law Enforcement
- _____ Lobbying
- _____ Military
- _____ Business
- _____ Taxation
- _____ Other _____

3. Is your resume up to date and on file in the CIVITAS office at this time? Yes _____ No _____

4. How many Service Hours have you completed and submitted? _____ If not at least 100, explain:

5. Have you been placed in an internship already? _____ Are you currently interviewing for a position? _____ If yes, list information below:

6. Do you have a contact for an internship placement? _____ If yes, please list information below:

7. Date & Time of follow-up appointment: _____

Internship Search/Status Email Update Format

Hey Summers, I spent _____ hours (rough estimate) trying to find & secure an internship. The charts below contain info on what I did during those hours.

DETAILED & SPECIFIC RESEARCH & NETWORKING EFFORTS

Date	Type of Effort	Results/Findings
On March 23	I did a keyword search of "Sacramento Nonprofits" or "environmental lobby groups" OR I spent an hour networking with my pastor and church secretary	and found 3 nonprofits to contact (include specifics: name, website address, & contact info). OR and they suggested I contact (include specifics)

DETAILED & SPECIFIC INITIAL COMMUNICATION EFFORTS

Date	Contact Method	Organization Contacted	Organization Contact Info	Response Info
On March 25	I emailed	the YMCA at	mjtomes@ymcacal.org	From their response, I learned spots are not open now, but I should check back in a month.

DETAILED & SPECIFIC FOLLOW UP COMMUNICATION EFFORTS (FIVE to SEVEN days after initial communication effort)

Date	Different Contact Method	Organization Contacted	Organization Contact Info	Response Info
On March 30	I called	the YMCA at	455-555-5555	I had to leave a message and will follow up again in 5 days if I don't get a call back OR During the call, I was told they wanted a college student for the position.



CIVITAS Interview Report

Student Name _____

Name of possible internship organization _____ Contact person _____

When was contact information provided to you? _____ When & how did you connect with that contact? _____

If an interview was scheduled, when & where did the interview take place? _____

How many people interviewed you? _____ How many questions did you have to answer? _____

What was the toughest question you had to answer?

Did you come to the interview prepared with a question to ask? _____ How many questions did you ask? _____ What was one of the questions you asked?

What things went well?

What things could have gone better?

Were you offered the position? _____ If so, did you accept the placement? _____ Date hired/placed _____

Tentative Schedule for Internship (Days and hours) _____



Mentor Contract & Responsibilities

Please complete & return to:

Rio Americano High School CIVITAS Coordinator

4540 American River Drive, Sacramento, CA 95864

Email: leigh.sumers@sanjuan.edu

Name of Student _____

CIVITAS MENTOR RESPONSIBILITIES:

1. Mentor will be apprised of the CIVITAS Mission Statement and Goal: To prepare and graduate students to be active, committed, responsible, and knowledgeable civic-minded adults.
2. Mentor will instruct student of rules, regulations, confidentiality policies, and general expectations of the office.
3. Mentor will hold SJUSD, Rio Americano High School, and CIVITAS harmless from any claims, damages, or loss with respect to mentoring.
4. Mentor will notify employer that he/she is participating as a mentor with CIVITAS.
5. Have you ever been charged with or convicted of a crime involving alcohol, illegal drugs, sex, or physical violence?

_____ YES _____ NO

If yes, explain

Mentor's Name (Printed) _____

Name of Organization, Program, or Office _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

E-mail _____

I agree to comply with the policies and procedures of the San Juan Unified School district and Rio Americano High School and to assist the district in providing a safe environment for students. The information I have provided on this form is true and accurate.

Mentor Signature _____ Date _____



Internship Schedule Agreement

(Please print your responses)

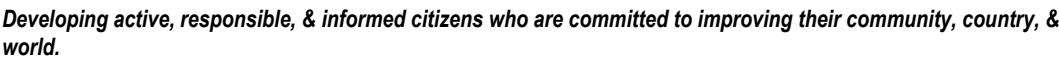
Student name _____

Name of internship organization _____

Name of mentor _____

Provide the details of your summer schedule agreement. Use the sample below as a guide.

Week #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 June 11	9:00-noon			9:00-1:30			
2 June 18		9:00-noon	9:00-noon		9:00-noon		
3 June 25	-----	-----	ON FAMILY	VACATION	ALL WEEK	-----	-----



Political Studies & Public Service Academy

Leigh Summers, CIVITAS Coordinator leigh.summers@sanjuan.edu

Student's Name _____

Mentor's Name _____

Name of Internship Organization_____

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[illegible]

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Mentor's Signature _____ Date _____



Developing active, responsible, & informed citizens who are committed to improving their community, country, & world.

RIO AMERICANO HIGH SCHOOL ACADEMIA CIVITAS
Political Studies & Public Service Academy
Leigh Summers, CIVITAS Coordinator leigh.summers@sanjuan.edu

MENTOR EVALUATION OF INTERNSHIP EXPERIENCE

Student's Name _____

Mentor's Name _____

Name of Internship Organization _____

CIRCLE THE NUMBER THAT CORRESPONDS TO THE STUDENT'S PERFORMANCE

4 = OUTSTANDING: Accepts responsibilities, participates fully, works independently, and communicates well. Clearly demonstrates an understanding of the position.

3 = ADEQUATE: Somewhat receptive to directions. Often accepts responsibility without reminder. Communicates adequately.

2 = MINIMAL: Understands the internship experience but has minimal communication with the mentor. Requires more supervision. Demonstrates some interest in the experience.

1 = LIMITED: Cooperates with limited interest in the experience. Needs considerable supervision.

Student accepts responsibility and is in full attendance.	4	3	2	1
Student is on time, courteous, ethical, and properly dressed.	4	3	2	1
Student notifies the mentor of an absence before it occurs.	4	3	2	1
Student helps to create a positive working environment.	4	3	2	1
Student communicates and accepts feedback from the mentor.	4	3	2	1
Student completes tasks in a timely manner.	4	3	2	1
Student demonstrates enthusiasm toward the internship.	4	3	2	1
Student's performance of assigned task is acceptable.	4	3	2	1
Student is receptive to directions from the mentor and staff.	4	3	2	1
Student exhibits a working or practical knowledge of this profession.	4	3	2	1

Mentor's Signature _____ Date _____

Please write any comments on back.

RIO AMERICANO HIGH SCHOOL ACADEMIA CIVITAS

Political Studies & Public Service Academy

Student Evaluation of Internship Experience

Student's Name: _____

Mentor's Name _____ Name of Organization _____

Briefly describe your duties or the special tasks you were given.

Use the chart to provide an honest assessment of your internship experience. Comments can be written on the back.

A=Agree SA=Somewhat Agree SD=Somewhat Disagree D=Disagree

	A	SA	SD	D
I was provided with an orientation to the organization.				
I understood my tasks and responsibilities.				
Someone was available to provide assistance.				
I was given assignments that were my primary responsibility.				
My site supervisor monitored my progress during the internship.				
I was assigned an appropriate amount of work.				
This experience gave me a realistic preview of a field of interest.				
I assumed additional responsibility as my experience increased.				
The environment encouraged me to participate.				
I was treated professionally.				
The work I did was challenging and stimulating.				
There was enough work to keep me busy.				
I'd recommend this internship to other students.				

Overall rating of experience (circle one): Excellent Very good Average Marginal Unsatisfactory

Use the space below to provide advice to future students who end up following your internship path.



Internship Mentor Thank You Letter

Whoever your mentor was, s/he was sincere in wanting to contribute to your future in a meaningful way and is, therefore, worthy of your gratitude. The person who offered the internship will greatly appreciate hearing your reflections on the experience and how the opportunity made a difference to you. Equally important is that you are continuing to establish your name and reputation within the community, and expressing appreciation in the form of a written thank you note will help you stand out and be remembered in a positive light.

You may choose to write a traditional letter of appreciation in standard business format (must be typed) or convey your gratitude in a formal thank you card (your content must be neatly handwritten). Regardless of format, all letters should adhere to the following requirements:

1. Explicitly state your appreciation: While it's implied that your thank you letter is intended to show your appreciation, explicitly stating the level to which you appreciated the opportunity is essential. While you don't want to appear as if you're pandering, you also don't want to undersell what the internship has meant to you. Sincerity is the key here.
2. Be honest **and** tactful: Reflect on your experiences, good and bad. A thank you letter should convey gratitude but also demonstrate room for improvement from your perspective, sort of like an exit interview. While you don't want to bash the organization and only offer criticisms, you should include constructive comments that focus on missed opportunities as well as why you think they would be helpful for future applicants.
3. Be specific and provide anecdotes: The best thank you letters have a high level of specificity and a personal component that set them apart from the others. For this reason, don't simply say "I appreciated the opportunity," but rather, explain why you are appreciative. What specifically are you taking away from this internship? What did you appreciate the most? Whenever possible, you should include anecdotal evidence to support what you are claiming. You want to give your letter that personal touch to show that you wrote it and put thought and time into doing so.
4. Leave the door open: You want to include a short sentence or two to leave the door open for future opportunities. For example, you could say something along the lines of, "I look forward to staying in touch and potentially working together again in the future."
5. Look at models and ask someone to review your letter: Take some time to look over sample letters on the internet. Use these samples as a guide for formatting your letter and shaping your content, but do not copy what the samples say. Finally, ask a parent or responsible peer to look over your finished letter and make suggestions for improvement.

Don't simply throw something together at the last minute. Make sure your appreciation is apparent throughout!

How to address and stamp your envelope:

Student's Name	Stamp
Student's Complete Address	
Name of Organization	
Attention: Name of Mentor	
Complete Address of Organization	

What to submit: A thoughtful thank you letter neatly folded or a card placed inside a stamped and addressed envelope. **DO NOT SEAL THE ENVELOPE!**

Although less impressive, a thank you email will suffice; please BCC me so I can give you credit for completing the task.

Where to submit: Take items to Summers. You must revise your letter if it doesn't meet Summers' approval.