

# 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 high school students with enhanced educational and career training opportunities through access to a rigorous technology-enriched curriculum in a small school environment. With 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 for all students.

The program has two components: 1. an Internship experience. 2. a college-level course.

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

### **Intern of the Year Award**

Since 2016-2017, Clark Interns have had the opportunity to receive the Clark Advanced Learning Center Intern of the Year Award. Business partner nominations will be a major part of the selection process. Please consider nominating your Clark Intern when nominations are requested in the spring semester each year.

The 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 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 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 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 Website.
- 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 the Clark Advanced Learning Center's Career Coordinator via email at or by phone at (772) 419-5768.

### **Student Responsibilities**

- Meet with Career Coordinator to discuss career and Internship interests in the spring semester of the junior year. A résumé draft is required for this meeting. Handouts on résumé-writing will be provided to help with the creation of the draft and additional help will be provided during the meeting.
- Complete all Internship placement steps according to the timeline set with Career Coordinator.
- Complete and sign Intern Information and Release Form to provide Internship preferences. This form also gives Career Coordinator permission to release the Intern résumé to prospective business partners.
- Determine when Internship will be completed (summer, fall, or spring terms) in coordination with Career Coordinator. Summer Internships require written approval from parent/guardian.
- Complete specific steps 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.
- Complete all Internship hours as determined by business partner and Career Coordinator. Submit timecards to business partner for approval weekly and then submit them to Career Coordinator.
- 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.

### **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 this meeting.

- Complete and sign the Internship Agreement Form (Appendix B). 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 Timecards (Appendix D)
- Assist student Intern in documenting hours weekly and provide constructive comments. The Intern must submit timecards every two weeks to the Clark Career Coordinator. The business partner may be contacted if cards are not submitted.
- Through the Business Partner Intern Evaluation (Appendix C), complete a final assessment of the Intern's work performance upon completion of Internship. Student Intern will provide the form.

## Appendix A

### Clark Advanced Learning Center Internship and Course Timeline – Student

Requirement	Description
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/Shadowing hours with the assigned business partner and will submit timecards to the Career Coordinator documenting the hours. At the end of the Internship, business partners complete the Business Partner Intern Evaluation (Appendix C), at their Intern's request. This must be submitted to the Career Coordinator in order for the Internship to be considered 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 Project	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 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 formal presentation if possible.

**Appendix B**

**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: \_\_\_\_\_

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**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 weekly time cards to the Business Partner and 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

\_\_\_\_\_  
Dates of Internship \_\_\_\_\_ Student Name  
\_\_\_\_\_  
Name Internship Supervisor/Business Partner Name \_\_\_\_\_ Company

**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 4 3 2 1 0 N/A non-verbal communication
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 4 3 2 1 0 N/A of action
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Position Date \_\_\_\_\_ Supervisor

## ***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                                       |              |                |                   |
| <b><i>Total Weekly Hours</i></b>             |              |                |                   |
| <b><i>Total Internship Hours to Date</i></b> |              |                |                   |

Comments:

Supervisor Signature

Intern Signature