

# Alameda Community Learning Center

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A Public Charter School of the Alameda Unified School District

# ACLCLC

ALAMEDA  
COMMUNITY  
LEARNING  
CENTER



A Public Charter School of the Alameda Unified School District  
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## ACLCLC Internship Program

### ***What is the ACLCLC Internship Program?***

The purpose of the ACLCLC Internship Requirement is to expose learners to the working world and career opportunities. Learners will, over the course of the program:

- Research their personal interests and skills
- Build a resume highlighting those skills and interests
- Pursue and secure an internship of their choice
- Report findings and observations during/after the internship

### ***What are the requirements?***

1. 20-hour internship duration (minimum) that is tracked on a spreadsheet.
2. Minimum four journal entries highlighting learner's experience.
3. Internship should be focused on a career or skills the learner is interested in pursuing. Some internships can be added to existing jobs if approved by ACLCLC administration.
4. Positive [Employability Skills Evaluation](#) from internship provider (supervisor).
5. Appropriate paperwork compiled and filed.
6. **Closing report from learner at the end of internship engagement. This closing report, in no less than 500 words, will address:**
  - Specific skills used
  - Daily duties
  - A general synopsis of what was learned in the internship
  - One example of an obstacle during the internship
  - A comparison between your initial expectations of the internship and what the experience was really like

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\*Please submit page 2 before the start of your internship and have your supervisor complete the [Employability Skills Evaluation](#) after the culmination of your internship

## ACLIC Internship Program Agreement

\*Due before the start of internship\*

Learner Name:

Learner Phone Number:

Internship Site:

Dates of internship:

Number of hours per week:

Internship Duties:

**The ACLIC Learner** agrees to accept the following responsibilities:

1. Keep regular attendance in both school and on the job.
2. If unable to report to work *for any reason*, please notify the supervisor BEFORE your absence.
3. Actively engage in assigned tasks and contribute to a positive atmosphere. Talk to your supervisor immediately about any questions you have regarding assignments, expectations or appropriate behavior in the workplace.
4. Be on time, dress appropriately and treat the commitment with respect.
5. Confirm the rules and regulations of the work-site, and maintain confidentiality.
6. Complete required assignments and provide necessary information.
7. Arrange reliable transportation to and from the work-site.

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Supervisor Name:

Supervisor Phone Number:

Supervisor Email:

**The Internship Supervisor** agrees to accept the following responsibilities:

1. Provide a detailed orientation to the job and worksite, as well as a meaningful, well-supervised training/work experience.
2. Provide an overview of the internship experience to the ACLIC Internship Supervisor before the internship commences via phone or email.
3. Maintain accurate attendance records and provide a safe work environment.
4. Provide a written evaluation of the intern's performance and review with the intern.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Employability Skills Evaluation

Please have your supervisor complete this evaluation after you complete your internship.

<p><b>KEY</b></p> <ol style="list-style-type: none"> <li>1. <b>Below Standard</b> – Employee has shown little evidence of reaching proficiency level.</li> <li>2. <b>Basic</b> – Employee is performing at a near proficient level.</li> <li>3. <b>Proficient</b> – Employee is performing at proficient level.</li> <li>4. <b>Advanced Proficiency</b> – Employee is performing above proficiency level.</li> </ol> <p><b>N/A Not Observed</b> – Employee was not required to perform this task.</p>
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EMPLOYABILITY SKILLS	EVALUATION				
<p><b>Citizenship &amp; Ethics:</b> Punctual and works scheduled hours. Demonstrates good time management and ethical behavior. Understands organization’s goals and objectives and consciously contributes to its success. Appropriate appearance and attitude.</p>	1	2	3	4	N/A
<p><b>Collaboration:</b> Shows cooperation, responsibility, and leadership when working with others. Solves conflicts through negotiated solutions in a group situation.</p>	1	2	3	4	N/A
<p><b>Critical Thinking:</b> Identifies problems, evaluates information, and develops reasonable solutions.</p>	1	2	3	4	N/A
<p><b>Communication Skills:</b> Communicates clearly, both orally and in writing. Listens and follows directions.</p>	1	2	3	4	N/A
<p><b>Technology Literacy:</b> Uses applicable technology appropriately and efficiently.</p>	1	2	3	4	N/A

1. Approximately how many hours did the employee work during this internship?
  
2. What are three words or phrases you would use to describe the employee?
  
3. Would you recommend this employee for future employment? Explain your reasoning.
  
4. Any further comments?