

STUDENT  
INTERNSHIP  
PACKET

SCHOOL TO CAREER  
SCHOOL DISTRICT 51

2008-2009 SCHOOL YEAR  
2<sup>ND</sup> SEMESTER

**School-to-Career**  
**Career Exploration Internship Packet**

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**Timeline for School To Career Interns**  
**2<sup>nd</sup> SEMESTER 2008-2009**

**Due immediately only if you are a new intern:**

- Student Profile/Placement Information
- Student Agreement
- Objectives of Participation
- Resume
- Cover Letter

**Due Immediately from Worksite:**

- School to Career Work Site Agreement
- Signed, Worker's Compensation form only if intern is not being paid: not necessary if site assignment is with District 51.

**ALL ABOVE PAPERWORK IS DUE PRIOR TO THE START OF THE INTERNSHIP**

**Weekly Journal Sheets Due on these dates:**

Jan. 12	
Jan. 20	
Jan. 26	
Feb. 2	
Feb. 9	
Feb. 17	
Feb. 23	
March 2	Mid Term Questionnaire and Mid-Term Evaluation
March 17	
March 23	
March 30	
April 6	
April 13	
April 20	
April 27	
May 4	Seniors Only: All final paperwork due
May 11	
May 18	Final Questionnaire and Final Evaluation Signed Hour Verification Sheet

- **WorkKeys assessments are expected to be completed by all interns. You may take them at the Work Force Center or with the WorkKeys administrator at each high school. Students will receive 4 hours credit (the assessments should take less time) towards their 60 hours. Contact the Workforce Center @ 248-0871 to arrange a time or schedule with the high school's WorkKeys administrator.**

**SCHOOL-TO-CAREER  
CAREER EXPLORATION INTERNSHIP**

**STUDENT PROFILE /PLACEMENT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Career Interest(s): \_\_\_\_\_

**Placement Site Information:**

Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

Department (if relevant) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Supervisor's E-Mail: \_\_\_\_\_

**Internship Schedule:**

**SCHOOL-TO-CAREER CAREER EXPLORATION INTERNSHIP**  
**OBJECTIVES OF PARTICIPATION**

List three objectives you hope to accomplish through this internship:

1)

2)

3)

Please show this to your site supervisor so they will know what it is you want to see/do throughout this experience. It will be a great starting point for a good discussion about how you both see the internship unfolding. Remember—it is your responsibility to keep the lines of communication open.

## **School-to-Career Career Exploration Internship**

### **STUDENT AGREEMENT**

The Career Exploration Internship Class is designed to give students an opportunity to explore a career in their area of interest. The following responsibilities are required for participation in this class.

**As a condition for acceptance in the Career Exploration Internship Class, I agree:**

1. I will be regular in attendance and on time at school and the worksite. I understand that if I do not attend school, I may not go to the worksite. I also understand that I must treat the experience as I would a job and agree to contact my site supervisor if I cannot be there.
2. I agree to give priority to my work site commitment and will not miss being there unless it is ABSOLUTELY necessary.
3. **I will complete all paperwork on time. I have discussed the grading process with my teacher and understand that tardiness in submitting required assignments will result in a lower grade.** If I have extenuating circumstances I will discuss them with my teacher.
4. I understand that my teacher will **not** be responsible for reminding me about work that is due.
5. I understand working for a family business will not be approved for the internship. I also understand that a family member or friend may not complete my mid-term or final evaluation.
6. I will carry out my career exploration internship in such a manner that I will reflect positively upon the program and my school.
7. I will perform all my duties in a commendable manner, working effectively both independently and with others.
8. I will accept evaluations by my supervisor(s) and will work with my teacher for continued improvement of workplace skills (see Expectations page).

9. I will abide by school rules and regulations, realizing while I am at my internship site, I am in a school program and the appropriate school rules apply.
10. I will adhere to all rules and regulations of the workplace and will act in an ethical manner at all times.
11. If I have any concerns about my placement I will discuss this with my teacher. I realize I may change internship sites at the end of the school term and must remain at the appointed site until this time. Any other arrangement must be approved by my teacher.
12. I will dress appropriately for my internship.
13. I will receive \_\_\_\_ elective credit for this class upon successful completion of all requirements. I also understand that I may take the internship class for a maximum of 2 elective credits.
14. **I will take the WorkKeys Assessments at the Work Force Center or with high school WorkKeys administrator.**

I fully understand the above statements, and I agree to follow these requirements. If I do not comply, my teacher may choose not to allow me to take the Career Exploration Internship class again.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's email

\_\_\_\_\_  
Phone #

I have read and understand my student's requirements as a participant in the Career Exploration Internship Class.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's email

\_\_\_\_\_  
Phone #

Johnny Jones  
555 Melody Land  
Grand Junction, Colorado 81504  
(970) 434-7122

**Objective**

To obtain an internship in which I can learn about kite flying

**Education**

Sophomore, Central High School – plan to graduate May 2005

**Achievements/Involvements/Affiliations**

Honor Roll since 6<sup>th</sup> grade  
Marching band award  
Staff Member “High School Times”  
Member Central High School girls’ varsity volleyball team

**Work Experience**

August 2002 - March 2003	Wendy’s Hamburgers – Counter Person – Served food, cashiered, closed in evening
Summer 2002	Food Bank of Grand Junction – Volunteer - Sorted food, distributed food
September 2001 - May 2002	Grand Mesa Middle School – Student Aide - Assisted 6 <sup>th</sup> grade math teacher

**Hobbies, Interests**

Design and make kites  
Repair kites  
Read recent materials on kite making  
Play guitar

References available upon request



555 Melody Lane  
Grand Junction, Colorado 81504  
June 4, 2002

Mr. James King  
Grand Junction Kites  
333 Main Street  
Grand Junction, Colorado 81501

Dear Mr. King,

I am interested in obtaining an internship with Grand Junction Kites in order to expand my knowledge about designing and repairing kites. I am providing a resume with pertinent information about my experience in this field.

**(This paragraph addresses why you are submitting the resume—what do you want/want is your intention?)**

As a young child I was introduced to kites and look forward to windy days in which I can hone my skills. I have designed many kites, based on the research I have done, which I would love to show you.

My career goal is to learn to produce kites with different kinds of materials, utilizing many of the designs of other countries. This internship will be an outlet for me to see what other people are doing in the field and for me to try my skills in the profession.

**(This paragraph, or paragraphs—no more than 3—gives information about your goals, skills, plans....)**

I look forward to interning at your place of business and can be reached at home (434-7122) to set up an interview at a time that is convenient for you.

**(This paragraph tells them what you are going to do or what you want them to do)**

Sincerely,  
**(sign your name)**

Johnny Jones

### 08-09 Internship Grading Rubric

	5 pts On due date	4 pts On due date/not well done	3 pts Late w/in 1 week & proficient	2 pts Late w/in 1 wk & not well done	1 pt Late more than 1 week	0 Didn't hand in
Signed Contract 1/12						
Profile/Placement Info 1/12						
Objectives 1/12						
Resume 1/12						
Cover Letter 1/12						
Journal 1/20						
Journal 1/26						
Journal 2/2						
Journal 2/9						
Journal 2/17						
Journal 2/23						
3/2 Mid Term Questionnaire						
Journal 3/17						
Journal 3/23						
Journal 3/30						
Journal 4/6						
Journal 4/13						
Journal 4/20						
Journal 4/27						
Journal 5/4						
Journal 5/11						
Final Questionnaire 5/18						
Hour verification 5/18						
Work site Agreement 1/12						
Workers Comp form 1/12						
Mid-Term Evaluation 3/2	Total out of 36 points:					
Final Evaluation 5/18	Total out of 72 points:					
Workkeys Assessments	Math	Reading	Locating	Credit		

**SCHOOL-TO-CAREER  
CAREER EXPLORATION INTERNSHIP**

**Expectations Worksite May Have of You**

The Colorado Workplace Standards represent those skills employers feel are necessary to be successful in any job or career. They are:

- Communication skills – Demonstrates the ability to receive and relay information clearly and effectively.
- Organizational skills – Demonstrates the ability to effectively and efficiently operate within a workplace.
- Thinking skills – Demonstrates the ability to use reasoning.
- Worker qualities – Demonstrates the characteristics of an effective worker.
- Technology skills – Demonstrates the ability to work with a variety of technologies and equipment.

So...take an assessment of yourself. Can you meet these expectations?

- 1) **Ability to communicate** - Do you have the ability to organize your thoughts and ideas effectively? Can you express them clearly when speaking or writing? Can you present your ideas in a persuasive way?
- 2) **Pay attention** – Can you understand assignments? Learn details of operations? Contribute ideas to your work?
- 3) **Self-confidence** – Are you able to deal positively and effectively with situations and people?
- 4) **Willing to accept responsibility** – Are you someone who recognizes what needs to be done and is willing to do it?
- 5) **Initiative** – Do you have the ability to identify the purpose for work and to take action?
- 6) **Leadership** – can you guide and direct others to obtain the recognized objectives?
- 7) **Energy level** – Do you demonstrate forcefulness and the capacity to make things move ahead? Can you maintain your work effort at an above-average rate?
- 8) **Imagination** – Can you confront and deal with problems that may not have standard solutions?
- 9) **Flexibility** – Are you capable of changing and being receptive to new situations and ideas?
- 10) **Interpersonal skills** – Do you encourage individuals to become effective, enthusiastic members of a team?
- 11) **Self-knowledge** – Can you realistically assess your own capabilities? See yourself as others see you? Clearly recognize your strengths and weaknesses?

- 12) **Ability to handle conflict** – Can you successfully contend with stress situations and antagonism?
- 13) **Competitiveness** – Do you have the capacity to compete with others and the willingness to be measured by your performance in relation to that of others?
- 14) **Goal achievement** – Can you identify and work toward specific goals? Do such goals challenge your abilities?
- 15) **Vocational skills** – Do you possess the combination of education and skills required for the position you are seeking?

SCHOOL-TO-CAREER  
**Weekly Journal Sheet**

Name: \_\_\_\_\_

Date: (week of) \_\_\_\_\_

- This week I completed the following activities:
  
- What did you learn through the above activities?
  
- Did you learn a new skill this week? What was it?
  
- If so, why is this new skill important to your understanding the career?
  
- How does this relate to something you are currently doing in the classroom or through a school activity? This does not just relate to your courses (for example math, English, etc.)...please also refer to the Colorado Workplace Standards
  
- Do you have any concerns or questions about the internship?

Record your hours worked this week:

Monday:

Saturday:

Tuesday:

Sunday:

Wednesday:

Thursday:

Friday:

SCHOOL-TO-CAREER  
**Mid-Term Questionnaire**

Name \_\_\_\_\_ Job Site \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

1. What skills are you learning in your internship (don't forget the Colorado Workplace Standards in your answer)?
  
2. What are your responsibilities?
  
3. Are your internship experiences meeting your goals? Please explain.
  
4. What has been the most interesting/exciting part of your internship so far?
  
5. What would you like to gain from your internship that you are not presently learning?
  
6. Have your ideas about this career changed during your internship? How?
  
7. Are you considering this as a future career? Has the internship affected your views?
  
8. Are you experiencing any difficulties with the internship or do you have any questions about it?

**SCHOOL-TO-CAREER**  
**End-of-Term Internship Questionnaire**

Student Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

1. Were you challenged by learning new skills? If so, did you continue to improve throughout your time on the job site? Explain.
  
2. What was the most important thing you learned from the internship?
  
3. What are two things you learned about yourself and your fit in this career? Explain.
  
4. What was your most valuable experience?
  
5. Were your goals met? How were they met or why weren't they met?
  
6. Is there anything you would like to see changed about (1) internships at this work site and/or (2) the Internship class in general?
  
7. Do your personality and values make this a good career choice for you? How?
  
8. Are there any downsides to this career and how will you cope with them?
  
9. How do you intend to obtain additional training/education to pursue this career?

## SCHOOL-TO-CAREER Hour Verification Sheet

Student Name: \_\_\_\_\_ Year/term: \_\_\_\_\_

[illegible]

Total hours completed \_\_\_\_\_



## SCHOOL-TO-CAREER Hour Verification Sheet Continued

[illegible]

Total hours completed \_\_\_\_\_

## **Career Pathways Introduction**

A “career pathway is a broad category of occupations which are clustered together because they share a general similarity in focus and theme. Each pathway includes occupations from the entry level, which may require little training, to the technical and professional levels, which would require definite higher levels of educational training and/or work experience.

**Health & Related Services** - Involves providing medical care and/or emergency services to people and animals. Examples: medical sciences; diagnostic sciences; sports medicine; dietetics technology; Mortuary Science; mental health care; dental care; pharmacy services; Medical Office Tech; Patient Care Provider; ophthalmic care; sports and fitness; Emergency Medicine, veterinarian and biotechnology.

**Human Services** – Involves helping other people with their mental, spiritual, societal, physical or job needs; also, providing services to protect and improve individuals’ general comfort and their possessions. Examples: child and family services; government and public administration; cosmetology; barbering and personal care services; Fire Science Technology; criminal justice; law enforcement; food service and management; education; law and social services.

**Arts, Humanities & Communications** – Involves using artistic abilities in performing arts or working with your hands to create visual arts. Examples: Telecommunications technology; fine arts; interior design; graphic arts and production; creative writing; music; film; video and media arts; journalism and theater arts.

**Business, Marketing & Financial** – Involves marketing, merchandising and management of enterprises engaged in commerce. Examples: International business/marketing; insurance; human resources; advertising and promotion; hospitality; travel and tourism; information processing and computer services; transportation and logistics; business management; accounting and financial services; sales and retailing and real estate.

**Engineering & Industrial Technology** – Involves the application of scientific principles to solve practical problems and design, produce and improve products and systems. Also includes the testing, studying, discovering and/or application of scientific principles and theories or methods as they relate to computers and electronics. Examples: Engineering technology; flight training; transportation/mechanics technology; CAD/CAM technology; architecture; manufacturing technology and construction technology.

**Natural Resources** – Involves environmental planning, education, communications, management of land, water, air as well as fisheries and wildlife; solid and hazardous waste management; parks and outdoor recreation and forestry. Examples: Agriculture production; agriculture processing; mechanization and fabrication; agribusiness and marketing; aquaculture; wildlife management; environmental sciences; horticulture; landscaping and forestry.