

# SENIOR INTERNSHIP PROGRAM STUDENT INTERN MANUAL



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# Senior Internship Program: Student Intern Manual

## Overview

The Clark Advanced Learning Center (Clark), a national model, is a public charter high school providing 10th, 11th, and 12<sup>th</sup> grade students with enhanced educational and career training opportunities through access to a rigorous technology-enriched curriculum in a small school environment. Through an extensive dual enrollment program, students may simultaneously earn high school and college credits, enabling them to attain an associate degree concurrent with a high school diploma.

Successful completion of the Senior Internship Program is required of all students. The program has two components – an Internship experience and a college-level course. Details are provided in Appendix A.

- **Internship:** Seniors complete a 60-hour, unpaid work experience with a local business in an Intern role. The purpose of the Internship is to develop career-related and workplace skills and to integrate classroom competencies in a “real world” setting.
- **Academic Component:** Seniors register for a one-semester course, SLS 1421: Personal and Career Development, in either the Fall or Spring semester. This course is taught by the Clark Career Coordinator, an Adjunct Faculty Member with Indian River State College. The course is supported by the local business community. Students receive high school and college credit for the dual enrollment course. Grades are based on Internship worksite attendance, classroom attendance and participation, capstone presentation, business partner assessments, and classroom assignments and assessments.

Clark Interns have the opportunity to receive the Clark Advanced Learning Center Intern of the Year Award. Business partner nominations are a major piece of the selection process. Details on the award are included in this manual.

## Student Responsibilities

- Meet with Career Coordinator, after a résumé draft, to discuss career and Internship interests in the spring semester of the junior year.
- Complete all Internship placement and completion steps according to timeline set with Career Coordinator.
- Complete and sign Intern Information and Release Form to provide contact information and Internship preferences to Career Coordinator. This form also gives Career Coordinator permission to release the Intern résumé to prospective business partners.
- Determine when Internship hours will be completed (summer, fall, or spring) in coordination with parents/guardians and Career Coordinator. Summer Internships require written approval from parent/guardian.
- Complete specific steps that are required for some Internships as outlined in this manual and by Career Coordinator.
- Check RiverMail email account and text messages regularly to be sure information from Career Coordinator is received and responded to in a timely manner.
- Schedule and attend interview with prospective business partner when assigned by Career Coordinator.
- Attend and fully participate in SLS 1421 and meet requirements and deadlines for assignments and assessments in accordance with course syllabus. Details included in Appendix A.
- Complete Internship Agreement (Appendix B) with business partner, gather signatures, and return form to Career Coordinator before beginning Internship hours. The Internship Agreement establishes a partnership between the student, parent/guardian, school, and business partner. It is intended as a guide to fulfill the Internship requirements and should not be interpreted as a legal instrument or any form of binding contract.

### **Student Responsibilities (continued)**

- Complete all Internship hours as determined by business partner and Career Coordinator. Submit hours to business partner for approval then submit approved time cards (Appendix D) to Career Coordinator on a weekly basis.
- Meet business evaluation requirements through Business Partner Intern Evaluation (Appendix C).
- Develop and present Capstone Presentation in SLS 1421 outlining Internship experiences and current career plan.

### **Internship Placement Requirements for Specific Business Partners**

In addition to the Internship placement requirements previously outlined, some specific business partners require the timely completion of additional steps in order for a student to be placed in an Internship role.

- **Cleveland Clinic Martin Health:** The process of obtaining an Internship with Cleveland Clinic Martin Health (CCMH) takes time. This includes Internships within the hospitals and with any doctor, surgeon, nurse, or administrator affiliated with CCMH. It is important that students let the Career Coordinator know if they are interested in a CCMH Internship as soon as possible and then complete the steps in the process in a timely manner while remaining in close communication with the Career Coordinator throughout the process.

The Career Coordinator will request Internship placements with CCMH on behalf of interested students. Students will complete an online onboarding process that includes an educational component. This must be completed in a timely manner so that Internships can begin.

Cleveland Clinic Martin Health requires official documentation of the following in order to be placed in an Internship:

- A negative tuberculosis test administered within the previous 12 months.
  - A flu shot for the **current** year.
  - COVID vaccinations and boosters.
  - Proof of current immunizations, which are provided by the Career Coordinator through FOCUS.
  - Possibly a fingerprinting/background check.
  - Possibly CPR Certification. CPR training can be completed through the Red Cross (<http://www.redcross.org/take-a-class>) or through IRSC's Public Safety Department (<https://tccpublicsafetytraining.gosignmeup.com/Public/Course/Browse>).
- **Law Enforcement, the Court System, and Education:** Some business partners require that students complete a formal application and clear a background check, which can include fingerprinting, as part of the Internship placement process. This can take time, so it is important that students remain in contact with the Career Coordinator throughout the process and complete the required steps as quickly as possible. Students interested in completing Internships with the Stuart Police Department, Martin County Sheriff's Office, or with Teachers in the Martin County School District or Judges and Attorneys in the Court System may be required to complete this type of process.
- **Engineering:** Most of the engineering business partners require that a student be at least 18 years of age to be placed in an Internship. Students interested in Engineering Internships will want to consider this when determining whether to complete the Internship and enroll in SLS 1421 in the fall or spring semester.

## **Intern of the Year Award**

The Intern of the Year Award is designed to recognize the outstanding work being done by Clark Advanced Learning Center Interns throughout Martin County and surrounding areas. Based on nominations from business partners and input from the Career Coordinator, this award will be given to one Intern annually to recognize “above and beyond” commitment to the Internship experience.

To be eligible, Interns must be Clark Advanced Learning Center seniors who have successfully completed both the 60-hour Internship experience and the academic component of the Internship program, SLS 1421: Personal and Career Development, within the current academic year (or previous summer). Nominations will be accepted from business partners each semester and the award will be presented at Clark’s Scholarship and Awards Night at the end of the academic year.

The recipient will be an Intern who:

- exhibited appropriate levels of professionalism, courtesy, and responsibility as expected by the business partner and the organization’s employees.
- displayed a positive attitude and willingness to work.
- demonstrated a commitment to providing high-quality work that exceeded established performance standards and provided service to the business partner.
- represented the Clark Advanced Learning Center and Indian River State College in a positive and professional manner.
- received high rankings on the Intern Evaluation completed by the business partner at the conclusion of the Internship.
- met all of the requirements of the Internship experience and presented an outstanding Capstone.

The Intern of the Year will be honored in the following ways:

- Commemorative plaque and special gift.
- Recognition at the Clark Advanced Learning Center annual Scholarship and Awards Night.
- Name and photo on the Career Connections section of the Clark Web site.
- Recognition in Clark and IRSC publications as appropriate.
- Name on perpetual plaque at Clark.

Nominations for the Intern of the Year Award or questions about the program should be directed to Dr. Denisha Bonds, Career Coordinator, via email at [dbonds@irsc.edu](mailto:dbonds@irsc.edu) or by phone at (772) 419-5768.

## Appendix A

# Clark Advanced Learning Center Internship and Course Timeline – Student

Students must complete the following requirements as part of the Senior Internship Program.

<b>Requirement</b>	<b>Description</b>
Internship Experience	Students will meet with the Clark Career Coordinator, after completing the required résumé draft, to discuss career interests and Internship preferences. The Career Coordinator will contact prospective business partners on behalf of the students. When a business partner has been assigned, the student will schedule and attend an interview with the business partner. To finalize the Internship placement, students will complete the Internship Agreement (Appendix B) in conjunction with the business partner, gather all required signatures, and return the complete and signed form to the Career Coordinator before beginning the Internship hours. Students will complete 60 unpaid Internship hours with the assigned business partner and will submit weekly time cards (Appendix D) to the Career Coordinator documenting the hours. At the end of the Internship, business partners complete the Intern Evaluation (Appendix C) at their Intern's request. The evaluation must be submitted to the Career Coordinator in order for the Internship to be complete.
Project/Product or Observation Timeline Creation	The Internship can include the development of an actual product or project that the student completes to assist the business partner's operations and as a learning experience for the student. Alternatively, the Internship can be primarily observational in which case students create an Internship observation schedule that exposes them to all areas of the organization and the related career field as appropriate. Students are to collaborate with the business partner and the Career Coordinator in determining what the Capstone will be.
Career Research	Students research a career field of interest using a variety of resources and create a detailed project demonstrating what was learned in SLS 1421. The project introduces students to the information that is important to consider when making career decisions and to reliable sources for researching careers, including information interviews.
Mid-Term Capstone Presentation Draft	At mid-term, students create a draft presentation of their Capstones including business partner information such as demographics, business history, Website, points of interest, etc.; and an overview of current career plans.
Capstone Presentation	At the end of the class, students create a ten-minute Capstone Presentation PowerPoint that can include animation, sound, and/or video. The presentation will include an Internship overview, career plan information, and a demonstration/description of the Capstone. The presentation is made to an audience of classmates, educators, and business partners.
Business Partner Participation	The business partner provides assistance in establishing the Capstone, mentors the student throughout the Internship, and attends the student's Capstone Presentation if possible.

# Clark Advanced Learning Center Internship Agreement

**Student Information:** \_\_\_\_\_  
(First Name) (Last Name)

**Business Partner Information:**

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Contact First Name) (Contact Last Name)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Schedule: M T W Th F Time: \_\_\_\_\_

Student Intern Work Position/Title: \_\_\_\_\_  
~~~~~

**Intern Responsibilities:** The student will adhere to the Internship requirements established by the school and the business partner. The student will exhibit the appropriate level of professionalism, courtesy, and responsibility expected of the business partner’s employees. Some Internship sites require students to complete drug screening and/or a criminal background check *prior* to placement. The student will be present as scheduled and will submit signed weekly time cards to the Career Coordinator.

**Parent/Guardian Responsibilities:** Parent/guardian agrees to support the student participating in the Clark Advanced Learning Center (Clark) Internship Program. Parent/guardian agrees to permit student to leave the school campus in order to participate in the program.

**Career Coordinator Responsibilities:** The Career Coordinator arranges student Internship placement and monitors each Intern’s progress. Career Coordinator serves as primary contact for students, parents/guardians, and business partners for all Internship-related questions and concerns.

**Business Partner Responsibilities:** The business partner agrees to place the Intern in the above listed position to provide career experience relating to the course objectives. The Intern’s activities will be supervised by qualified personnel and performed under safe, hazard-free conditions. The Intern will receive the same consideration the business provides employees with regard to safety, health, general work conditions, and other policies and procedures. The business partner agrees to evaluate the student and adhere to school attendance policies. Students may not miss any Clark or dual enrollment classes to participate in the Internship.

This document establishes an agreement between the student, parent/guardian, school, and business partner to satisfy the Clark Internship requirements. It is intended as a guide to fulfill the Clark Internship requirements and should not be interpreted as a legal instrument or any form of binding contract.

We have read this Internship Agreement and understand the conditions and provisions contained therein.

|                  |       |                    |       |
|------------------|-------|--------------------|-------|
| _____            | _____ | _____              | _____ |
| Intern           | Date  | Parent/Guardian    | Date  |
| _____            | _____ | _____              | _____ |
| Business Partner | Date  | Career Coordinator | Date  |

Appendix C

## Clark Advanced Learning Center Business Partner Intern Evaluation

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

\_\_\_\_\_  
Dates of Internship

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Internship Supervisor/Business Partner Name

**DIRECTIONS:** This evaluation provides feedback for the Intern and the Career Coordinator. Based on the U.S. Department of Labor Secretary's Commission for Achieving Necessary Skills (SCANS), the competencies below have been identified as tools for success in employment. Please rate the Intern by circling the appropriate number to the right that corresponds with the Intern's competency level.

4 = Excellent

2 = Average

0 = Unsatisfactory

3 = Above Average

1 = Needs Improvement

N/A = Does not Apply

- |                                                                                                             |   |   |   |   |   |     |
|-------------------------------------------------------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Responsibility: Punctual and reliable, adheres to company policy                                         | 4 | 3 | 2 | 1 | 0 | N/A |
| 2. Time Management: Starts on time, follows schedule, prioritizes tasks                                     | 4 | 3 | 2 | 1 | 0 | N/A |
| 3. Listening: Listens attentively, confirming majority of information, responds to non-verbal communication | 4 | 3 | 2 | 1 | 0 | N/A |
| 4. Teamwork: Follows team rules, cooperates, assists other team members                                     | 4 | 3 | 2 | 1 | 0 | N/A |
| 5. Acquiring information: Selects information relevant to the task, predicts outcomes                       | 4 | 3 | 2 | 1 | 0 | N/A |
| 6. Understanding Systems: Understands system/organization principles/terminology                            | 4 | 3 | 2 | 1 | 0 | N/A |
| 7. Applying Technology: Understands technology applications, follows proper procedures                      | 4 | 3 | 2 | 1 | 0 | N/A |
| 8. Self-Management: Maintains self-control, accepts constructive feedback                                   | 4 | 3 | 2 | 1 | 0 | N/A |
| 9. Honesty/Integrity: Understands implications of decisions, recommends ethical courses of action           | 4 | 3 | 2 | 1 | 0 | N/A |
| 10. Self-Worth: Accepts responsibility and understands effects of own behavior                              | 4 | 3 | 2 | 1 | 0 | N/A |

**SPECIFIC TRAINING TASKS:**

- |           |   |   |   |   |   |     |
|-----------|---|---|---|---|---|-----|
| 11. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 12. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 13. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 14. _____ | 4 | 3 | 2 | 1 | 0 | N/A |

Comments: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Appendix D*

**Clark Advanced Learning Center  
Internship Time Card**

Submit time card each week to the Career Coordinator at the Clark Advanced Learning Center. Students receive credit for work hours **ONLY** if the time card is complete and submitted on time.

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

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

Work Supervisor: \_\_\_\_\_

Week Beginning: \_\_\_\_\_

|                                       | Arrival Time | Departure Time | Total Daily Hours |
|---------------------------------------|--------------|----------------|-------------------|
| Monday                                |              |                |                   |
| Tuesday                               |              |                |                   |
| Wednesday                             |              |                |                   |
| Thursday                              |              |                |                   |
| Friday                                |              |                |                   |
| Saturday                              |              |                |                   |
| Sunday                                |              |                |                   |
| <i>Total Weekly Hours</i>             |              |                |                   |
| <i>Total Internship Hours to Date</i> |              |                |                   |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Intern Signature

**Clark Advanced Learning Center  
Internship Time Card**

Submit time card each week to the Career Coordinator at the Clark Advanced Learning Center. Students receive credit for work hours **ONLY** if the time card is complete and submitted on time.

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

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

Work Supervisor: \_\_\_\_\_

Week Beginning: \_\_\_\_\_

|                                       | Arrival Time | Departure Time | Total Daily Hours |
|---------------------------------------|--------------|----------------|-------------------|
| Monday                                |              |                |                   |
| Tuesday                               |              |                |                   |
| Wednesday                             |              |                |                   |
| Thursday                              |              |                |                   |
| Friday                                |              |                |                   |
| Saturday                              |              |                |                   |
| Sunday                                |              |                |                   |
| <i>Total Weekly Hours</i>             |              |                |                   |
| <i>Total Internship Hours to Date</i> |              |                |                   |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Intern Signature



IRSC is an EA/EO educational institution.