

District Internship Program

"Tell me and I forget, teach me and I may remember, involve me and I learn." - Benjamin Franklin

09870-DISTRICT INTERNSHIP PROGRAM

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Course Description

The District Internship Program integrates academic curriculum with supervised work experience in the community. Internships are an essential part of a student's academic experience which promotes the life-long education process of integrating work and learning; enables students to view their internship experience within a broad world perspective; assists advanced skill development and career decision-making; drives individual success through on-the-job experiences; and provides students with valuable networking opportunities.

Course Objectives

- To observe and engage with professionals in their typical work setting.
- To learn specific job tasks of the person(s) you work alongside.
- To be assigned authentic work tasks as developmentally appropriate.
- To gain insight into the career planning process including interests, abilities, and values that may align with a particular career.
- To identify potential career opportunities with possible majors of study.
- To develop critical thinking competencies, and problem solving abilities, to find a common ground among competing points of view and work toward a solution acceptable to diverse interests.
- To gain awareness of the ethics and some of the societal and world issues that affect your workplace.
- To gain self-awareness and begin to see yourself as a productive member of the profession.
- To understand the skills obtained during your internship as well as the contributions you make to your organization's success.
- To have the opportunity to improve your ability to communicate including developing and utilizing networking skills.

Materials Needed For this Course

- Access to a computer for Moodle (Online Course Assignment Management) and email. Notification of acceptance, Moodle Enrollment Instructions, and other communication will take place using your District 214 e-mail address.
- Upon acceptance, the following electronic forms (available via Moodle) need to be e-mailed to Mr. Gustafson.

- Internship Agreement

By September 13, 2015

Attendance

Fall 2015 internships start the **week** of September 8, and end the **week** of January 11, depending on the day(s) you arrange with your site supervisor.

You are not required to attend your internship on non-attendance days or holidays; however, it is your responsibility to communicate these days with your site supervisor.

A. Attendance is EXTREMELY important in this program. After 2 absences a warning will be given. After 3 absences there will be a reduction in grade. **After 4 absences you may be dropped from the program.**

B. You need to intern a minimum of 5 hours per week. You will need to follow our district calendar and are only required to attend your internship when our district is in session. **If you are absent, you will need to let your site supervisor and Mr. Gustafson know by 8:00 AM on the day of your absence.**

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**Any missing hours should be made up within the quarter they are missed.
Fall 2015 Internships end January 15, 2016.**

Attendance/Tardy Policy

District 214 has a tardy policy in place which will be enforced. Be on time to your internship and ready to work!

Dress Code

District 214 has a dress code policy in place which will be enforced. Appropriate attire is necessary for the Internship and workplace environment. Therefore the following is not allowed: shorts, short skirts, athletic clothing, yoga pants, or revealing tops.

In addition, students need to discuss dress code with their internship placement site supervisor to adhere to any business attire regulations.

Transportation

Students who are driving themselves need to arrive to their internship site on time.

Students who are cab riders need to be outside ready for the cab each day and report directly to their assignment upon arriving at the site. If they miss the cab it may be counted as an absence.

Please call Mr. Gustafson if you have any questions or concerns with the cab. You may also contact Pat Mikulicz for assistance **before** 3:30PM @ 847-718-7670. **After** 3:30 you can reach Mr. Gustafson at 224-545-0844. If you are leaving a message you need to speak clearly, state your first and last name, along with the number you are calling from.

Assignments

In addition to attending their internship site, students are also responsible for completing assignments via Moodle and email.

All assignments must be submitted by the time/date deadline. Late assignments may result in a grade reduction of up to 30%. Here's why: turning in late work at your job will negatively impact your performance reviews, and in some cases, may even cause for termination. Stay in tune with this class and turn in work on time for a good grade/experience.

Assignments must be the original work of the student. Students are always encouraged to consult appropriate references on assignments. Submitting any material by another person, including what is contained on a website, without proper acknowledgement as part of one's assignment is considered plagiarism per District 214 policy. Students should be aware that a charge of plagiarism, if proven, could result in an automatic "F" for the assignment, failure of the course, and/or additional disciplinary actions.

Students who experience technology problems during the semester and cannot access Moodle will need to email me their assignments, or submit handwritten assignments to their counselor who will then forward them to me.

Assignment Details

1. **Analysis Paper – Career Event OR Interview.** Attend a career event OR interview a relevant professional for networking practice. **DUE October 30 by 11:59PM.** Format: 2-3 pages, double-spaced. A scoring rubric can be found on Moodle.

Career Event option: Attending a career event will give you fresh insight on the job search process. Find and attend one career event, within D214 or outside of, that is relevant to your career needs.

Analysis for your career event **must** include:

- The name, date, location, and description of the event attended.
- A description of 3 key insights that you found insightful.
- A description of how you will use the information learned in your current internship position, and/or your career planning & job search efforts.

Interview option: Informational interviews are a form of face-to-face networking. Unlike a job interview, you will lead the questioning with the goal of obtaining more information about a prospective company or career path. Set up an informational interview with a family member/family friend or with a seasoned professional that you have sourced independently that currently works in your interested professional field or at your internship site.

You may devise your own questions; or here are some suggested questions to guide your thinking:

- What encouraged your interest in this field/career?
- What do you wish you would have known earlier in your life about choosing a career?
- Describe your "typical" day at work. How routine is it? How different is it each day?
- What do you most look forward to as you head in to work each day?
- What are the upsides of your job? What makes it worthwhile?
- What are the downsides of your job? What might discourage a person from entering this career?

- To whom do you most recommend this career? What qualities and qualifications would they have to have to fit in?
- How has technology changed positions within the company?
- What do you see as the employment outlook for this occupation?
- What role do “teams” have in your company’s operation and structure? Do some employees find it difficult to be part of the “team”? If so, what do you do about it?
- What advice would you offer young people entering the workforce today?

Analysis for your interview **must** include:

- Name, title, and responsibilities of the interviewee.
- Discuss the questions/answers you had with your interviewee.
- Reflect on what you learned about your chosen career path and how this shapes your career interests or plans.
- Discuss what you plan to do next to ensure you are a marketable candidate for this chosen career path.
- Reflect on how this interview has affected the way in which you will prepare for job-seeking activities.

2. **ePortfolio.** Design your own career portfolio to personally brand yourself to prospective employers.

Final ePortfolio DUE January 15 by 11:59PM. Format: Online portfolio created with Google site, complete with personal branding artifacts. You will be turning in a link to your ePortfolio.

There will be **2 progress checks** prior to final submission of your ePortfolio to ensure you are on target.

A link containing a sample ePortfolio will be emailed to you. A scoring rubric can be found on Moodle.

- The ePortfolio will be in electronic format and highlight academic/work/personal achievements, projects from your internship that are relevant to your career choice(s), and personal branding items that will illustrate you to be a unique value-bringing candidate to a prospective employer.
- The ePortfolio should focus on quality vs. quantity of samples, be well-organized, be of high quality, and should set you apart from your peer group in the eyes of prospective employers.
- The ePortfolio should include relevant artifacts that might include business communications that you have written (project plans, memos, letters, etc), complimentary email notes/recommendations from employers, impressive performance evaluations, descriptions of projects you have worked on at your internship, research papers that you have written, financial analysis/spreadsheets that you have put together, images/graphs/art/photography/music projects that you have created/worked on, academic accolades/awards, your resume, etc.

Google Sites are easy to use, free, and makes a great ePortfolio that you can continue to evolve long after this class ends.

Start collecting samples **NOW**. Then, select optimal samples for your final ePortfolio. You will be turning in a link to your ePortfolio.

Grading

Internship students will be graded on attendance, assignments, final exam/reflection paper, and internship site performance as indicated on internship placement site supervisor evaluations. Assignments will be entered into Infinite Campus within two weeks. If a student is missing an assignment, the grade will appear as MIS, indicating that the assignment has not been turned in but may be completed for credit. Missing grades count as zeros until they are completed and evaluated. Students should make up work during the quarter in which it is assigned.

Grade Distribution

Internship Site Performance tasks are 50% of your overall grade.

Task	Due Date	Total Possible Points
Student Self-Evaluation 1 – Quarter	October 30 by 11:59PM	100
Student Self-Evaluation 2 – Semester	January 15 by 11:59PM	100
Site Supervisor Evaluation 1 – Quarter	October 30 by 11:59PM	200
Site Supervisor Evaluation 2 – Semester	January 15 by 11:59PM	200

Assignments are 40% of your overall grade.

Task	Due Date	Total Possible Points
Internship Agreement Form***	September 13 by 11:59PM	140
Goal Setting	September 13 by 11:59PM	28
Analysis Paper – Career Event OR Interview	October 30 by 11:59PM	100
ePortfolio – Progress Check 1	October 16 by 11:59PM	28
Goal Reflection 1 – Quarter	October 30 by 11:59PM	28
ePortfolio – Progress Check 2	December 4 by 11:59PM	28
Goal Reflection 2 – Semester	January 15 by 11:59PM	28
ePortfolio – Final	January 15 by 11:59PM	100

****Internship Agreement Form* is worth 11% of your overall grade. By not submitting this form, the highest grade you can earn in the course is an 89%. A completed form must contain your established internship schedule and all required signatures.

The Final Exam is 10% of your overall grade.

Task	Due Date	Total Possible Points
Reflection Paper	January 15 by 11:59PM	120

Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

A Few Guidelines to Ensure a Good Internship Experience:

Responsibility and Willingness to Learn: You are now going to be in the role of a business professional. It is important that you act maturely and responsibly. Make sure you are meeting with your internship site supervisor daily and are prepared every day.

Confidentiality: Being in this role may give you access to confidential information. Keeping information confidential is mandatory. Any violation may result in being dropped from the program and disciplinary action.

Communication is Key: It is your responsibility to check your district email daily for any updates. If you are absent, you will need to let your site supervisor and me know by 8:00 AM on the day of your absence. If any problem should occur during your internship please contact me immediately. I want students to be able to have the same opportunity as you do in the future.

Take Initiative: You will get out of this program what you put into it! It is a privilege to be an intern. You should not earn less than an "A" for your performance at your internship site since you are expected to step up and give your BEST every day you are there.

8/15/15