

CTE Internship Handbook



Course Description

A CTE Internship allows for additional development of career and technical competencies within a general career field. Internships allow students to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers, and perform certain job tasks. This activity is exploratory and allows the student to get hands-on experience in a number of related activities. The teacher, student, and the business community jointly plan the organization, implementation, and evaluation of an internship, regardless of whether it is an unpaid or paid internship.

Course Requirements

Hours: Each intern is required to complete 135 on-site hours per semester.

Documents: Each intern must submit all forms, completed and signed, that are included in this handbook. Each document that needs to be submitted to the Career Development Coordinator includes an asterisk (*) on the top right corner.

Evaluations: Interns will be evaluated based on the current grading scale for Rowan-Salisbury Schools. A minimum of two evaluations will be conducted by the site supervisor through contact with the Career Development Coordinator per semester. Please refer to the enclosed rubric that will be used for evaluations.

Capstone Project: Each intern is required to submit and present a visual representation of his or her internship experience by week 15 of the semester. Guidelines for the capstone project are included in this handbook.

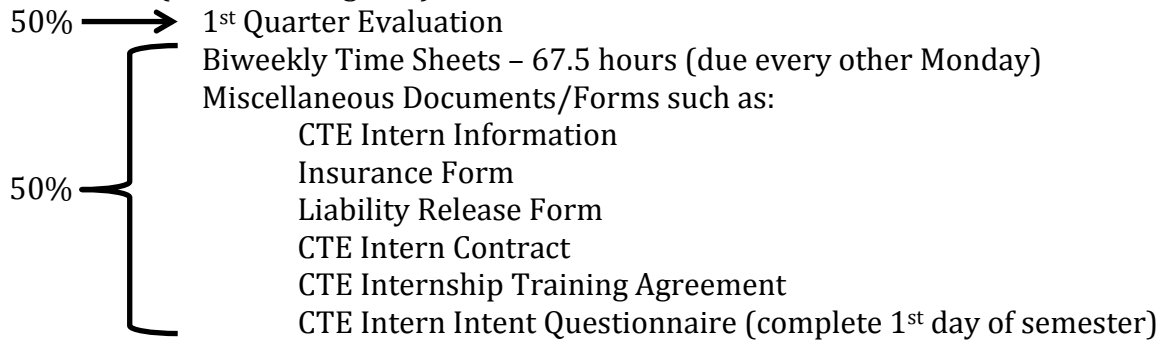
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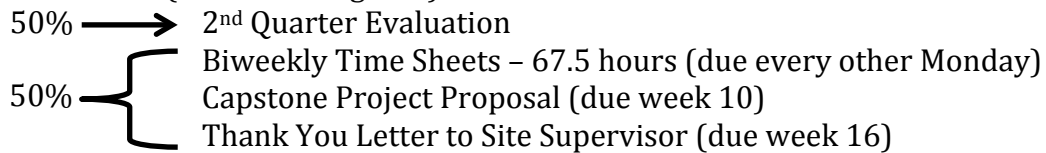
In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Grading Policy

1st Quarter Grade (40% of final grade)



2nd Quarter Grade (40% of final grade)



Exam Grade (20%) of final grade



CTE Intern Information

*

First Name: _____ Last Name: _____

Student Number: _____ Grade: _____ Birthdate: _____

Cell Number: _____ Email: _____

Address: _____ City: _____ Zip: _____

Parent's Name: _____ Parent's Phone: _____

In Case of Emergency Notify: _____ (Name) _____ (Phone)

Internship Site: _____ Supervisor: _____

Internship Address: _____

City: _____ Zip: _____ Phone: _____

of Absences Previous Semester: _____ Current GPA: _____

List CTE Courses you have taken directly related to the Internship and your career goals.

List any extra-curricular activities you participate in at school or in the community.

List two high school teachers who can attest to your performance as a student.

_____ (Name)

_____ (Position)

_____ (Name)

_____ (Position)

CTE Intern Contract

*

The student should sign this contract at the time of acceptance into the program.

I, _____, agree to abide by the following conditions:

- Maintain excellent attendance at school and on the work-based learning site. If a student is unable to attend school, it is understood that he/she is unable to report to the site that day. It is the responsibility of the student to contact the site supervisor if he/she is going to be absent.
- Student interns are expected to conduct themselves as professionals including: appropriate dress, punctuality, conduct, and willingness to learn.
- Proper checkout procedures are to be followed per school guidelines.
- Complete the proper internship forms and documentation.
- Complete and present a Capstone Project based on the internship experience.
- Complete a minimum of 135 contact hours.
- Submit biweekly time sheets signed by the supervisor. Time sheets are due every other Friday.
- Understand that a commitment has been made to the business site and if a student has to be removed from or fails to complete the internship experience, he/she will not receive course credit. If this does occur, he/she will be required to return to campus and arrangements will be made for the completion of the semester.
- Communicate with the Site Supervisor and the Career Development Coordinator.
- To notify the Career Development Coordinator immediately should any problems or concerns arise regarding my internship.
- To comply with NC State Law, if the student is receiving compensation, students under the age of 18 are required to file a Worker's Permit with their employer upon the acceptance of work.
- Understand that internship-learning opportunities are open to any career and technical student regardless of age, sex, race, religion, national origin, handicapping conditions, pregnancy, parental, or marital status.

(Student Signature)

(Date)

Insurance Waiver Form

*

In order for your child to be allowed to participate in the Internship program, they must be covered by either school insurance or a private individual policy.

We are not insured, but we accept full responsibility.

My child is covered by personal insurance.

By signing this form, you are acknowledging that you have a separate insurance policy on your child and/or accepting full responsibility for the time your child will be away from school for their internship experience.

I, _____ give _____ permission to drive his/her own vehicle to and from the Internship site.

Dates of Participation: _____

School Departure Time: _____

School Arrival Time: _____

Auto Insurance Provider

Policy #

In granting permission for my child to be transported by private vehicle, I also give permission for necessary emergency treatment of my child in case of injury or illness.

Health Insurance Provider

Policy #

Emergency Contact

Phone(s)

Emergency Contact

Phone(s)

Parent Signature: _____ Date: _____

Principal/Asst. Signature: _____ Date: _____

Liability Release Form

*

To Students and Parents:

The staff of the internship program and all community sponsors will make every effort possible to ensure the health, safety, and welfare of all participants in the internship program. Despite all efforts and precautions, it must be anticipated that an emergency, illness, or injury may affect students participating in the program.

Neither the community sponsor, internship site supervisor, internship program, employee or appointee thereof, Rowan-Salisbury Schools, nor any party, organization, or agency in collaboration with the internship program is or shall be liable for any injury, loss, damage, deviation, delay, or curtailment, however caused, or the consequences thereof, which may occur during any portion of this program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



Career and Technical Education

1000 N. Long St.
Salisbury, NC 28144
Fax: 704-630-6017

<http://www.rss.k12.nc.us/technology-cte>

Dear Internship Supervisor,

Thank you for agreeing to participate in Rowan-Salisbury School's Internship Program for a Career and Technical Education student. I hope you find your experience to be positive and as beneficial to your organization as it will be for our student.

As an internship supervisor, you are able to provide a high school student a unique career development experience while modeling positive work ethic and mentorship in a professional setting. Please feel free to design the internship to be responsive to your organization's needs while providing a learning experience conducive to the career goals of the intern.

Please review the enclosed training agreement for our CTE Internship Program. If you have any questions or concerns during any part of the student's internship, please contact me per the business card attached.

Sincerely,

Career Development Coordinator
CTE Internship Coordinator

Internship Training Agreement

*

This document should be read and signed by all parties that are in agreement with the CTE Internship Program Responsibilities before the internship experience can begin.

Intern Responsibilities:

- Check email and phone daily for communication with CDC and supervisor
- Complete and submit all forms and signatures required by due dates
- Complete all necessary hours
- Submit and present capstone project
- Write a thank you letter to site supervisor
- Abide by the CTE Intern Contract

Parent/Guardian Responsibilities:

- Agree for the student to participate in the internship program
- Encourage and verify student's regular attendance at school and on the job
- Arrange a method of transportation to be used by the student while traveling to and from school and the job site

Site Supervisor Responsibilities:

- Agree to participate in the internship program
- Assist the student intern in setting goals and ensure the student is able to do tasks necessary to reach set goals
- Keep a record of student intern hours
- Provide a challenging internship experience. Increase student intern responsibilities when a student demonstrates capacity to assume more responsibility
- Remain in contact with the Career Development Coordinator as needed
- Evaluate the student twice throughout the semester (once per quarter)

Career Development Coordinator Responsibilities:

- Advertise and meet with interns to discuss the program
- Review and grade documents and forms submitted by the intern
- Assist students in arranging the internship opportunity
- Provide assistance to the student and site supervisor during the internship

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

(Work Site Supervisor Signature)

(Date)

(Career Development Coordinator Signature)

(Date)

Capstone Project Guidelines

The purpose of the capstone project is to provide an opportunity to apply knowledge gained during the internship, stimulate desire for further learning, and reflect your interests and area of career exploration. This is not simply a summary of your internship experience, but a look into your future career, and evaluation of your experience, and how this internship has helped shape your goals. Try to utilize resources at the internship site that are not normally available in school and incorporate the use of technology. You may create a model, scrapbook, brochure, research paper, web page, slideshow presentation, or other project that showcases the knowledge and skills you mastered during the internship. Please include samples and evidence of your experience. Proposal is due week 10 and project should be submitted or demonstrated by week 15 of the semester.

Capstone Project Evaluation Rubric

Criteria	Points Available	Points Earned
Capstone Project proposal submitted week 10 for approval.	10	
Content is consistent with project proposal.	10	
Content reflects student learning.	20	
Information and explanations are thorough and clear.	20	
Information is presented in a logical order.	10	
Samples and evidence are relevant.	10	
Project is neat, clean, organized, and presented in a professional manner.	10	
Correct spelling and grammar is used throughout.	10	
Total	100	

Capstone Project Proposal

NAME: _____

DATE: _____

At my CTE internship, I am exploring the career of:

My project will be submitted in the form of (circle one or more):

- Brochure
- Slideshow Presentation (Keynote, PPT, Etc.)
- Model
- Poster
- Scrapbook
- Research Paper (3-5 Pages detailing your experience)
- Webpage
- Other _____

Explain samples and evidence of experience that you plan to use (pictures, completed projects, etc.):

Below, please summarize your proposed capstone project – explaining what you plan to do, use, and present:

If you plan to present/demonstrate your project, please pick a school day in December when you would like to DURING your internship block (date is tentative; must be approved by CDC).

DATE: _____

Otherwise, submit your project by week 15.

Biweekly Time Sheet

*

Name: _____

Weeks: _____

Day	Date	Start Time	Finish Time	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours Worked →				

- | | | | | | |
|-------------|--------------|---------------|--------------|--------------|---------------|
| 6min. = .1 | 12min. = .2 | 15min. = .25 | 18min. = .3 | 24min. = .4 | 30min. = .5 |
| 36min. = .6 | 42 min. = .7 | 45 min. = .75 | 48 min. = .8 | 54 min. = .9 | 60 min. = 1.0 |

I, _____, certify that the hours reported above are correct.

Intern Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Comments/Concerns:

*This timesheet is the official record for the student's grade at the school. No grade can be given if this timesheet record is not completed and on file.

*This timesheet should be completed and submitted to the Career Development Coordinator every other Friday with hours recorded from the previous two weeks.

CTE Intern Evaluation Rubric

Please complete this evaluation and return to the CTE Intern in a sealed envelope or mail directly to the Career Development Coordinator.

CTE Intern Name: _____ **Site:** _____

	Always 10 points	Usually 7 points	Sometimes 4 points	Never 0 points
Attendance:				
Works scheduled days				
Arrives on time and ready to work				
Gives notice of absence/lateness				
Work Ethic:				
Accepts work assignments willingly				
Completes work in a timely manner				
Completes work as directed				
Dresses professionally/appropriately				
Skills:				
Sufficiently skilled for the job				
Acceptable progress made				

Comments:

Please rate the student's overall performance:

- Excellent (10 points)
- Good (7 points)
- Fair (4 points)
- Poor (0 points)

Total Points

Have you reviewed this evaluation with the intern? Yes No

Site Supervisor Signature: _____ Date: _____

Sample Thank You Letter

(to be reviewed by CDC and given to Site Supervisor by week 16)

Always send a thank you note. People who communicate well have a definite advantage over those who fail to take time to demonstrate proper etiquette. Your thoughtfulness will be remembered now and in the future. Please submit your thank you letter to your Career Development Coordinator for review before sending to your site supervisor.

Sample Thank You Letter

Today's Date (Example: June 8, 2015)

Work Site Supervisor's Name (Example: Ms. Jane Doe)

Their position within the company (Example: Career Development Coordinator)

Company's Name (Example: Rowan-Salisbury Schools)

Company's Street Address: (Example: 1000 N. Long St.)

Company's City, State, Zip Code (Salisbury, NC 28144)

Dear Mr./Ms. (sponsor's last name):

Thank you for allowing me to serve as an Intern with (name of business). This was a wonderful opportunity for me to learn more about the (name of the career field) career field.

The staff was so kind and helpful. I really enjoyed (name a particular activity that was enjoyable to you).

This experience will truly benefit me for planning a successful career. It was a pleasure and a privilege to be an intern with your company.

Sincerely,

(your signature)

Your Name