

SENIOR INTERNSHIP PROGRAM BUSINESS PARTNER MANUAL



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Senior Internship Program: Business Partner Manual

Overview

The Clark Advanced Learning Center (Clark), a national model, is a public charter high school providing 10th, 11th, and 12th 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.

- 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 Indian River State College (IRSC) or Clark faculty and is supported by the 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 project, business partner assessments, and classroom assignments and assessments.

Beginning in 2016 – 2017, Clark Interns will have the opportunity to receive the Clark Advanced Learning Center Intern of the Year Award. Business partner nominations will be a major piece of the selection process. Details on the award are included in this manual. Please consider nominating your Clark Intern when nominations are requested in the spring semester each year.

Student Responsibilities

- Meet with Career Coordinator, after completing online career surveys and draft resume, to discuss career and Internship interests.
- Sign acknowledgement form to confirm that the Student Intern Manual has been received and reviewed.
- Schedule and attend an interview with business partner assigned by Career Coordinator.
- Complete the Internship Agreement (Appendix A), gather signatures, and return form to Career Coordinator. The Internship Agreement establishes a partnership between the student, parent/guardian, school, and business partner. It is intended as a guide to fulfill the Clark Internship course requirements and should not be interpreted as a legal instrument or any form of binding contract.
- Create and develop a capstone product which can be used by the business partner, if applicable. With business partner input, discuss product selection, and complete the Capstone Development Worksheet (Appendix B).
- Attend and fully participate in SLS 1421 and meet the requirements and deadlines for assignments and assessments in accordance with the course syllabus.
- Complete all Internship worksite hours as determined by business partner and Career Coordinator and submit completed Internship Time Cards (Appendix E) to Career Coordinator each week.
- Utilizing mentoring from the business partner, satisfy Capstone presentation requirements in accordance with the Capstone Timeline (Appendix C) and prepare and present final Capstone Presentation.
- Meet business evaluation requirements through the Business Partner Intern Evaluation (Appendix D).

Business Partner Responsibilities

- Discuss availability for student Internship placement with Clark Career Coordinator.
- Meet with the prospective student Intern for an interview and Internship discussion. Intern will schedule meeting.
- Complete and sign the Internship Agreement Form (Appendix A). 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.
- Provide the student with a schedule for completing the Internship hours and sign completed Time Cards (Appendix E) weekly to document hours and provide constructive comments. The Intern must submit these cards to the Clark Career Coordinator each week. The business partner may be contacted if cards are not submitted.

Business Partner Responsibilities (continued)

- Provide input on student's Capstone project/product selection, if applicable, using the Capstone Development Worksheet (Appendix B) and provide mentoring to assist student in product development requirements in accordance with the Capstone Timeline (Appendix C).
- Through the Business Partner Intern Evaluation (Appendix D), complete a final assessment of the Intern's work performance upon completion of Internship. Send completed evaluation to the Career Coordinator directly via email at dbonds@irsc.edu, via FAX to (772) 419-5760, or via US Mail to Attention: Dr. Denisha Bonds, Clark Career Coordinator, Clark Advanced Learning Center, 2400 SE Salerno Road, Stuart, FL 34997.

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 spring 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 provide 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 or by phone at (772) 419-5768.

Appendix A

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 B

**Clark Advanced Learning Center
Capstone Development – Student Worksheet**

Student Name: _____

Business Partner: _____

Internship Location: _____

When applicable, the Intern may work with his/her business partner to identify a specific product or project to be completed as part of the Internship experience. The Internship may also be primarily observational. This form can be used as a guide and should be completed by the Intern and returned to the Clark Career Coordinator.

BUSINESS PARTNER COORDINATION COMPLETED: _____

Coordinate the Capstone project/product or observation schedule development with your business partner. Include business partner input in your Capstone development and formal presentation, as appropriate. Invite your business partner to attend your formal Capstone Presentation.

TOPIC/CAREER FIELD: _____

Select a topic for your project/product or an area of the career field for your observation that relates to your chosen field of study and career interests, as well as Internship experiences and reflection.

CAPSTONE PLAN: _____

PROJECT/PRODUCT: Working in cooperation with your business partner, select a viable project/product that could be used by the Internship business partner or other related organization and/or that will be useful to you in your career exploration and planning.

OBSERVATION AREAS: Working in cooperation with your business partner, identify areas of interest to you within your Internship career field and develop a plan for observing and/or studying these areas as part of your Internship as applicable.

Appendix C

Clark Advanced Learning Center Capstone Timeline – Student

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

Requirement	Description
Internship Experience	Students will meet with the Clark Career Coordinator, after completing the required online career surveys and a draft resume, 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 A) in conjunction with the business partner, gather all required signatures, and return the complete and signed form to the Career Coordinator. Students will complete 60 unpaid Internship hours with the assigned business partner.
Project/Product or Observation Timeline Creation	The Internship can include the development of an actual product or project that the students complete to assist the business partner's operations. Or, 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.
Research Paper	Students write a formal research paper providing background information and insight into the Internship career field (or another career field of choice with permission). Paper must be at least 900 – 1200 words and include five cited references using APA format.
Mid-Term Presentation	At mid-term, students create a five-minute presentation on their Internships including: business partner information such as demographics, business history, Web site, points of interest, etc.; an overview of the Internship plans; and a description of the intended Capstone.
Capstone Presentation	At the end of the class students create an eight-to-ten minute Capstone Presentation PowerPoint with animation, sound, and/or video. The presentation will include an Internship overview, career information, and a demonstration/description of the Capstone. The presentation is made to an audience of educators, community members, 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 formal presentation if possible.

Appendix D

Clark Advanced Learning Center
Business Partner Intern Evaluation

Student Name

Career Field

Company Name

Training Supervisor

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

3 = Above Average

2 = Average

1 = Needs Improvement

0 = Unsatisfactory

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 E

**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	Daily Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Weekly Hours			

Comments: _____

Supervisor Signature

Intern Signature

**Clark Advanced Learning Center
Internship Time Card**

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Week Beginning: _____

	Arrival Time	Departure Time	Daily Hours
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Thursday			
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Saturday			
Sunday			
Total Weekly Hours			

Comments: _____

Supervisor Signature

Intern Signature