



RETURN TO: Cheryl Deitchler, Work Based Learning Coordinator  
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## SENIOR INTERNSHIP REQUEST

<i>For MTCHS/Office Use Only:</i>			
Date Received: _____	Date Approved: _____	Date Not Approved: _____	WBLC Initials: _____

<b>Business Name:</b>	<b>Name of Intern Supervisor/Mentor:</b>
<b>Business Address:</b>	<b>Job Title of Intern Supervisor/Mentor:</b>
<b>Business Telephone:</b> <b>Business Fax:</b>	<b>Email Address:</b>

Directions: **Please answer each question regarding the potential internship experience at your company (not home) location:**

1. Do you have work space for the intern? YES NO
2. Do you have a computer with software, printers, and other office supplies for the intern to complete the internship? YES NO
3. Need Student Intern from the following MTCHS Career Pathway: *(Check one)*  
 Electronics/Pre-engineering   
  Media Arts   
  Computer Networking/PC Repair   
  Computer Programming/Web Development
4. Will this internship last 280 hours?            YES    NO  
 a) If not, what will be the estimated time? \_\_\_\_\_ Hours (minimum 140 hours)
5. \_\_\_\_\_ Summer Internship: Hire in May; start date in June  
 \_\_\_\_\_ School Year Internship: Hire in September
6. Do you need more than one intern?            YES    NO  
 a) If yes, how many? \_\_\_\_\_
7. Please specify the hours that the MTCHS intern is needed at your site?  
*During the school year, interns must work beginning between 1:00-1:30PM  
 Monday-Friday when school is in session a minimum of 10-12 hours per week.*

Monday	Tuesday	Wednesday	Thursday	Friday

8. Will this be a paid internship?    YES    NO  
 a) If yes, please describe type of compensation (wages, stipend, etc.)? \_\_\_\_\_  
 b) The amount: \$ \_\_\_\_\_
9. Please list and describe the tasks, duties, or projects that the MTCHS Intern would be performing:

Intern Tasks, Duties, Projects for the 280 Hours	List # hours to complete or completion date; Indicate if it is an ongoing task/duty
1.	
2.	
3.	
4.	
5.	

10. Please check (✓) the basic technical skills needed by the MTCHS Intern to complete the tasks, duties and projects identified on the previous page. If a skill is not listed, please write in on blank spaces.

ELECTRONICS & PRE-ENGINEERING SKILLS		PROGRAMMING SKILLS	
<b>Installation, Assembly and Modification</b>		TECHNICAL SKILLS - GENERAL	
	Read and follow schematics to assemble electronic systems and circuits using clear, step-by-step instructions		Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media
	Test electronics systems using various types of test equipment with clear, step-by-step instructions		Perform or direct web site updates
	Demonstrate proper breadboarding techniques		Write, design, or edit web page content
	Program microcontrollers to manipulate sensors and other devices		Back up files from web sites to local directories for instant recovery in case of problems
<b>Troubleshooting, Repair and Replacement</b>			Designs databases
	Perform a visual inspection on electronics equipment to find defects, loose components and frayed wiring		Evaluate web code to ensure that it is valid, is properly structured, and is compatible with browsers or devices
	Initiate work orders and converse with customers to gather information about equipment malfunctions and problems		Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced
	Repair, replace and adjust equipment and components using proper hand tools and soldering equipment		Develops effective solutions to problems encountered through the internet or books
	Utilize various electronics test equipment to set up and test electronics systems using clear, step-by-step instructions		Conduct trial runs of web applications to be sure they will produce the desired information and that the instructions are correct.
	Complete through-hole and surface mount soldering tasks		Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media
	Identify electronic components and find proper replacements for damaged components	TECHNICAL SKILLS - ADVANCED	
	Demonstrate general electronics lab safety		Write, update, and maintain computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data, or controlling other equipment.
	Splice, crimp and add connectors to wires and wire assemblies		Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic
	Use knowledge gained from AC and DC electronics theory to aid in the troubleshooting process		Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program
<b>Maintenance</b>			
	Check, clean and repair equipment, components and systems during regularly scheduled preventative maintenance using clear, step-by-step instructions		
<b>Documentation</b>			
	Maintain equipment logs to document performance problems, repairs, tests and calibrations		
	Use the Internet, computer database, and/or other resources to research electronics components, schematics, and assemblies		
	Generate a correctly dimensioned and fully defined part, assembly, or drawing in a CAD program such as SolidWorks		
<b>MEDIA ARTS SKILLS</b>		<b>NETWORKING/PC REPAIR SKILLS</b>	
	Use Adobe Photoshop to: Edit images, create custom graphics, prepare images for press, scan images, create PDF documents, and create special effects.		Install Windows Operating system (Vista or XP)
	Use Adobe Photoshop to: Create, design and prepare images for use on the Internet/web.		Install peripheral devices (modem, graphics, etc)
	Use Adobe Illustrator to create and edit documents for sales brochures, sales booklets, websites, logos, business identity kits, business cards, stationary, and other advertising material.		Identify all internal and external parts of a computer
	Use Adobe InDesign to create single and/or multi-page documents.		Identify motherboard forms and characteristics
	Use Adobe Premier to load and edit audio and video. Create custom commercials and videos for broadcast television, DVD, or Internet.		Identify processors and their characteristics
	Use Adobe Encore to create DVDs with and without menu systems and custom graphics.		Identify RAM and its characteristics
	Use Adobe Dreamweaver to create and edit web pages. Edit and create CSS style sheets.		Identify display devices and their characteristics
	3D Animation : Modeling, lighting, texturing, and animating 3D models for use in print, video, and Internet projects.		Identify laptop parts and peripherals
	Use Adobe SoundBooth to record and edit audio for use in videos, commercials, websites, and/or presentations.		Perform hardware upgrades in a computer
	Photography: Use Digital SLR cameras to shoot product and personnel shots.		Perform Windows OS upgrades
	Videography: Use professional video camera, including High-		Troubleshoot Windows software problems

Definition cameras, to record different events.	
	Troubleshoot hardware problems
<b>If a skill is not listed, please add below:</b>	Perform preventative maintenance on computers
	Install and troubleshoot printer problems
	Connect computers to networks and troubleshoot
	Demonstrate how to secure a wireless and wired network connection
	Install and configure antivirus and other protective software to protect against malware, spyware and other malicious programs
	Know how to perform data recovery
	Describe physical and logical network topologies
	Identify and describe network components
	Troubleshoot TCP/IP problems
	Setup security on a computer or network

11. Please check (✓) the basic employability skills needed by the MTCHS Intern to complete the tasks, duties and projects identified on the previous page. If a skill is not listed, please write in on blank spaces.

\_\_\_\_\_ Check here if **ALL** employability skills listed below are needed for the internship.

COMMUNICATION	PROBLEM SOLVING & REASONING SKILLS
Reports Accurately and Concisely	Meets deadlines
Comprehension - Pays attention and catches on to ideas and situations	Identifies procedures or steps to completion (goals or milestones)
Follows intent of oral directions/instructions	Gathers resources
States information in a concise, clear and logical order	Utilizes resources to solve problems and expand knowledgebase
Formulates and clarifies questions	Collects, organizes and interprets information
Answers questions accurately	Formulates alternative approaches
Uses appropriate vocabulary/grammar	Analyzes and selects most effective approach
Uses non-verbal body language appropriately	Periodically reviews progress of goals or milestones
Presents information effectively to groups	Corrects errors
Read, comprehend and apply new material	Summarizes conclusion and communicates results or final product
INTERPERSONAL	WORK ACTIVITIES
Believes and respects self -- Confidence	Produces type, quality and amount of work required
Tact - Is careful not to hurt others feelings or cause anger especially when expressing opinions	Maintains punctuality and meets attendance requirements
Enthusiasm - Demonstrates desire to learn and please; eager, earnest, zealous worker, positive attitude	Continues difficult tasks until completed: Perseverance
Cooperation - Demonstrates willingness to work as a team member and assist both internal and external customer	Initiative - Finds work to do without being told: is self-motivated, is first one to begin work
Exhibits openness and respect for others	Accepts assignments/responsibilities
Exercises flexibility, patience and tolerance when dealing with others	Reliability - Completes tasks assigned without constant supervision
Using suggestions about improving skills with a positive attitude	Takes responsibility for own actions whether positive or negative and performs any required actions
Demonstrates ability to negotiate differences with others	Manages time effectively by prioritizing tasks
Leadership - Gets others to cooperate and channel efforts towards a common goal	Respects rights and property of others
Poise - Maintains self-control in actions, speech and emotions	Adheres to policies and regulations of health, honesty and safety
<b>If a skill is not listed, please add below:</b>	Presents a clean, professional appearance and follows company dress code
	Adaptability - Adjusts to changes in schedules, job assignments, supervisors
	Supports goals, objectives and mission of organization
	Knows basic employee/student rights, responsibilities and reporting procedures
	Suggest or make workplace improvements properly
	Keeps work area in a clean, organized, and safe condition
	Meets deadlines

12. Please list any additional information about the internship:

Meridian Technical Charter High School is committed to the policy that all persons will have equal access to its programs, facilities, and employment without regard to race, color, religion, national origin, sex, age, disability, or sexual orientation.