

ACADEMY *of* BUSINESS

CLAIREMONT HIGH SCHOOL

Internship Program Handbook 2016



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ACADEMY of BUSINESS

CLAIREMONT HIGH SCHOOL

Internship Program Fast Facts for Supervisors 2016:

Would your company / organization like to connect to the bright minds of the future workforce?

The 12th grade student interns at Clairemont High School's Academy of Business are qualified, motivated young people who are required to do field internships as part of their business class credit. We are looking for companies and organizations who would like to host an intern and make a difference in a young life. Students are released from their afternoon class, three days a week, to apply their skills in a professional setting. Internships are ideally 4-10 afternoon hours per week during the months of March - May. Internships are typically unpaid, although paid internships are always welcome.

Student Intern Qualifications:

The Academy students have taken classes in business, finance, economics, computers, and communications. They have had especially extensive practice in financial planning, investment, and entrepreneurship. Students are also trained in typing skills, Microsoft applications (Excel, Word, Publisher, and PowerPoint), Google applications (Google searches, Google Drive, Google Calendar, etc.) and social media. In addition, students have taken seminars in business ethics, interpersonal communication techniques, oral presentation skills, and workplace etiquette.

Intern Placement Details:

- Intern Request Form Application Window: **January 19 - February 16, 2016**
- Internship Duration: 10 weeks
- Intern Start Dates: **Thur/ Fri March 10-11, 2016** / Intern End Dates: **Tues/ Wed May 24-25, 2016**
- Intern Availability: Interns are available to work either Tuesday/Thursdays or Wednesday/ Fridays, leaving Clairemont High at 12:30 PM. Travel time to internship is dependent upon location and transportation method.
- Intern Weekly Hours: Ideally, interns will work 4-10 hours per week
- Transportation: Students drive or take bus. (MTS transit passes provided by AOB for students in need.)
- Liability: Workers' Compensation covered by school district for all unpaid internships
- Evaluation: Interns monitored weekly by instructor, evaluated by site internship supervisor

Steps to Host an Intern:

- (1) Find more info about the Academy Internship Program at AcademyCHS.org > For Industry Partners
- (2) Fill out and return the online **Intern Request Form** (form found on Academy webpage above). You will be contacted shortly after with names and resumes of potential interns.
- (3) Attend the **Intern Supervisor Orientation Friday, Feb. 26** at Clairemont High, 11:00 AM
- (4) Schedule Interviews or attend the **Internship Interview Fair, Friday Feb. 26** at Clairemont High, from 12:30 - 3:00 PM to interview potential interns (immediately following orientation above).

Objectives for Internships

1. To reinforce academic skills.
2. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
3. To facilitate the transition between school and employment.
4. To provide training stations for interns to practice skills and attitudes learned in the classroom.
5. To provide interns with practical experiences that will help make their classroom instruction more meaningful.
6. To provide an opportunity, through the use of local business, for interns to acquire skills and knowledge that are best developed on the job.
7. To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with co-workers and supervisors.
8. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
9. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
10. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
11. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
12. To counsel interns who want to continue training beyond high school.
13. To point out to interns that constant educational growth is necessary for successful employment and good citizenship.
14. To graduate well-trained, experienced workers

AOB Internship Program Responsibilities

Student Intern Responsibilities

- Contribute real work to internship site.
- Take on a project for the internship site.
- Meet regularly with supervisor to report on progress and to receive feedback.
- Reflect on internship work and learning in weekly journal writings.
- Get weekly timecards signed by supervisor and then submit to instructor.
- Call internship supervisor and instructor if he/she is going to be absent or late.
- Complete a final “All Aspects of the Industry Report,” an in-depth research paper on internship organization.
- Present about internship experience during Senior Exhibition Project Panel.

Supervisor Responsibilities

- Train students for site-specific duties.
- Schedule regular times to meet with the student to give him/her feedback.
- Meet, call, or e-mail with the student’s instructor to discuss their work as needed.
- Sign weekly timecards.
- Contact AOB instructor if student is absent.
- Complete official evaluation of intern.
- Provide student with letter of completion and/or recommendation upon conclusion of internship.

AOB Instructor Responsibilities

- Prepare students for internship.
- Collect weekly time cards.
- Monitor intern attendance and behavior.
- Communicate weekly with intern supervisors via phone or email.
- Conduct weekly class lessons.
- Supervisor class discussion of internship progress.
- Do on-site intern observation visitations.
- Assign student a semester grade based on their internship participation.

Types of Internships: Community Classroom (CC)/ Unpaid Internship

CC Requirements:

1. Student is **not** paid.
2. Work Permits are not required.
3. Worker's Compensation Insurance is covered by San Diego County Office of Education/ROP.
4. Minimum/Maximum hours per week – standards vary from instructor and course catalog. However, a minimum of 35 total hours is required for internship recognition.
5. A CC intern must be placed in an internship directly related to their ROP course.
6. Related Instruction - Students must attend a minimum of 108 classroom hours for a year course and 54 classroom hours for a semester course or a 4x4 term. Teachers must provide a minimum average of three instructional periods per week of at least 50 minutes each. A minimum of one instructional period shall still be conducted per week **after** students are placed in the internship.
7. Supervision Visitations – teacher must visit intern once every three weeks at the training site.
8. Attendance Reporting – a maximum on-the-job training cannot be more than 5 days per week.
9. Maximum Student/Instructor Ratio is limited to thirty (30) students per class and 75 total per instructor.
10. Forms Required – six forms are required:
 - a. Training Agreement (CC)
 - b. Intern Participation Agreement/ Emergency Information Form
 - c. Individualized Training Plan
 - d. Record of Supervision Visits
 - e. Time Sheets
 - f. Worksite Experience Evaluation

Types of Internships: Cooperative Vocational Education (CVE) / Paid Internship

CVE Requirements:

1. Student is paid.
2. Work Permits are required (if under 18 years of age). If the student will be an employee of the District they must complete a *new hire packet* which can be obtained from the Human Resource Department. The packet includes:
 - a. Classified Employment Application
 - b. Oath of Allegiance form
 - c. W-4 / DE 4 Employee's Withholding Allowance form
 - d. Employee Identification Form
 - e. Form I-9, Employment Eligibility Verification form
 - f. Drug-Free Workplace form
 - g. A copy of the student's social security card and a copy of the student's photo ID.
3. Worker's Compensation Insurance – covered by employer.
4. A CVE intern must be employed in a job directly related to the ROP course.
5. Minimum/Maximum hours per week – over 18 years of age no restrictions but under 18 years of age, see work permit form.
6. A minimum of 35 total hours is required at a worksite for internship recognition.
7. Related Instruction – Students must attend a minimum of 108 classroom hours for a year course and 54 classroom hours for a semester course or a 4x4 term. Teachers must provide a minimum average of three instructional periods per week of at least 50 minutes each. A minimum of one instructional period shall still be conducted per week **after** students are placed in the internship.
8. Supervision Visitations – teacher must visit intern once every four weeks at the training site.
9. Attendance Reporting – maximum on-the-job training that can be reported in AIM is not more than 5 days per week, a minimum of eight hours up to a maximum of 15 hours of attendance per calendar week is allowed. The intern may work more than 15 hours per week, but those hours will not apply to Average Daily Attendance. (ADA)
10. Maximum Student Instructor Ratio is limited to thirty (30) students per class.
11. Forms Required – six to seven forms are required:
 - a. Training Agreement (CVE)
 - b. Intern Participation Agreement/Emergency Information Form
 - c. Individualized Training Plan
 - d. Record of Supervision Visits
 - e. Worksite Experience Evaluation
 - f. Work Permit (if under 18 years of age)
 - g. Time Sheets

Community Classroom (CC) Internship Joint Venture Training Agreement

The purpose of this program is to assist Regional Occupational Program students enrolled in to develop the occupational competencies listed on their training plan through a combination of related classroom instruction and unpaid on-the-job training experiences. The San Diego County Regional Occupational Program (ROP) and located at mutually agree to the following responsibilities:

The training station management shall:

1. Have a clear understanding of program objectives.
2. Provide the student with unpaid internship training experiences in an environment that will not endanger the health, safety, welfare or morals of the student.
3. Provide adequate equipment, materials and other resources to expand the competencies developed in the related classroom instruction portion of the program.
4. Assist in developing student training plans, as evidenced by completion of ROP Form 105 Individualized Training Station Plan/Competencies. A copy of the community classroom training plan shall be maintained at the community classroom training station (Title 5, 10087).
5. Consult with the community classroom teacher regarding each student's progress.
6. Maintain accurate training records of student's training hours at the CC Training Station.
7. Agree to defend, indemnify, protect, and hold harmless the school district, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, including attorney fees and costs, and liens which arise from or are connected with the sole negligence of the training station management, its officers, agents, and employees.

The School District shall:

1. Provide concurrent formal vocational related classroom instruction for community classroom students that is: (a) scheduled an average of three 50 minute minimum instructional periods per week for the length of the program and a minimum of one 50-minute instructional period per week, (b) based on the skills, knowledge, attitudes, and related performance levels necessary in the occupation for which training is conducted (Title 5, 10085a).
2. Prepare individualized training plans (Title 5, 10083c).
3. Provide the community classroom teacher time for supervision/coordination equivalent to one hour per week for every week for every five community classroom students enrolled. When less than five students are enrolled, a minimum of one hour per week of supervision/coordination shall be provided (Title 5, 10088b). Only the community classroom teacher who provides related classroom instruction shall provide supervision/coordination for the unpaid on-the-job training of students (Title 5, 10088c). The maximum number of students per vocational education course section utilizing the community classroom and/or cooperative vocational education methodology shall not exceed 30 at any time (Title 5, 10089a). The maximum number of students assigned to a vocational education teacher, utilizing the community classroom and/or cooperative vocational education methodology, including both related classroom instruction and supervision/coordination, shall not exceed 75 at any time (Title 5, 10089b). The community classroom teacher shall make at least one visit every 3 weeks to consult with the management of the community classroom, observe students at the training station, provide instruction, and ensure that students acquisition of competencies identified in the individualized training plan is occurring (Title 5, 10088a).
4. Locate and select training stations to provide student learning experiences commensurate with their skills.
5. Monitor student's progress by completing the individualized training plan and provide ongoing and final evaluation of the student's achievement of instruction objectives Title 5, 10083e and f).
6. Develop and keep file records, including: training agreements, training plans, records of internship supervision, visitations and observations, and records of students assigned at on-the-job training stations with students' training hours.
7. Agree to defend, indemnify, protect, and hold harmless the training station management, its officers, agents, and employees against any and all losses, injuries claims, judgments, including attorney fees and costs, and liens which arise from or are connected with sole negligence of the school district, its officers, agents, and employees.

All training experiences shall be under the immediate supervision and control of a Regional Occupational Program teacher who is an employee of the School District and holds a valid California teaching credential. When the teacher determines that the student has achieved competency, the student will be assigned to training in other competency areas. The unpaid on-the-job training element of the program shall not: (a) provide the management of the community classroom site with an immediate benefit, (b) allow a student to replace an employee of the community classroom site or cause an employee's hours to be reduced, nor preclude the employee's hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees, and (c) include productive work of any kind as defined by State and Federal Labor Regulations (Div.2, Part 4 commencing with Section 201, California Labor Code; Fair Labor Stds. Act, 29 U.S. Code, Sections 201 et seq. (Title 5, 10090a)). Unpaid on-the-job training experience shall only expand competencies developed in the classroom instruction portion of the vocational course/program utilizing the community classroom methodology (Title 5, 10090b)

The San Diego County Superintendent of Schools shall carry Public Liability Insurance and Workers' Compensation Insurance covering students enrolled in a Community Classroom course. The District shall carry Public Liability Insurance and Workers' Compensation Insurance covering the teacher of a Community Classroom course. Neither the School District nor the training station management shall discriminate against any student or employee on the basis of race, color, national origin, gender, sexual preference, marital status, parental status, or disability in employment practices or in providing on-the-job training experiences. All Community Classroom Training Agreements shall be in effect until terminated or amended by mutual consent of the parties and/or may be terminated upon notice in writing by either party.

Vocational Education Director's Signature (or designee)
Training Station Management's Name (Please Print)

Telephone Number
Telephone

Date

Training Agreement

The purpose of this program is to assist , a Regional Occupational Program student enrolled in to acquire the occupational competencies listed on an individualized training plan through a combination of related classroom instruction and paid on-the-job training experiences. The San Diego County Regional Occupational Program (ROP) and located at mutually agree to the following responsibilities:

The training station management shall:

1. Have clear understanding of the program objectives.
1. Provide adequately supervised paid on-the-job training experiences which (a) are regularly scheduled for a minimum of 8 hours per week, (b) are in an occupation for which the program is approved and for which related instruction is provided, (c) will not endanger the health, safety, welfare, or morals of the student, (d) have adequate equipment, materials and other resources that provide an appropriate learning opportunity, and (e) are in compliance with Federal and State labor laws.
2. Assist in developing training plans, as evidenced by completion of ROP Form 105 Individualized Training Station Plan/Competencies.
3. Consult with the cooperative vocational education teacher regarding the student’s progress.
4. Maintain training records (including a copy of the training plan) and accurate records of the students’ training hours at the training station.
5. Provide workers’ compensation and other insurance for students employed through the cooperative vocational education program in accordance with existing law.
6. Compensate cooperative vocational education students at least at the minimum wage as stipulated by current California State Industrial Welfare Commission Orders. (A work permit is required for all employees under 18 years of age.)
7. Agree to defend, indemnify, protect, and hold harmless the school district, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, including attorney fees and costs, and liens which arise from or are connected with the training station employer, its officers, agents, and employees.

The School District shall:

1. Provide concurrent, formal related classroom instruction for cooperative vocational education students that is: (a) scheduled an average of three instructional periods per week for the length of the program with a minimum of one instructional period scheduled per week, and (b) organized to ensure that each student will have sufficient hours of directly related classroom instruction and paid on-the-job training experiences necessary for employment and advancement in the occupation for which training is conducted. (Title 5, 10106a)
1. Prepare Individualized Training Plan after locating and selecting training stations.
2. Release the cooperative vocational education teacher an average of one hour per week for every five students for supervision. A minimum of one hour per week shall be provided. (Only the teacher of the related classroom portion will supervise the student’s on-the-job training experiences.) (Title 5, 10104g)
3. Make supervision visits to training stations every four weeks to observe and ensure compliance with the Individualized Training Plan. (No less than every second visit shall include an observation of the student engaged in on-the-job training experiences.)
4. Select and approve students who qualify for enrollment in the program.
5. Limit the number of students enrolled in a cooperative vocational education section to 30 students with a maximum of 75 students per full-time cooperative vocational education teacher. (Title 5, 10089a and b)
6. Monitor student’s progress, facilitate individualized training plan, and provide ongoing and final student evaluation. (Title 5, 10104)
7. Assist students with career planning and identifying employment and educational objectives.
8. Develop and keep on records including: evidence of work permits issued, training agreements, training plans, on-the-job supervision observations, and internship site locations with student’s training hours. (title 5, 10105)
9. Agree to defend, indemnify, protect, and hold harmless the training station employer, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, attorney fees and costs, and liens which arise from or are connected with sole negligence of the school district, its officers, agents, and employees.

Component Parts of this Training Agreement

This training agreement consists of the following documents, all of which, when executed by the appropriate parties, are component parts of the training agreement as is herein set out in full or attached hereto:

- Training Station Plan (ROP Form 102)
- Individualized Training Plan (ROP Form 105)
- Intern Participation Agreement (ROP Form 103)

Neither the School District nor the training station employer shall discriminate against any student or employee on the basis of race, color, national origin, gender, sexual preference, marital status, parental status, or disability in employment practices or internship experiences.

All Cooperative Vocational Education Training Agreements are contingent upon the student attending the related classroom portion of the program and shall be in effect until terminated or amended by mutual written consent of the parties

San Diego Unified School District

INTERN PARTICIPATION AGREEMENT

The objective of the Regional Occupational Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this training program.

Training Station Standards

- Follow company dress code policy.
- As a member of a school organization, you are not allowed to smoke.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the training stations as well as the classroom prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in failing the class and losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a good year!

Emergency Information

Who to contact in case of emergency _____ Phone (____) _____
Name Relationship

Permission to call: If my child needs emergency medical attention and I cannot be reached, I give ROP and the attending site supervisor authority to call:

Our family doctor _____ Phone (____) _____ [] Yes [] No

and/or ROP designated emergency clinic/hospital [] Yes [] No

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information). _____

By signing below, the student (or parent/guardian if student is under 18 hears of age) certifies that the student meets all of the following qualifications:

- Is at least 16 years of age, except a student with exceptional needs;
- Is a full time student as defined in Title 5 California Code of Regulations section 10103(b);
- Has parent or guardian approval, if under 18 years of age;
- Is currently enrolled in, and attending at least once per week, the related classroom portion of the program.

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

INDIVIDUALIZED TRAINING PLAN

- Community Classroom (CC)
- Cooperative Vocational Education (CVE)

Intern Name _____ Home Phone _____
Course Title _____ Emergency Phone _____

School _____ Instructor _____ Instructor Phone _____

Training Station	Location	Site Supervisor	Phone
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- Communicate information and ideas effectively to multiple audiences using a variety of media formats.
- Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.
- Apply high-quality techniques to product or presentation design and development.
- Construct a Marketing Plan.

Ethics & Responsibility

- Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Business and Finance sector workplace environment and community settings.
- Understand the need to adapt to changing and varied roles and responsibilities.
- Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
- Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with laws, regulations, and organizational norms.
- Demonstrate ethical and legal practices consistent with Business /Finance sector workplace standards.
- Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.
- Analyze organizational culture and practices within the workplace environment.
- Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information.
- Conform to rules and regulations regarding sharing of confidential information.

Finance

- Create and use budgets to guide financial decision making.
- Interpret financial formulas commonly found in financial institutions to aid in the growth and stability of financial services (interest, use equations & graphs to summarize financial data).
- Interpret financial data, analyze results, and make sound business decisions to promote a financially healthy business.
- Apply economic concepts as they relate to financial services.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Interpret financial data, analyze results, and make sensible business decisions to promote a financially reliable business.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Develop a system for keeping and using financial records and a personal financial plan to manage cash flow and maintain creditworthiness (ie, Excel or Spreadsheets).
- Analyze financial data in order to make short-term and long-term decisions.

Organization & Time Management

- Determine Specific, Measurable, Achievable, Realistic and Time-bound (SMART) goals for a specific project.
- Practice time management and efficiency to fulfill responsibilities.
- Plan, organize, secure, and manage resources of a project to achieve specific goals.
- Investigate the functions and techniques of management and organizational structure and distinguish between small and large companies.
- Apply economic concepts as they relate to business.
- Explain the importance of risk management and regulatory compliance in business (Prioritize risks, insurance, taxes).

Problem Solving

- Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Business and Finance sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques.
- Identify and ask significant questions that clarify various points of view to solve problems.
- Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.
- Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.
- Interpret information and draw conclusions, based on the best analysis, to make informed decisions.

Technical & Computer

- Apply essential technical knowledge and skills including proper use of computers and programs to accomplish tasks.
- Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Business and Finance sector workplace environment.
- Use electronic reference materials to gather information and produce products and services.
- Employ Web-based communications responsibly and effectively to explore complex systems and issues.
- Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.
- Utilize information and technology tools to conduct business effectively and efficiently.

Teamwork & Leadership

- Explain the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.
- Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in groups and teams.
- Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.
- Integrate the techniques and strategies used to foster positive, ongoing relationships with customers, suppliers, investors, and community.
- Explain how professional associations and organizations and associated leadership development and competitive career development activities enhance academic preparation, promote career choices, and contribute to employment opportunities.
- Respect individual and cultural differences and recognize the importance of diversity in the workplace.
- Participate in interactive teamwork to solve real Business and Finance sector issues and problems.

AOB Internship Program - How Interns Will Be Graded

For the duration of the AOBT Internship Program, Period 6, senior students will be graded in three major areas: (1) Collected Assignments, (2) Attendance, and (3) Behavior On-Site.

1. Collected Assignments (all of these are CODE RED):

Assignment	Points	Due Date
<input type="checkbox"/> AOB Internship Contract (signed by parent and student)		
<input type="checkbox"/> ROP Intern Participation Agreement Form (with emergency info, signed by parent)		
<input type="checkbox"/> ROP CC/CVE Internship Training Agreement Form (signed by student and supervisor)		
<input type="checkbox"/> Individualized Training Plan Form (completed, signed by student and supervisor)		
<input type="checkbox"/> Internship Contact & Calendar Form (completed, signed by student and supervisor)		
<input type="checkbox"/> Sign-Out Sheets (must sign out daily with Mr. Walter before leaving)		
<input type="checkbox"/> Weekly Internship Time Card Sheet <i>SIGNED</i> (always due Fridays)		
<input type="checkbox"/> Journal Reflections or Blogs on Internship Experience		
<input type="checkbox"/> Digital Portfolio/ Website Checkpoints		
<input type="checkbox"/> Supervisor Evaluation # 1 (completed, signed by supervisor)		
<input type="checkbox"/> Supervisor Evaluation # 2 (completed, signed by supervisor)		
<input type="checkbox"/> Copy of Thank-You Letter to Internship Supervisor		
<input type="checkbox"/> *Copy of Supervisor Letter of Reference (not required, extra credit)		
<input type="checkbox"/> AOB Exit Defense/ Internship Final Presentation		

2. Attendance:

Attendance at internships is MANDATORY. You will attend internships every day that you are scheduled to work, even if you are not present at school. If an emergency comes up and you cannot attend, you *must* contact your supervisor at least 2 hours in advance and you must notify your instructor. You will be marked down for every absence, regardless of the reason for the absence.

If you attend every day on time, you will receive the full 50 points per day. If you miss a day, or are late, even if you call in ahead of time, you will be deducted points accordingly. (Note: If you miss a day or are late *without* calling ahead, see Internship Contract for consequences!)

Attendance at Internship	Points deducted
Absent from internship (for any reason)	
Absent from internship 5	Highest grade = D

*Tardiness: If you are late arriving to your internship site and your supervisor notifies the teacher, - _____ points.
Remember that tardiness will also affect your supervisor's evaluation of you!

3. Behavior On-Site:

You are expected to be respectful and professional at your internship at all times. You will receive a grade on your behavior based on your supervisor's evaluations of you. The following behaviors will not be tolerated and will cause you to lose points and possibly your internship: *back-talking, complaining, not following directions, being off-task, talking on your cell phone or texting, dressing inappropriately, using foul language, messing around, bringing personal drama into the workplace, and acting immaturely*. Your supervisor will be giving you two formal evaluations, but they have been told to call in to comment on your behavior and attendance *at any time*. The scores you receive on your two formal evaluations will translate into "bonuses" (extra points in grade) or "docked pay" (loss of points). At the end of your internship, you may also ask your supervisor for a formal Reference Letter, but only if you know you have done an outstanding job at your site!

Academy of Business Internship Parent Contract

Your student _____ who is enrolled in the Business & Financial Markets course at Clairemont High School's Academy of Business has a unique and beneficial opportunity to be off campus during school hours for a field placement internship with a local company or organization. This internship experience, which is part of the district's Regional Occupational Program, earns the student class credit, work experience, and a special internship designation on his or her final transcript. All internship placements have been pre-approved by Academy staff and all supervisors have undergone a training prior to hosting an intern. The instructor will be in constant communication with the supervisor and will also visit all internship sites. Additional information about this experience can be found at www.AcademyCHS.org.

In order to leave campus for this special privilege, it is important that students and parents understand our district and program rules regarding leaving campus. Please read carefully, initial each item, and sign at the bottom, agreeing to the terms listed below.

_____ Student will attend the internship on days designated by the school site and agreed upon by supervisor and intern. All other days, the student will remain in class.

_____ Student may leave campus during the 6th period class to go to the internship. The intern must sign out with the teacher prior to leaving campus. This signature indicates that the student will be going directly to the internship site.

_____ If the student intern cannot attend the internship for a permissible reason (supervisor's request or student on-campus activity conflict), then the student must remain in class. In an event like this, reasonable advance notice must be given to both teacher and supervisor.

_____ Students who drive to their internship must have a copy of current license, registration, and insurance on file with the school site. Students who do not drive will be provided with a city transportation pass.

_____ Student must report to their internship every work day on time, dressed appropriately for that site's dress code, and prepared for the work they will be given. Student must conduct themselves professionally at all times. This includes using polite language and good etiquette with electronic devices.

_____ Student must have his or her supervisor sign a weekly timecard to verify hours worked for that week. Timesheets are due every Friday for class credit.

_____ If a student is found to not be at their internship after signing out, or does not show up, or has unreliable attendance, or rude behavior, then the following will be enforced by the teachers and administration at Clairemont High:

- **Dismissal from the internship program during school hours. Student will lose their internship privilege and will remain in class each day.**
- **An academic grade of "F" and a citizenship of "U" at the semester in the course.**
- **Consequences from CHS Administration for truancy and/or inappropriate behavior while representing CHS may also apply. This may include: Loss of Privileges list, Saturday School, loss of senior privileges, and/or suspension.**

We feel internships are a valuable learning experience for our students to explore careers and gain transferable work skills in a professional setting. Thank you for agreeing to our contract. Please sign below stating you understand the rules as well as the consequences for not following them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Academy Coordinator: _____ Date: _____

CHS Principal: _____ Date: _____

Intern Standards of Conduct

I, _____, understand that as an intern at
Intern name

_____ I will be required to follow the following
job site/ company or organization

standards of appropriate workplace conduct while I am on the job:

- I will be punctual and conscientious in the fulfillment of my commitment and duties
- I will accept supervision graciously
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety training, etc.)
- I will always knock on closed doors.
- I will not chew gum or eat food while working.
- I will not bring friends to the work site.
- I will not accept tips.
- I will always notify my supervisor before I am expected if I am not able to report for work.
- I will only work when and where assigned.
- I will refrain from loud talking and laughing.
- I will refrain from using my mobile phone (text or calls) while at work
- I will not use company phones or computer for personal communication.
- I will not discuss race, religion, or politics with customers.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing the Academy of Business, Clairemont High School, and your intern site.

Signed: _____ Date: _____
Intern's Signature

Signed: _____ Date: _____
Supervisor's Signature

Internship Contact & Calendar Form

This form is to be filled out by student and internship supervisor. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to AOB instructor. Please print neatly using blue or black pen.

Student Intern Name: _____

Student's Phone: _____ Student's E-mail: _____

Internship Supervisor Name /Title: _____

Supervisor's Phone: _____ Supervisor's E-mail: _____

Business or organization providing internship: _____

Address of internship site: _____

AOB Instructor's Name: Mr. Alan Walter, Business Instructor at Clairemont High

Instructor's Phone: 858-717-4488 (mobile) Instructor's E-mail: dawalter@gmail.com

Please Note: *AOB Internships may not begin before March 10 and must be officially completed by May 25. Students may attend Internships Tuesday/ Thursdays or Wednesdays/Fridays. All students must attend class on Mondays.*

Internship Start Date: _____ End date: _____ Hours: _____:_____ PM to _____:_____ PM

Days of the week intern is to report: _____ Dress code: _____

Please label the below calendar by **circling** all days student will work at internship and **putting an X** through any holidays or other special days that intern will not be required to report:

March 2016						April 2016						May 2016				
M	Tu	W	Th	Fri		M	Tu	W	Th	Fri		M	Tu	W	Th	Fri
	1	2	3	4		4	5	6	7	8		2	3	4	5	6
7	8	9	<u>10</u>	<u>11</u>		11	12	13	14	15		9	10	11	12	13
14	15	16	17	18		18	19	20	21	22		16	17	18	19	20
21	22	23	24	25		25	26	27	28	29		23	<u>24</u>	<u>25</u>	26	27
28	29	30	31	1								30	31			

Spring Break/ Interns not required to work

Intern Orientation Checklist

We recommend intern supervisors use this for first-day orientation with interns.

Intern Name : _____

Supervisor: _____

Company & Department: _____ Time/Date of Orientation: _____

I. Welcome and Introduction

- What it means to work at this company.

II. Workplace Tour

- Overall tour of facility
- Check-in procedures
- Tour of work space
- Exits, evacuation routes
- Introduction to staff

III. Tour of Employee Facilities

- Rest Rooms
- Parking
- Break Rooms
- Telephones
- Storage for personal belongings

IV. About The Company / Organization

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers / clients are
- Other branches or divisions

V. Department Specifics

- Telephone Number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other dept. /employees
- Hours/ break times (if applicable)

VI. Job Specific

- Location of necessary supplies
- How to use phone/office equipment
- Job description & Training plan
- Evaluation procedures

Intern Orientation Checklist

VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry)
- Performance expectations
- Company culture (team work, service, values, etc.)

IX. Materials / Technology

- Computer or laptop (if needed)
- Security/ login procedures
- Personnel handbook
- Organization chart
- Telephone or email contacts

Orientation Completed:

Inter Signature / Date:

Supervisor Signature and Date:

Diego Unified School District

ROP INTERNSHIP TIME SHEET

Student: _____ Schedule Time: _____

-

Course Name: **Business & Financial Markets**

Course Section #:

Home School: **Clairemont High**

Internship Site:

Day	Date	Time In		Time Out	Daily Hours
Monday	<i>Students must be present in class</i>				
Tuesday					
Wednesday					
Thursday					
Friday	<i>Students must be present in class</i>				

Day	Date	Time In		Time Out	Daily Hours
Monday	<i>Students must be present in class</i>				
Tuesday					
Wednesday					
Thursday					
Friday					

Day	Date	Time In		Time Out	Daily Hours
Monday	<i>Students must be present in class</i>				
Tuesday					
Wednesday					
Thursday					
Friday					

Day	Date	Time In		Time Out	Daily Hours
Monday	<i>Students must be present in class</i>				
Tuesday					
Wednesday					
Thursday					
Friday					

Day	Date	Time In		Time Out	Daily Hours
Monday	<i>Students must be present in class</i>				
Tuesday					
Wednesday					
Thursday					
Friday					

Training Station Supervisor
 ROP Teacher
 ROP Intern

Date
 Date
 Date

San Diego County ROP

WORKSITE EXPERIENCE EVALUATION

Student Name _____

Job Training Station _____

Course _____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does not Apply
1. Works both independently and collaboratively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends internship on a regular basis and telephones prior to absence due to illness or emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Comes to work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dresses and is groomed appropriately for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates with customers, employees, business contacts and management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Performs reliably and responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Serves customers, and works well with diverse populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Performs the essential tasks related to this occupational area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Uses math accurately as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Practices good safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Solves problems, thinks critically and makes good decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plans work and takes initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates ability to manage resources well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates leadership and willingness to help and train others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Acquires, evaluates and interprets data appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Works well as a team member within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Selects equipment, applies technology to specific tasks, and maintains/troubleshoots equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Demonstrates poise and confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Demonstrates a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Produces quality work consistent with assigned objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Evaluator's Signature _____ Date _____

Internship Supervisor Reference Letter Example Format

At the end of the internship program, interns who feel they have performed admirably will request a letter of reference from their intern supervisors. See below for the recommended letter format:

[Please type recommendation letter on official company letterhead.]

Dear Sir or Madam:

The **first paragraph** of this reference letter template explains the connection to the student you are recommending, including: how you know them, why you are qualified to write a reference letter to comment on their character, and a description of the internship relationship you had with them. *Example first paragraph beginning: "I have had the great pleasure of employing [student name] as a student intern here at [name of worksite] for the last several months. As a volunteer community Internship Supervisor in Clairemont High School's Academy of Business Internship Program, I have regularly observed [student] as they have learned the duties of [intern's job description]..."*

The **second paragraph** of this reference letter template contains information on the student's **transferable skills** (qualities that employers value) that you have observed in your student during the course of the internship. Here you could discuss two or three skills that you have noticed your student excel in. In discussing those skills, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities/projects where you saw positive results. Be as concrete and detailed as possible. *Example second paragraph beginning: "[Student] is not only an excellent communicator, but also possesses a remarkable ability to navigate through complicated spreadsheets and databases..."*

The **third paragraph** of this reference letter template contains information on the **character** of the student you are writing about. Choose two to three specific qualities that you observed in your student. In discussing those qualities, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities you know they have been involved in (consult their resume). Be as concrete and detailed as possible. *Example third paragraph beginning: "During the course of his/her internship, I have found [student] to be energetic, honest, and future-driven..."*

The **concluding paragraph** of this reference letter template contains an offer to provide more information. Include a phone number within the paragraph, and end with a positive remark about student's prospects.

Sincerely,

Supervisor Signature

Supervisor Name Typed

Supervisor's Title

Final Exit Presentation Assignment – Internship Section Outline

EVALUATION OF INTERNSHIP PowerPoint (or Prezi) BASED ON THE FOLLOWING SLIDES/AREAS:

Slide 1: Brief History of organization

What do they do? How did it get started & grow to where it is today?

Slide 2: Company info

How many employees?

What different jobs are there? (give examples)

What education level is needed at the different jobs? (give examples)

Slide 3: How does it make money? (even non-profits have to have \$ come in to survive)

Slide 4: Technology

Does technology affect services/products to customers?

Is there a website?

What is it used for?

Is it effective?

Slide 5: What is the best thing about the organization (not your internship)?

Slide 6: Identify 1 area it could improve.

Slides 7-10+ : MY INTERNSHIP EXPERIENCE – this is your chance to show off (even if you don't think what you did was "exciting" then focus on how it benefited the company)

*Typical day at internship/what did I do

*3 Things I learned from this experience (could be specific skills, general transferable skills like teamwork etc, or more specifically something you learned about yourself)

*Best thing about your internship

AOB Internship Program - Supervisor Feedback Form

The AOB thanks you for your outstanding participation in our Internship Program. You've provided a first-rate learning experience for our students. Please take a moment to give us your valuable feedback.

Internship Supervisor Contact Name: _____

Company/ Organization: _____

1. Name(s) of student intern(s): _____

2. Did your intern(s) act in a mature, responsible manner while on-site? Please explain.

3. Did your intern(s) have good attendance and follow through on their expected daily duties? Please explain.

4. What skills or situations required on the job did you find your intern was prepared for?

5. What skills or situations required on the job did you find your intern was *unprepared* for?

6. Was participating in the AOB Internship Program an overall positive experience for you? Why or why not?

7. Please comment on the quality of communication you had with the Intern Coordinator & Instructor.

8. Please comment on anything else you feel would improve the Internship Program in future years.

9. Would you like us to contact you next year to possibly place future interns? • Yes • No