



Senior Internship Program

Student Intern Manual



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Senior Internship

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 simultaneously earn high school and college credits, enabling students to attain an Associate degree concurrent with a high school diploma.

Seniors register for a one semester Internship course in either the Fall or Spring. This course is taught by Indian River State College (IRSC) or Clark faculty and is supported by the business community. Students work with local businesses in an Intern role each week to observe and integrate classroom skills in a “real world” setting.

Students receive high school and college credit for the dual enrollment Internship course. Grades are based on worksite attendance, classroom attendance and participation, capstone project, business partner assessments, and classroom assignments and assessments.

Details:

- Students register for the one semester course in either the Fall or Spring.
- Students sign an acknowledgement form to confirm they received and reviewed the Internship Manual.
- Students receive high school and college credit for the dual enrollment class.
- The class is taught by Clark Advanced Learning Center (Clark) faculty and supported by the business community.
- Students work with their business partners each week and share experiences in a school classroom setting.
- Grades are based on:
 - Internship attendance.
 - Business Partner evaluation of Intern.
 - Classroom attendance and participation.
 - Classroom assignments and assessments.
 - Capstone Project.
- 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.

Student Responsibilities

- Adhere to class syllabus.
- Complete the Internship Agreement Form (Appendix A).
- Schedule and attend an interview with a business partner.
- Create and develop a capstone product which can be used by the business partner. With business partner input, discuss product selection, complete the Capstone Project Selection Form (Appendix B) and submit to the Instructor by the due date.
- Attend and participate in weekly Internship classes and complete all worksite hours as determined by business partner and Career Coordinator.
- Submit completed Internship Time Cards (Appendix E) to Instructor each week.
- Meet the requirements and deadlines for class assignments and assessments in accordance with the Instructor syllabus.
- Utilizing mentoring from the business partner, satisfy product and presentation requirements in accordance with the Capstone Project Timeline (Appendix C).
- Complete mid-term presentation.
- Write research paper.
- Prepare and present final Capstone Project.
- Meet business evaluation requirements through the Business Partner Intern Evaluation Form (Appendix D).

Appendix A

Clark Advanced Learning Center Internship Agreement

Student: _____
(First Name) (Last Name)

Business Partner: _____

(Address) (City) (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 course 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.

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 partners to satisfy the Clark Internship requirements. 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.

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 Project Development – Student Worksheet

Student Name: _____

Business Partner: _____

Internship Location: _____

As part of the Internship experience, the Capstone Project's multi-disciplined research assignment demonstrates a student's proficiency in a chosen field of study. To guide an appropriate project selection, the student completes and returns this form to the Internship Instructor.

BUSINESS PARTNER COORDINATION COMPLETED: _____

Coordinate this project with your business partner. Include business partner input in your product development, research paper, and formal presentation. Invite your business partner to attend your formal Capstone Project Presentation.

TOPIC AREA: _____

Select a topic that relates to your chosen field of study and career interests, to include Internship site based experiences and reflection.

Examples: Information Technology; Pediatrics; Hospitality and Tourism

FOCUS: _____

Focus on a more specific area of study within the topic. The focus will become your Capstone Research Paper title.

Examples: The effects of computer viruses and how to prevent them; Do the benefits of vaccination outweigh the risks?; The rising popularity of eco-tourism and its effect on tourist trade

PRODUCT: _____

Use the focus to provide direction for creating the Capstone Product. Working in cooperation with your business partner, select a viable product that could be used by the Internship business partner or other organization in your field of study.

Examples: Create a computer check-up schedule, identify and eradicate viruses; create a community awareness campaign on a medical issue; research and create an eco-tour for a tourism company

Appendix C

Clark Advanced Learning Center Capstone Project Timeline – Student Worksheet

Students must complete the following project requirements as part of the Internship experience:

Requirement	Description	Date Due
Topic Selection	<p>Students establish the Capstone Project in cooperation with the business partner. Students select a topic related to the Internship experience.</p> <p>Examples of possible topics: <i>Information Technology</i> <i>Pediatrics</i> <i>Hospitality and Tourism</i></p>	
Product Creation	<p>Students create a viable product that could be used by the Internship business partner or other organization in the student's field of study.</p> <p>Examples of possible products: <i>Create a computer check up schedule, identify and eradicate viruses</i> <i>Create a community awareness campaign on a medical issue</i> <i>Research and create an eco-tour for a tourism company</i></p>	
Research Paper	<p>Students write a formal research paper providing background information and insight into the Capstone Project topic. Paper must be at least 900 - 1200 words and include five cited references (one must be a person) with bibliography.</p> <p>Examples of possible research papers: <i>The effects of computer viruses and how to prevent them</i> <i>Do the benefits of vaccination outweigh the risks?</i> <i>The rising popularity of eco-tourism and its effect on tourist trade</i></p>	
Mid Term Presentation	<p>Students create a five-minute presentation including:</p> <ul style="list-style-type: none"> • Business partner information, such as, demographics, business history, Web site, points of interest, etc. • Summary of Intern Supervisor mentoring relationship. • Capstone Project topic and product description. 	
Capstone Presentation	<p>Students create an eight-to-ten minute Capstone Project PowerPoint presentation with animation, sound, and/or video. The presentation will include a Capstone overview, research paper information, and a demonstration of the Capstone Product. The presentation includes an audience of educators and community representatives.</p>	
Business Participation	<p>Business partner provides assistance in establishing the Capstone Project topic, mentors the student throughout the product development, and may attend the student's formal presentation.</p>	

Appendix D

Clark Advanced Learning Center Business Partner Intern Evaluation

Student Name

Career Cluster

Company Name

Training Supervisor

DIRECTIONS: This evaluation provides student Internship information for the classroom Instructor. 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 criticism | 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 Internship Instructor 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

Submit time card each week to Internship Instructor 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