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## INTERNSHIP 2008-2009 SYLLABUS

**Course Description:**

Internships will be 280 hours at an approved business. Students have the opportunity to utilize their technology skills in a real world business setting. This course is considered to be a capstone of each of the career pathways at MTCHS. Students prepare résumés and cover letters to interview for internship positions. In addition, to honing and sometimes learning new technical skills, students work on employability skills, viewing and participating in business operations, and learning employers expectations of good employees.

Students can begin internship hours the month of June, upon successful completion of their junior year. In addition to completion of the 280 hours, students will complete a senior internship presentation/paper in Senior Seminar, a formal thank you letter, an up-to-date résumé, attend the Business Partners Breakfast.

Two types of internships, internal and external, can be served during the senior year. The internal internship will be completed on the school grounds during the course of the school year, while the external internship will require the student to transport themselves to an off-campus business.

**Credits: 4 – graduation requirement** for all seniors to complete 280 internship hours

- Students will earn CREDIT for the internship. Credit is awarded the spring semester of the senior year.
- If an internship is paid by wages or stipend, it will be at the discretion of the business offering the internship.
- Payment (wages or stipend) is not a requirement of the internship course.

**External Internship:**

- Complete 280 hours in the summer or school year. This is a course competency.
- Internships should be aligned with the student's chosen career pathway at MTCHS.
- Intern hours will be performed between the times of 1:00-5:00 PM, Monday – Friday, during the school year.
  - Students are released at 12:50 p.m. every school day for Senior Internship*
  - Must average 10-12 hours per week (does not include travel time)*
  - Students will attend internship every day that school is in session*
- Summer intern hours: Set at the request of the internship site supervisor
  - To complete all hours in the summer, students must average of 25 hours per week*
  - Schedule must be identified on the Internship Agreement*
- Must attend in the Business Partners Breakfast

**Internal Internship:**

- ***Written proof of no transportation will be a major consideration for posted internal internships.***
- There will be a limited number of internal internships and students will have to apply and interview for the positions.
- Summer internships are not available.
- Some hours may be required in June and/or August, as well as after school during the school year.
- Complete 280 hours during school year on school grounds.
- *A minimum of 10 hours per week are required.*
- Must complete Customer Service Curriculum including hours answering the office phone and dealing with customer service issues.
- Internal interns will be required to complete additional training in chosen tech area as determined by designated teacher.
- Students must report to the assigned Technology Teacher at 12:50 each day.
  - Failure to do so will result in an absence and discipline consequences.
- Complete two interviews of a business person in career pathway field.
- Complete a research paper on a chosen career that includes documentation from one or both interviews

- Fitness Days:

Required to attend entire day -- 0.83 hours will still be calculated on the weekly timesheet if you participate.  
If you choose to not to participate: zero hours.

- Must attend the Business Partners Breakfast.

### **INTERNSHIP APPROVAL PROCESS:**

**ALL Internships must have the following completed BEFORE intern hours begin to accumulate:**

1. Summer internship: pass all classes the junior year with a 74% or higher
2. Complete Internship Request Form: a basic job description of the internship
3. Internship Site must be approved through the Work Based Learning Coordinator (WBLC)
4. Have a supervisor that the intern will report & communicate w/coordinator
5. Have work space and equipment allocated for student intern
6. Signed Work Based Learning/Internship Agreement on file with the WBLC
7. Transportation and Emergency Medical forms complete and on file with the WBLC

### **All internship hours will be conducted ONLY at the internship worksite or at MTCHS (internal)**

- Students are not be allowed to complete intern hours at home or intern for a home-based business.
- Students are able to accumulate internship hours during internship class time or during the summer.
- Students may not accumulate intern hours during other scheduled class time.
- Students will not be supervised by their parent(s) or legal guardian.

### **Internship Postings & Interviews**

Postings and interview times will be posted and in the Coordinator's Office as they become available.

Students are highly encouraged to find their own internship site. The approval process will be followed if a student obtains employment that may qualify as an internship.

Coordinator will forward any information regarding an interview, assignments, potential internship site, etc. in the Internship Class, Tech Class, Senior Seminar, and/or email.

It is required that all senior interns check their school email accounts daily.

### **Summer Internships**

All summer interns must be considered a senior as of June 5, 2008. If a student does not pass all classes as of June 5 or needs to make up any classes failed in the past, the summer internship option is not available.

If you choose not to interview for the internships posted by the WBLC, you will have until June 5 to obtain an approved internship on your own or wait until the school year. All paperwork will need to be complete before intern hours will begin accumulating. If all paperwork is completed, interns can begin working June 5, 2008.

### **Internships during the Senior School Year**

If you choose not to interview for the internships posted by the WBLC, you will have a grace period until September 12, 2008 to obtain an **approved** internship on your own. If you have chosen not to interview for the posted internships, have not been pro-active in obtaining your own internship or actively communicating with the WBLC, the student will be assigned and placed by the Coordinator at Computers for Kids or, if available, another approved internship site by September 12, 2008. During the grace period, students will be exempt from the Weekly Timesheet (10 Points) assignment. After the grace period, the Weekly Timesheet (10 Points) signed by your Internship Supervisor will be due every Monday.

All paperwork will need to be complete before intern hours will begin accumulating. If all paperwork is completed, interns can begin working immediately.

### **Attendance & Tardy Policy**

Students in the internship class and at the internship site will abide by the Attendance and Tardy Policies that are stated in the MTCHS Student Handbook, which is available on the school's website.

Students are not required to work at the internship site on student holidays. If the student wishes to work on student holidays, it will need to be arranged with the internship supervisor.

Students are required to sign out each day.

Students who have completed their internship hours are still required to sign out.

If students remain on school grounds, they are required to be in the assigned classroom.

If students do not sign out and are not in the assigned room, they will be marked as an unverified absence for attendance.

Students are not to use internship hours for personal (dentist, doctor, orthodontist, etc) appointments and/or private lessons. Appointments should be made after internship hours.

Students are expected to attend the internship everyday, Monday – Friday, unless there is a holiday. You will be marked absent if you do not attend your internship each school day until 280 hours are accumulated.

Students that have not completed all their intern hours are not allowed to complete homework from another class in the assigned classroom (12:50-2:30PM).

Only students that have completed all internship hours are allowed to complete homework during internship class periods in the assigned classroom.

**Grading**

Grades are based on a total number of points.

Assignments include but not limited to:

- Timesheets: 10 points each
- Periodic Progress Evaluation: 20 points each
- Internship Self-Evaluation: 25 points
- Final Supervisor Evaluation: 100 points
- Final Coordinator Evaluation: 100 points
- Transportation/medical Permission Forms: 25 points each
- WBL/Internship Agreement Form: 50 points
- Internal Internship Only: Two interviews of business person in pathway: 25 points each
- Internal Internship Only: Research Paper: 100 points
- Internal Customer Service Project: 50 points
- Current Resume: 50 points
- Formal Thank You Letter: 50 points
- Breakfast Attendance: 25 points
- Competency: 280 hours must be documented on signed timesheets plus completion of all internship projects

Grading Scale:

In addition to the total points earned, evaluation of effort, attitude, and performance will be scored as follows:

<b>100 - 92% = A</b>	<b>91 - 83% = B</b>	<b>82 - 74% = C or 71 – 0% = NC</b>
Proactive in working w/coordinator in finding intern position	Actively interviews for posted intern positions	No self initiative
Exceeds the standard of employability skills	Turns in assignments on time	Constantly has excuses for past due dates and absences AND then wanting special treatment
Student’s effort “goes the extra mile”	Above average on meeting employee standards on final evaluation by supervisor & coordinator	Average or meets employee standards on final evaluation by supervisor & coordinator
Self-initiating		
Turns assignments in before due date or on time w/o being reminded	Needs occasional reminders to sign out in the office	Does not sign out in the office on a constant basis even with constant reminders
Completes intern hours before due date	Puts out noticeable effort to meet standard	Abuses internship hours by setting personal appointments or doing homework
Above average to excellent and exceeds the employee standards on final evaluation by supervisor & coordinator	Keeps supervisor and coordinator informed before hand on issues	Puts in enough effort just to get by in meeting the standard
Excellent communication with supervisor and coordinator		Waits for the supervisor or coordinator to seek them out with issues

**Assignments** (other assignments may be assigned as needed throughout the internship)

*Due before Internship Begins:*

1. Edited and Approved Resume
2. Transportation Permission Form (External Internship Only)
3. Medical Emergency Information Form (External Internship Only)
4. Work Based Learning (WBL) Agreement Form

*Due during the Internship*

1. Timesheets:
  - Must be signed by or emailed to supervisor on Friday of each week
  - Due Monday to WBLC of each week
2. Mileage reimbursement forms – must be attached to timesheet or emailed same day for reimbursement
3. Periodic Progress Evaluation – Coordinator will arrange time with intern supervisor
4. Internal Internship: two interviews of business person in pathway, research paper
5. Formal Thank You Letter (March 2009)
5. Attend and arrive on time to the Business Partners Breakfast (April 2009)
6. Paper & presentation of internship in Senior Seminar (May 2009)

*Due upon completion of Internship:*

1. Final Self Evaluation
2. Final Supervisor Evaluation
3. Final Coordinator Evaluation
4. Internal Internship: various assignments for customer service unit
5. Updated Resume

*Students who complete 280 hours before May 15, 2009, will still be responsible for completing all required assignments.*

*Students are required to complete assigned projects by the internship supervisor even though hours have been completed to complete the competency requirement.*

**Timesheets**

Fill out and have supervisor sign or email to your Supervisor by Friday of each week.

Timesheets for each week are due no later than the following Monday to the WBLC.

Timesheets must be signed by you and your supervisor.

If for some reason you encounter a problem, you must report the problem to the coordinator by Monday morning.

Exceptions:

- If school is not in session on Monday, timesheets are due on the first day that school resumes.

- Summer interns will email timesheets to their supervisor no later than *Friday of each week* and the supervisor will forward by Monday to [cheryl.deitchler@mtchs.org](mailto:cheryl.deitchler@mtchs.org)

Timesheets are worth 10 points for submitting your timesheet by Monday of each week:

- Include a thorough description of job tasks each day.
- 8 or 9 points will be given to timesheets that are turned in on time but with incomplete descriptions of job tasks.
- A maximum of 7.4 points will be given for timesheets that are turned in on Tuesday.
- Timesheets turned in after Tuesday will receive zero (0) points.

Internship hours will continue to accumulate on all timesheets that are submitted.

This includes timesheets that are submitted after the Monday due date.

**Mileage Reimbursement** – Amount: \$0.505 per mile (subject to change)

Interns are entitled to receive a mileage reimbursement of \$0.505 per mile

- **ONE WAY ONLY** – for traveling to your internship
- ONE WAY ONLY means mileage from MTCHS to the internship site.
- Keep track of your mileage on the “Mileage Reimbursement Request Form”.
- Reimbursement checks will be distributed after the monthly board meeting.
- Mileage reimbursement forms for each week are due no later than the following Monday and **must** be turned in with the corresponding timesheet.
- Mileage reimbursement forms that are turned in after the due date *will not* receive mileage reimbursement for that week.
- You need to record the exact number of miles that you traveled on your mileage reimbursement form.

- Use your odometer (not the trip odometer). The number of miles should be the same every day.
- Incomplete forms will not be accepted.

Summer interns will email Mileage Reimbursement Form to [cheryl.deitchler@mtchs.org](mailto:cheryl.deitchler@mtchs.org).

All timesheets and mileage reimbursement forms will be signed and dated on the day they are received by the coordinator.

### **Coordinator Site Visits & Communication**

Each internship worksite may visit a minimum of 1-2 visits per semester. The length of the internship may also determine the number of Coordinator visits. This is an opportunity for the Coordinator to visit with the student and the supervisor to recognize goals that have been achieved and/or strengths, identify areas that need improvement, and address any concerns of the student or the supervisor. Email communication will be the standard form of following up on student progress.

### **Professionalism at the Internship Site**

Students are expected to adhere to the policies and guidelines of the MTCHS Student Handbook at the internship site.

Students are to notify the internship site supervisor by telephone, email, or verbally prior to the absence or tardy, if you will not be on time or work the scheduled internship time.

Professional Dress will be followed for all interviews.

Students are expected to follow the Professional Dress policy in the student handbook at the internship site, unless otherwise stated by the internship supervisor.

Students are also expected to meet the policies and guidelines of the company that the internship is assigned.

### **Internship Termination**

Students who are terminated or asked to leave an internship position will only be able to earn up to the maximum of a 91% to the potential of failing (NC) depending on performance at the second internship site.

***Students who are terminated due to pc gaming and internet surfing will automatically earn an NC for Internship and not be placed in a second internship site.***

If a student chooses to quit an internship, it will be considered a termination.

If a student is terminated, asked to leave or voluntarily chooses to quit a second internship site, the student will automatically earn an NC and not be assigned to another internship site and will not complete the competency of 280 hours.

Upon termination of the first internship site, students will have a two week grace period to obtain an approved internship. If the student does not obtain an acceptable internship within the two week period, the student will be assigned and placed by the Coordinator to Computers for Kids or, if available, another approved internship site. If the student chooses not to attend the assigned internship or obtain an approved internship after the two week grace period, the student will earn zero points for the weekly timesheets. There will not be internship opportunities for intern hours at school for students that are terminated.

### **Completion Date**

All External Internship hours will be completed by May 15, 2009.

Internal Internship hours will be complete upon the completion of the regular school year, June 3, 2009.

**Items in this syllabus may be subject to change during the school year.**