

Career Connections

**Creating Professional Experiences for Our
High School Students**



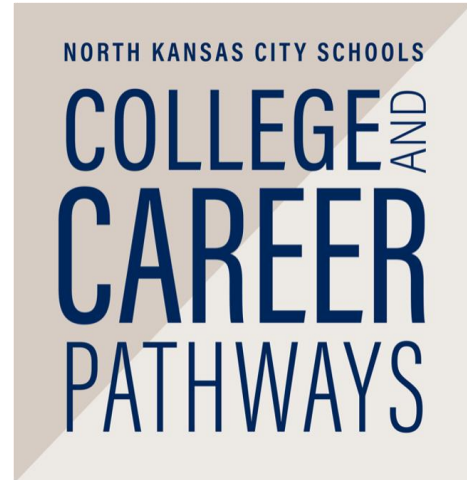
About Our Program

Welcome to the North Kansas City School District

- Introductions

What is a Pathway?

Our Students



"Schools of ..." in North Kansas City Schools



School of
**Business, Leadership
& Entrepreneurship**

Oak Park High School

SCHOOL OF



**Health
& Wellness**

NORTH KANSAS CITY HIGH SCHOOL



School of
Human Services

WINNETONKA HIGH SCHOOL



STALEY HIGH SCHOOL

DI&T

School of **Design,
Innovation
& Technology**

The Internship Class

- Instructors: Career Internship Course
- Coordinator: Shannon C. Shelton
- Semester Elective
- Instructor/Coordinator monitors students
- Instructor/Coordinator observations
- Internship Reflections/Blog & Presentations



Essential Skills in Class

- Adaptability
- Collaboration
- Communication
- Learner's Mindset
- Integrity
- Empathy
- Problem Solving



— PORTRAIT OF A NORTH KANSAS CITY SCHOOLS GRADUATE —

Overarching Goals of the Experience

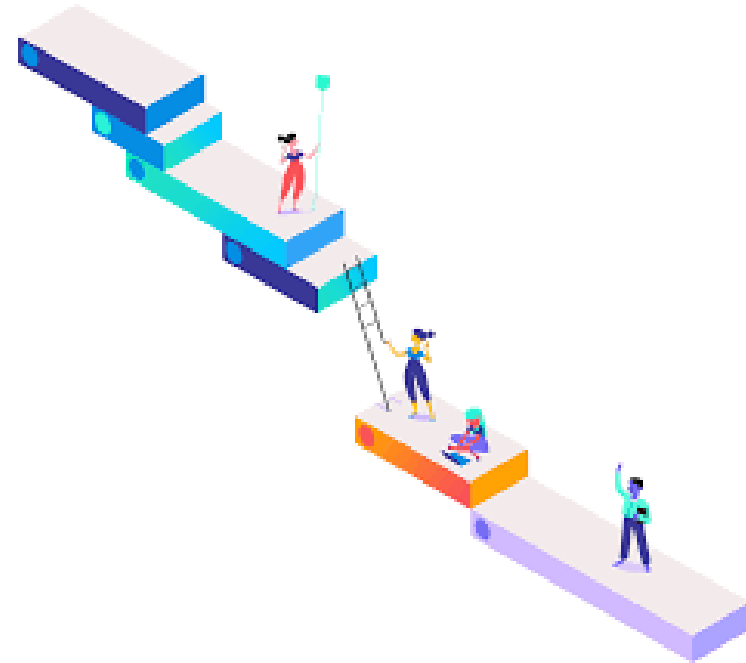


Students will enhance their skills in the following areas:

- **Communication** - oral, written and non verbal
- **Collaboration** - seek, contribute, and respond to feedback to achieve collective outcomes
- **Learner's Mindset** - enhance curiosity to experience new ideas
- **Problem Solving** - identify, evaluate and prioritize creative responses to difficult or complex situations

Timeline

- **February 17th** – Commitment to host an intern
- **February 21st- March 17th** - Student Recruitment & Students apply for program
 - Professional Skills Workshop & Interview
- **March 27th-April 21st**- Interviews with companies/organizations
- **April 24th- May 19th** – Placements company training sessions & completion of internship forms.
- **June 5th- July 28th**- Begin internship & project assigned
- **July 24th- July 28th** – Student Presentation of experience and key learnings



Internship Fast Facts 2021–2022

- **Start Date:** Between **June 5th-June 9th-** Begin internship & project assigned
- **End Date:** By **Friday, July 28th**
- **Work Days:** Will vary for each intern and company (This is determined in the initial meeting with all stakeholders.)**Summer schedules allow for more flexibility with hours.*
- **Minimum hours worked:** Students have to earn 120 hours, and at least 180 hours if they are seeking a HS credit). All hours do not have to be completed on site. Weekly hours may vary based upon company needs and student's opportunity.

Objectives for Internships

- Give students a chance to contribute meaningful work
- Learn as much as possible
- Provide opportunities for interns to make social adjustments, team work, etc.
- Emphasize: Following Directions, attention to detail, accepting supervision, decision-making.
- Facilitate transition: School to employment
- Graduate well-trained workers



Student Responsibilities

- Report to site on all indicated days, on time
- Notify supervisor and instructor if going to be absent or late
- Dress appropriately for worksite
- Maintain respectful, professional behavior at all times
- Meet regularly with supervisor to receive feedback
- Get weekly/monthly time cards signed by supervisor, submit in class or to coordinator



Supervisor Responsibilities

- Contact instructor immediately if student is absent or late
- Contact instructor regarding *any* behavior issues
- Train interns for site duties
- Schedule times to give feedback
- Sign weekly/monthly timecards
- Complete official evaluations



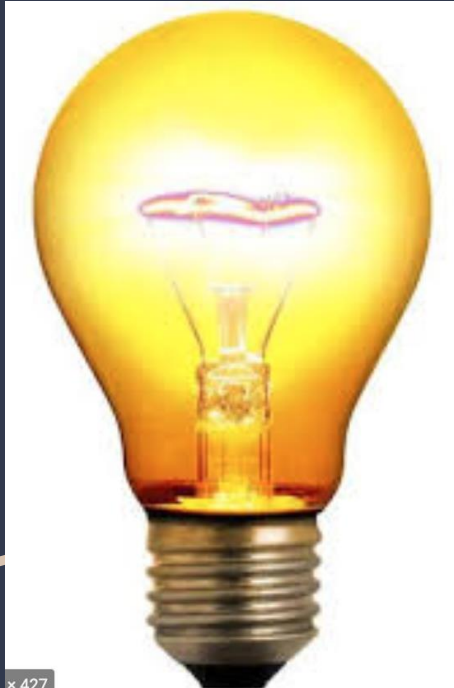
****Consider: Providing student with reference letter at end of internship (if earned)**

Career Connections Mentor Expectations

- Create job description (template provided)
- Interview student
- Develop three goals for intern to achieve during semester
- Complete two intern evaluations
- Have project(s) to assign intern to achieve goals
- Have weekly touch base to ensure intern is on track (in person or virtual)
- Student will become a part of your department during this experience



Experience Ideas



All Departments

- Social Media Presence
- Covering Events
- Newsletters
- Event Prep/Planning/Set Up

Communications: Covering events through photos to be posted on IG, Facebook, Twitter

Legislative: Curate relevant political happenings affecting NKCS D or Education

Foundation: Putting together district information to send to partners about opportunities or ways they can support the district

College & Career Readiness: Marketing and creation of informational materials for off campus programs.

IT: Assist with hardware repairs, troubleshooting, setup

Instructor/Coordinator Responsibilities

- Prepare students for internship
- Collect weekly/monthly time cards
- Monitor intern attendance and behavior
- Conduct class lessons
- Make on-site intern observation visitations
- **If it applies, assign student a semester grade based on internship participation



Training Agreements

- Legal document releasing student from classroom to worksite
- Supervisor reads and signs
- Student signs and returns to instructor
- Coordinator will keep on file



Internship Agreement North Kansas City School District

STUDENT EXPECTATIONS

1. I will be on time and in attendance regularly at my worksite and class meetings.
2. I understand I must work a minimum of 10 hours per week to meet course requirements and receive course credit.
3. I will notify my teacher coordinator and worksite supervisor of any absences in advance.
4. I will not quit my job until the teacher coordinator, and I have discussed all outcomes and options.
5. In the event that I quit my job, I will provide at least two weeks of notice to my worksite supervisor and teacher coordinator.
6. I understand if my classroom and/or worksite conduct is not satisfactory, my internship program may be discontinued, and I may receive no credit.
7. I will follow the policies and procedures required by my worksite.
8. I will carry out my training on the job in such a manner that I will reflect positively upon myself, the internship program, and my school.
9. I will provide my own transportation and required clothing or items needed during the internship experience.
10. I will maintain a payroll record and accurate account of my work hours and submit them weekly along with all paycheck stubs.
11. I understand that the teacher coordinator will assist in placing me by providing advice, suggestions and notice of openings, but that the primary responsibility for securing an acceptable worksite is mine.

PARENT/GUARDIAN EXPECTATIONS

1. I will help my child fulfill the above requirements.
2. I understand my child will provide their own transportation and required clothing or items needed during the internship experience.
3. I will contact the teacher coordinator with questions or concerns before contacting the worksite.

TEACHER/COORDINATOR EXPECTATIONS

1. I will give systematic instruction at the school related to the student's duties and responsibilities at the worksite.
2. I will visit the student on the job at my discretion for the purpose of evaluation.
3. I will share school policies, expectations and requirements with the student and worksite supervisor.
4. I will understand the workplace policies, expectations, and requirements.

WORKSITE SUPERVISOR EXPECTATIONS

1. I will understand the school policies, expectations, and requirements.
2. I will share my workplace policies, expectations, and requirements with the student and teacher coordinator.
3. I will assist the teacher by providing honest feedback of the student's performance.
4. I will contact the teacher concerning student dismissal from their job.

It shall be agreed that all parties in this program will not discriminate in training and/or employment opportunities on the basis of race, color, religion, gender, origin, or handicap.

We, the undersigned, agree that we have read and understand the purpose and intent of this Internship Agreement.

Student _____ Guardian _____

Supervisor _____ Teacher _____

Intern Participation Form

- Form for parents
 - Emergency Contact Info
- ## Standards



Intern Participate Agreement & Emergency Info North Kansas City School District

The objective of the Internship Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Students will be actively involved in the business community and training in a business environment; therefore, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this training program.

Training Station Standards

- Follow company dress code policy.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the training stations as well as the classroom prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a great semester!

Emergency Information

Who to contact in case of emergency _____ Phone () _____
Name Relationship

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information). _____

By signing below, the student (or parent/guardian if student is under 18 years of age) certifies that the student meets all the following qualifications:

- Is at least 16 years of age
- Is a full-time student and enrolled in the North Kansas City School District

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Individualized Training Plan

- ☐ Please check if you are currently enrolled in the Career Internship Course this semester?
If so, please list your teacher's name here: _____

Intern Name: _____ Home Phone: _____
Course Title: _____ Emergency Phone: _____
School: _____

Training Station	Location	Site Supervisor	Phone

[illegible]

Intern Supervisor's Signature _____

Date _____

Intern Signature _____

Date _____



How Interns Are Graded

****If it applies and dependent upon teacher.**

- Forms Collected
- Time Card Hours
- Weekly Reflections
- Oral Presentations
- Supervisor Evaluations
- Attendance
- All Aspects of Industry Report

For the duration of the AOBT Internship Program, Period 6, senior students will be graded in three major areas: (1) Collected Assignments, (2) Attendance, and (3) Behavior On-Site.

1. Collected Assignments (all of these are CODE RED):

Assignment	Points	Due Date
☐ AOBT Internship Contract (signed by parent and student)	100	Fri., Feb. 25
☐ ROP Intern Participation Agreement Form (with emergency info, signed by parent)	100	Fri., Feb. 25
☐ ROP CC/CVE Internship Training Agreement Form (signed by student and supervisor)	100	Fri., Mar. 4
☐ Individualized Training Plan Form (completed, signed by student and supervisor)	100	Fri., Mar. 4
☐ Internship Contact & Calendar Form (completed, signed by student and supervisor)	100	Fri., Mar. 4
☐ Sign-Out Sheets (must sign out daily with Mr. Walter before leaving)	10/day	Every M, T, Th
☐ Weekly Internship Time Sheet SIGNED (always due Fridays)	200/wk	Every Friday
☐ Journal Reflections on Internship Experience	100	Every other Wed.
☐ One/Two-minute Oral Presentations on Internship Questions	100	Every other Wed.
☐ Supervisor Evaluation # 1 (completed, signed by supervisor)	500	Fri., Apr. 1
☐ Supervisor Evaluation # 2 (completed, signed by supervisor)	500	Wed., May 18
☐ Copy of Supervisor Letter of Reference (not required, extra credit)	Extra Cr.	Wed., May 18
☐ Copy of Thank-You Letter to Internship Supervisor	100	Wed., May 18
☐ All Aspects of Industry Internship PowerPoint Presentation	TBD	Wed., May 25

2. Attendance:

Attendance at internships is MANDATORY. You will attend internships every day that you are scheduled to work, even if you are not present at school. If an emergency comes up and you cannot attend, you must contact your supervisor at least 2 hours in advance and you must notify Mr. Walter. You will be marked down for every absence, regardless of the reason for the absence.

If you attend every day on time, you will receive the full 50 points per day. If you miss a day, or are late, even if you call in ahead of time, you will be deducted points accordingly. (Note: If you miss a day or are late *without* calling ahead, see Internship Contract for consequences!)

Attendance at Internship	Points deducted
Absent from Internship (for any reason)	-200 points/ absence
Absent from Internship 5	Highest grade = D

*Tardiness: If you are late arriving to your internship site and your supervisor notifies the teacher, -100 points. Remember that tardiness will also affect your supervisor's evaluation of you!

3. Behavior On-Site:

You are expected to be respectful and professional at your internship at all times. You will receive a grade on your behavior based on your supervisor's evaluations of you. The following behaviors will not be tolerated and will cause you to lose points and possibly your internship: *back-talking, complaining, not following directions, being off-task, talking on your cell phone or texting, dressing inappropriately, using foul language, messing around, bringing personal drama into the workplace, and acting immaturely*. Your supervisor will be giving you two formal evaluations, but they have been told to call in to comment on your behavior and attendance at any time. The scores you receive on your two formal evaluations will translate into "bonuses" (extra points in grade) or "docked pay" (loss of points). At the end of your internship, you may also ask your supervisor for a formal Reference Letter, but only if you know you have done an outstanding job at your site!

Intern Parent Contract

- Students & Parents Sign
- Students cannot be anywhere but at internship
- Course is graded

NKCS D Internship Parent Contract

Your student _____ who is enrolled in one of our four high schools has a unique and beneficial opportunity to be off campus during school hours for a field placement internship with a local company or organization. All internship placements will be pre-approved by NKCS D staff and all supervisors have undergone a training prior to hosting an intern. The instructor/WBL coordinator will be in constant communication with the supervisor and will also visit all internship sites. If you have any questions and/or concerns, please reach out to Shannon C. Shelton at shannon.c.shelton@nkcsdschools.org or by phone at (816) 814-2619.

To leave campus for this special privilege, it is important that students and parents understand our district and program rules regarding leaving campus. Please read carefully, initial each item, and sign at the bottom, agreeing to the terms listed below.

____ Student will attend the internship on days designated by the school site and agreed upon by supervisor and intern. All other days, the student will remain in class - if it is an in-class day or students may go home if they have a home period.

____ Student may leave campus during assigned internship period class or assigned home period to go to the internship. The intern must sign out prior to leaving campus and sign back in when returning, if applicable. This signature indicates that the student will be going directly to and returning from the internship site.

____ If the student intern cannot attend the internship for a permissible reason (supervisor's request or student on-campus activity conflict), then student must remain in class. In such event, advance notice must be given to teacher and supervisor.

____ Student must report to their internship every workday on time, dressed appropriately for that site's dress code, and prepared for the work they will be given. Student must always conduct themselves professionally. This includes using polite language and good etiquette with electronic devices.

____ Student must have his or her supervisor sign a weekly/monthly timecard to verify hours worked for that week. If in career internship course, check to see when your timesheets are due for class credit.

____ If a student is found to not be at their internship after signing out, or does not show up, or has unreliable attendance, or rude behavior, then the student's code of conduct can be enforced by the teachers and administration in the district.

Internships are a valuable learning experience for our students to explore careers and gain transferable work skills in a professional setting. Thank you for agreeing to our contract. Please sign below stating you understand the rules as well as the consequences for not following them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

College and Career Facilitator: _____ Date: _____

School Administration: _____ Date: _____



Intern Standards of Conduct

- Punctuality
- Professionalism
- Courtesy

Intern Standards of Conduct

I, _____, understand that as an intern at *Intern*
name

_____ I will be required to follow the following
job site/ company or organization
standards of appropriate workplace conduct while I am on the job:

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety training, etc.)
- I will always knock-on closed doors.
- I will not chew gum or eat food while working.
- I will not bring friends to the work site.
- I will not accept tips.
- I will always notify my supervisor before I am expected if I am not able to report for work.
- I will only work when and where assigned.
- I will refrain from using my mobile phone (text or calls) while at work.
- I will not use company phones or computer for personal communication.
- I will not discuss race, religion, or politics with customers.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing the North Kansas City School District, and your intern site.

Signed: _____ Date: _____
Intern's Signature

Signed: _____ Date: _____
Supervisor's Signature



Contact Info Form

- Do at first meeting
- Exchange contact information
- Determine exact start and end times
- Note days that student may not be able to attend or supervisor will be out of office
- Make 3 copies: student, supervisor, instructor/coordinator

Internship Contact Info Form

This form is to be filled out by student and should include the internship supervisor information. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to the instructor. Please print neatly.

Student Intern Name: _____

Student's Phone(s): _____

Student's Email(s): _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor's Phone(s): _____

Supervisor's Email(s): _____

Business or organization providing internship: _____

Address of internship site: _____

Instructor's Name: _____

Instructor's Title: _____

Instructor's Phone: _____

Instructor's E-mail: _____

NKCS D Intern Program Coordinator Name:

Mrs. Shannon C. Shelton, Assistant Director for Work-Based Learning

Coordinator's Phone:
816-814-2619 (District Cell)

Coordinator's Email(s):
shannon.c.shelton@nkcschools.org



Work Schedule Calendar Form

- Do at first meeting
- Finalize start and end times
- Discuss weekly schedule
- Note school holidays and non-work days
- Make 3 copies: student, supervisor, instructor/coordinator

Internship Work Schedule Calendar and Form

This form is to be filled out by the student and the internship supervisor. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to the instructor. Please print neatly. Be sure to complete for the correct semester: Fall or Spring.

Internship Actual Start Date: _____ Actual End Date: _____

Dress Code: _____

Work Schedule (Please fill in with hours on the appropriate days. *Students must attend class during their scheduled class hours.*)

Mondays: Report Time: _____ Leave Time: _____

Tuesdays: Report Time: _____ Leave Time: _____

Wednesdays: Report Time: _____ Leave Time: _____

Thursdays: Report Time: _____ Leave Time: _____

Fridays: Report Time: _____ Leave Time: _____

Please label the below calendar by **circling** all days student will work at internship and **putting an X** through any holidays or other special days that intern will not be required to report.

Please Note: NKCS D Internships for **SPRING SEMESTER** may begin **January 17, 2023**, and must complete by **April 28th, 2023**.

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please Note: The dates below are school holidays; interns are not required to work during school vacations and/or on any announced snow days.

Intern Vacations & Holidays

Jan. 4th: First Day of Second Semester

Jan. 16th: MLK Day

Feb. 17: No School (Professional Development)

Feb. 20th: No School (President's Day)

March 20th- March 24th: (Spring Break)

April 14th: No School (Professional Development)



Intern Orientation Checklist

- Recommended for first day on site
- Tour of Facilities
- Overview of company
- Department Specifics
- Safety
- Expectations
- Materials & Technology

Intern Orientation Checklist

We recommend intern supervisors use this for first-day orientation with interns.

Intern Name: _____

Supervisor: _____

Company & Department: _____ Time/Date of Orientation: _____

I. Welcome and Introduction

- What it means to work at this company.

II. Workplace Tour

- Overall tour of facility
- Check-in procedures
- Tour of workspace
- Exits, evacuation routes
- Introduction to staff

III. Tour of Employee Facilities

- Rest Rooms
- Parking
- Break Rooms
- Telephones
- Storage for personal belongings

IV. About the Company / Organization

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers / clients are
- Other branches or divisions

V. Department Specifics

- Telephone Number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other dept. /employees
- Hours/ break times (if applicable)

VI. Job Specific

- Location of necessary supplies
- How to use phone/office equipment
- Job description & Training plan
- Evaluation procedures

Intern Timesheets

- Intern fills in hours each work day
- Supervisor verifies carefully and signs off hours weekly
- Student returns to instructor for points in course

Fall 2021 Hours will be counted from July 1, 2021 – January 14, 2022

Career Internship NKCSO
Unpaid Internship Experience Hours Documentation
Hours documented here cannot be used for a grade in any other class.

Dates	Total Hours Worked	Student Name/High School
Example: July 5-12, 2021	17 hours	Jessi Smith/Tonka

This sheet should be submitted **monthly**, to document work you are doing such as volunteering or interning at a business/organization approved by your Career Internship teacher. If you are receiving a paycheck for your work, you will submit copies of your pay stubs to your instructor.

Employer/Supervisor Name

Name of Business & Address

Remember you need 180 hours for each block/.5 credit you are enrolled each semester. Submit to your Career Internship teacher by scanning/taking a picture and sending via email or hard copies by leaving in the counseling office for your instructor.

Fall 2021 Career Internship



Worksite Evaluation

SUPER IMPORTANT TO RETURN

- Two formal evaluations of student interns - may be an online form instead
- Supervisor fills out form (for all that apply) and debriefs with student
- Supervisor signs
- Student returns to instructor for credit in course

Worksite Experience Evaluation

***This form will also be sent electronically to employers.*

Student Name: _____ Course: _____

Job Training Station (Internship Placement Site): _____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does not Apply
Displays our Portrait of a Graduate Competency - Collaboration Works both independently and collaboratively.				
Attends internship on a regular basis and telephones prior to absence due to illness or emergency.				
Displays our Portrait of a Graduate Competency - Integrity Comes to work on time				
Dresses and is groomed appropriately for the job.				
Displays our Portrait of a Graduate Competency - Communication Communicates with customers, employees, business contacts, and management.				
Displays our Portrait of a Graduate Competency - Adaptability Performs reliably and responsibly. Able to adjust and be flexible if needed.				
Serves customers/others, works well with diverse populations.				
Performs the essential tasks related to this occupational area.				



Reference Letter Template

- Once internship is over, student will request a reference letter if they feel they have demonstrated outstanding skills as an intern
- Supervisor's option

[If possible, please print recommendation letter on official company letterhead. Otherwise, be sure to include your return address.]

Dear Sir or Madam:

The **first paragraph** of this reference letter template explains the connection to the student you are recommending, including: how you know them, why you are qualified to write a reference letter to comment on their character, and a description of the internship relationship you had with them. *Example first paragraph beginning: "I have had the great pleasure of employing [student name] as a student intern here at [name of worksite] for the last several months. As a volunteer community Internship Supervisor in Clairemont High School's Academy of Business & Technology Internship Program, I have regularly observed [student] as they have learned the duties of [intern's job description]..."*

The **second paragraph** of this reference letter template contains information on the student's **transferable skills** (qualities that employers value) that you have observed in your student during the course of the internship. Here you could discuss two or three skills that you have noticed your student excel in. In discussing those skills, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities/projects where you saw positive results. Be as concrete and detailed as possible. *Example second paragraph beginning: "[Student] is not only an excellent communicator, but also possesses a remarkable ability to navigate through complicated spreadsheets and databases..."*

The **third paragraph** of this reference letter template contains information on the **character** of the student you are writing about. Choose two to three specific qualities that you observed in your student. In discussing those qualities, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities you know they have been involved in (consult their resume). Be as concrete and detailed as possible. *Example third paragraph beginning: "During the course of his/her internship, I have found [student] to be energetic, honest, and future-driven..."*

The **concluding paragraph** of this reference letter template contains an offer to provide more information. Include a phone number within the paragraph, and end with a positive remark about student's prospects.

Sincerely,

Writer Signature

Writer Name
Title

Internship Final Presentation Assignment

If in course, final
graded assignment for
interns

COMPANY/ORGANIZATION

- 1: Brief Overview and History of Company/ Organization
- 2: Company/Organization Basic Info
- 3. Essential Skills
- 4. Strengths and Weaknesses

MY INTERNSHIP EXPERIENCE

- 5. My Job Position
- 6. Accomplishments & Contributions
- 7. What I Learned
- 8. Conclusion

Supervisor Feedback Form



Electronic form sent as well.

- Feedback on program
- Tips for next year

Internship Supervisor Assessment Form

The Academy of Business & Technology thanks you for your outstanding participation in our Internship Program. You have provided a first-rate learning experience for our students, and we hope to continue this educational business partnership. Please take a moment to give us your valuable feedback.

Internship Provider Contact Name: _____

Business / Company: _____

Contact Phone: _____

Contact E-mail: _____

1. Name(s) of student intern(s): _____

2. General, day-to-day duties performed by interns: _____

3. Did your intern(s) act in a mature, responsible manner while on-site? Explain.

4. Did your intern(s) follow through on their expected duties? Explain.

5. Would you like us to contact you next year to place future interns? ☐ Yes ☐ No

6. Please comment on the internship program or make suggestions for improvement.

Internship Interviews



Internship Supervisor Handbook

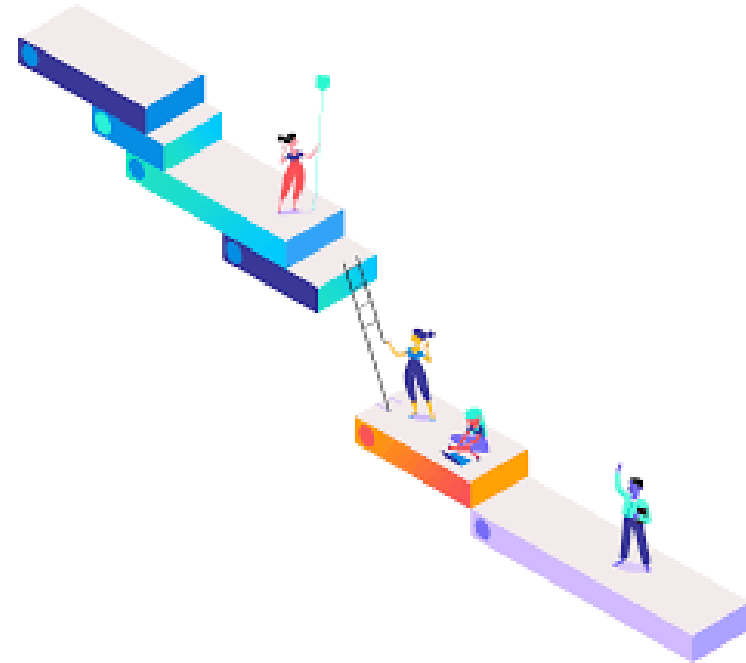
Please refer to your provided booklet.

Next Steps

- **Background Check/Fingerprints**
 - (If at any point, will be alone with students. District will pay for screening).
- **Completion of interest and job description by Friday, February 17th.**
- **Recruit Students - February 21st- March 17th**
 - Based on student interest.
- **Follow timeline on next slide**

Timeline

- **February 17th** – Commitment to host an intern
- **February 21st- March 17th** - Student Recruitment & Students apply for program
 - Professional Skills Workshop & Interview
- **March 27th-April 21st**- Interviews with companies/organizations
- **April 24th- May 19th** – Placements company training sessions & completion of internship forms.
- **June 5th- July 28th**- Begin internship & project assigned
- **July 24th- July 28th** – Student Presentation of experience and key learnings



Next Steps

Check your email to sign up!

<https://forms.gle/nKCBB5qcj1EwKHg8A>

*In the end, we only regret
the chances we didn't take.*



Thank You, Business Partners!

ANY QUESTIONS?



Additional Slides

A dark blue diagonal gradient bar that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

College & Career Readiness

Student Interests/Skills

The Student intern in the College and Career Readiness department will be familiar with-

- Navigating and posting appropriate social media
- Comfortable interviewing peers and adults
- Enjoy writing and using creative skills
- Strong attention to detail
- Career interest in marketing/advertising



College & Career Readiness

Experience: CTE Educational Marketing & Research

- Student will spend time becoming familiar with CTE programs/classes – this could be visiting classrooms & teachers in person also speaking with Mark, Aaron, and Shannon. Visiting with teachers and students in these classes, to gain insight into what these classes/programs are preparing students.
- Creating recruitment materials (video/ppt slides/infographics) for ECA programs and Off-Campus programs. Which could mean going to NCC, BT and talking to MW and NCAPS kids getting live interviews and/or pictures or quotes.
- Investigate the best ways in which to disseminate information about programs to students. Could be done thru facilitating small group/teams meetings with students.
- Create a video and handouts for teachers/counselors of ALL THE Off-Campus programs based on what they have seen and heard.
- Tik Tok type videos for students, parents, counselors about the CTE & Off-Campus programs

If time: Creating a college financial aid literacy packet, Career Fair – assistance of recruiting, organizing, Promotional pieces for pathways

