

Internship Program

Lawton Public Schools



“We Prepare Career-Bound Citizens”

*Superintendent of Schools:
Dr. Tom Deighan*

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Lawton Public Schools Internship Program

Section I:

Program Overview and Application Process Forms



Statement of Purpose, Goals, Benefits,
Identification of Students & Rationale



Application Requirements



Application Packet

Lawton Public Schools Internship Program

I. STATEMENT OF PURPOSE

The Lawton Public Schools Internship Program is recommended for high school juniors and seniors, with a minimum age of 16, who are in the process of seeking their career goal. This program is a cooperative effort of the Lawton Public Schools, professional people, businesses, and organizations within the Lawton/Fort Sill community working together to serve and prepare career-bound citizens. The program will aid students in exploring a career choice, as well as provide some services to our mentors.

II. Goals

To prepare career-bound citizens by:

- A. Providing college and/or vocational training preparation,
- B. Providing a valuable hands-on work experience,
- C. Preparing students for a career by developing employability skills.

III. BENEFITS

This program is designed to provide students with a planned program of job training and other employment experiences related to a chosen career. Other important benefits are the positive relationship established between students and mentors as well as the opportunity for school and community to work together. Students are also gaining experiences in professional job and soft skills that are needed to be career ready.

IV. IDENTIFICATION OF STUDENTS

Selection process includes:

- A. Completeness and neatness of the application packet.
- B. Unweighted grade point average of 2.5 or higher.
- C. Graduation requirements are current.
- D. Attendance and behavior.
- E. Recommendation of two current teachers and the student's school counselor.
- F. Final acceptance into program depends on if schedule will allow for the class to be placed in two consecutive class periods.

Lawton Public Schools Internship Program

V. RATIONALE

The mission of Lawton Public Schools is to prepare career bound citizens. In keeping with our guiding principle to equitably serve our students as career bound citizens, Lawton Public Schools is committed to providing opportunities for students to establish a clear connection between education and the workforce. An internship is an opportunity for a student to spend time with one or more employers at a business, non-profit organization or government agency to observe and gain hands-on experience in how business and industry work.

Student internships allow students opportunities to consolidate and apply the learning from their high school coursework into a meaningful and relevant on-the-job experience. It is their venue to connect with the world outside of school and to gain skills to go on to further education or to enter the workforce. Internships allow schools an avenue to promote the relevance and increase the rigor of the high school experience.

Internships help students understand the relevance of academics in relation to what it takes to be successful in the workplace. Without this connection, many young people may never understand why basic skills are important or know how complex a job can be. Working with an adult mentor at the worksite creates opportunities to develop a foundation of general workplace skills and to acquire information and skills in a chosen career.

Internships provide students with focused and structured learning, giving experience with the responsibility for meeting timelines, making decisions and working with others all skills needed for success in the workplace. Internships provide an opportunity for students to apply the four “R”s for schools – rigor, relevance, relationships and results.

Lawton Public Schools Internship Program

APPLICATIONS REQUIREMENTS:

The application must include the:

Application for Internship Program forms, completed and signed

Provide prospective mentor with Internship Program pamphlet to further explain program

Student and Parent/Guardian Agreement forms, Completed and Signed

Teacher Recommendations (two of your current teachers), Completed and Signed

Counselor Recommendation (your school counselor), Completed and Signed

Resume
(OkCareerGuide "My Resume" can be used to develop your resume)

A copy of your most current transcript

Your completed application should be submitted to your school counselor.

If you have any questions about the application process, internship sites, or the Internship Program in general, please contact your school counselor.

Lawton Public Schools Internship Program
Application for Internship Program

(The Internship Program class will consist of two consecutive class periods)

Semester(s) applying for: 1st 2nd (please select desired semester or semesters)

Student: _____ Student ID#: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Student Email: _____ School: _____

Current Grade: _____ Age: _____ Birthdate: _____ Gender: _____

Father/Guardian: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Mother/Guardian: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

List any health problems which may affect your ability to participate in this program:

Prospective Mentor Information (If desiring full year Internship Class with two different mentors, please complete both prospective mentor areas) Note: Mentor choices are subject to review to include acceptance or denial of a prospective mentor choice.

Prospective mentor 1: _____

Place of Business: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Prospective mentor 2: _____

Place of Business: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Resume: A resume must be completed as part of the application. Follow the resume example provided. (OkCareerGuide "My Resume" can be used to develop your resume.)

Student's Signature: _____ **Date:** _____

Parent's/Guardian's Signature: _____ **Date:** _____

Lawton Public Schools Internship Program

Student and Parent/Guardian Agreement

Component 1: Student

I, _____ will be responsible to/for:
(Student's name)

1. Attending the Internship class at the high school or other determined location at designated time periods and be with my mentor at their place of business on all other school days as designated with a minimum of one hour (60 minutes) per school day or as determined appropriate according to mentor's site schedule with attendance and promptness being mandatory. *(this class will cover two consecutive class periods)*
2. Maintaining and turning in a weekly time sheet.
3. Reading professional (scholarly) or peer reviewed journals in my chosen professional area and complete the required abstract.
4. Completing reflective writing papers about my internship experiences.
5. Maintaining a complete and organized binder as per guidelines.
6. Researching and completing the career questionnaire.
7. Performing regularly scheduled work in my internship professional area and becoming aware of the rewards, demands and skills involved.
8. If an emergency occurs, notifying my Career Advisor or other designated person and mentor as soon as possible.
9. I understand I am responsible for my own transportation to and from my internship site.
10. Discipline: I understand if I do not demonstrate responsible behavior, I may be taken out of the program and may receive an F for failing to complete the Internship Program's requirements.

I agree to follow the guidelines established for the Internship Program. I will respect the confidentiality of my mentor's business, clients, accounts or any other information to which I have access during this career seeking experience.

Student's Signature: _____ **Date:** _____

Parent's/Guardian's Signature: _____ **Date:** _____

Lawton Public Schools Internship Program Student and Parent/Guardian Agreement

Component II. Parent/Guardian

We, the parent/guardian of _____ give him/her permission to participate in the Internship Program coordinated by the Career Advisors of Lawton Public Schools (LPS). We understand that transportation to and from the internship site is our (Parent/Guardian and Student) responsibility.

It is understood that all reasonable caution will be taken by those in charge to prevent injuries and illness, and I agree not to hold any person, whether mentor or LPS staff in charge, or LPS responsible for any injuries or illness to my child. I hereby release the person or persons in charge and LPS from any and all possible liability arising out of any injuries sustained or illness incurred by my child.

I understand the arrangements of my son's/daughter's internship experiences may involve several locations in addition to his/her actual internship site. Therefore, I grant my permission for my child son/daughter to go to the other related sites whenever appropriate to participate in the Internship Program.

I have read the description of this program and fully understand the objectives, obligations and requirements of the program.

Emergency Contacts:

First Contact: _____
Name Relationship Phone

Second Contact: _____
Name Relationship Phone

Student's Signature: _____ Date: _____

Parent's/Guardian's Signature: _____ Date: _____

Lawton Public Schools Internship Program

Teacher Recommendation #1

Student: _____ **Date:** _____ **Teacher:** _____

This student is applying for the Lawton Public Schools Internship Program. Please take a moment to fill out this form and return it to the student in a sealed envelope for them to include in their application.

Use the following code: (place an "x" to the right of the number of your choice)

1. Below Average 2. Average 3. Above Average 4. Excellent

Student is willing to accept responsibility.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student completes assigned tasks.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student communicates well verbally.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student has sound writing skills.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student is able to work independently.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student demonstrates a mature attitude.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student often asks meaningful questions.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student responds well to instruction and constructive criticism.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student is sensitive to situations and the feelings of others.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student possesses qualities that merit confidence and trust.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>

How long have you known this student? _____

Do you feel that this student would benefit from an in-depth and hands-on work experience in a specific career field? (select yes or no, see below) **yes** **no**

Please explain why/why not:

Using the scale below, reply to the following statement. (place an "x" in selection of your choice)
"As a participant in the Internship program, the student will make a good representative for Lawton Public Schools in the community."

Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree

Teacher's Signature: _____ **Date:** _____

Lawton Public Schools Internship Program Teacher Recommendation #2

Student: _____ **Date:** _____ **Teacher:** _____

This student is applying for the Lawton Public Schools Internship Program. Please take a moment to fill out this form and return it to the student in a sealed envelope for them to include in their application.

Use the following code: (place an "x" to the right of the number of your choice)

1. Below Average 2. Average 3. Above Average 4. Excellent

Student is willing to accept responsibility.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student completes assigned tasks.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student communicates well verbally.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student has sound writing skills.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student is able to work independently.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student demonstrates a mature attitude.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student often asks meaningful questions.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student responds well to instruction and constructive criticism.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student is sensitive to situations and the feelings of others.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
Student possesses qualities that merit confidence and trust.	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
How long have you known this student?	_____							

Do you feel that this student would benefit from an in-depth and hands-on work experience in a specific career field? (select yes or no, see below) **yes** **no**

Please explain why/why not:

Using the scale below, reply to the following statement. (place an "x" in selection of your choice)
"As a participant in the Internship program, the student will make a good representative for Lawton Public Schools in the community."

Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree

Teacher's Signature: _____ **Date:** _____

Lawton Public Schools Internship Program School Counselor Recommendation

Student: _____ Date: _____ Counselor: _____

This student is applying for the Lawton Public Schools Internship Program. Please take a moment to fill out this form and return it to the student in a sealed envelope for them to include in their application.

Please mark yes or no with an X for the items below.

yes no **I have reviewed this student's credits.** It is my recommendation that this student be considered for the Internship Program.

yes no **I have reviewed this student's GPA.** This student has a cumulative unweighted GPA of 2.5 or higher.

yes no **I have reviewed this student's attendance.** It is my recommendation that this student would be a good candidate for the Internship Program based on their attendance.

yes no **I have reviewed this student's behavior.** It is my recommendation that this student would be a good candidate for the Internship Program based on their behavior.

Prior to final acceptance, the school counselor will review the student's schedule to ensure the Internship Class will fit.

Using the scale below, reply to the following statement.
(place an "x" in the selection of your choice)

"As a participant in the Internship program, the student will make a good representative for Lawton Public Schools in the community."

Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree

Additional comments:

School Counselor's Signature: _____ Date: _____

Lawton Public Schools Internship Program

Resume Example

A resume should be brief, concise and typed. (OkCareerGuide "My Resume" can be used to develop your resume)

Contact Information

The first section of your resume should include information on how the employer can contact you.

First and Last Name

Street Address

City, State, Zip

Phone Number

Email Address

Education

In the education section of your resume, list the school you attend and any awards or honors (like the National Honor Society or Honor Roll) you have earned. If you have a strong grade point average (GPA), you might choose to include that as well.

High School

GPA (optional)

Awards, Honors

Experience

This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held, and a bulleted list of responsibilities. You can also include any particular achievements you had at work, such as receiving an employee award. If you haven't had a regular job before, it's fine to include positions like babysitting or pet sitting, and any volunteer experiences you might have.

Company

City, State

Dates Worked

Job Title

- *Responsibilities / Achievements*
- *Responsibilities / Achievements*

Activities

Include sports, clubs, volunteering, and other activities. If you had a leadership position in any of these activities include this title.

Activity

- *Leadership position (if any)*

Skills

Include skills related to the job that you are applying for; i.e. computer skills, language skills, or certifications. These can be skills you acquired at school or through extracurricular activities.

Language – skill level (beginner, intermediate, advanced, fluent)

Any relevant skills

Any relevant certification

Lawton Public Schools Internship Program

Section II: Mentor Forms

-  Mentor Agreement and Contact Forms
-  Student Contact Information and Verification of Receipt of Information by Mentor Forms
-  Mentor Evaluation Forms of Internship Program and Interning Student

**Lawton Public Schools Internship Program
Mentor Agreement and Contact Forms**

Component I: Mentor Contact and Organization/Business Information

Internship Student's Name: _____

Date: _____

Mentor's Name: _____ Title: _____

Work Phone: _____ Cell Phone (optional): _____

Mentor's Email: _____

Organization/Business: _____

Address: _____

Field of Expertise: _____

Hours of Operation: Sun _____ Mon _____ Tue _____

Wed _____ Thu _____ Fri _____ Sat _____

Clearly specify what the student will be doing and learning during the semester.

Lawton Public Schools Internship Program

Mentor Agreement and Contact Forms

Component II: Mentor Guidelines Agreement

The mentor agrees to the following:

- 1.** Help student explore a career interest in your professional area by allowing him/her to work with you, with your instruction and supervision, approximately five hours weekly.
- 2.** Provide the student with a wide range of activities that allow the student to observe and participate in the actual work associated with the profession. If possible, allow the student to observe other professionals in your area.
- 3.** Develop a mutual understanding with the student about his/her responsibilities, assignments and role as an intern.
- 4.** Meet with the student on a regular basis to discuss his/her performance, answer questions, make suggestions and assign additional responsibilities.
- 5.** Recommend books, journals, related resources and other professional contact people in your field.
- 6.** Discuss work schedule, appropriate dress and the need for confidentiality with the student.
- 7.** Prior notification to the Career Advisor of any field trips that may take student from work site. Students must get prior written parental/guardian approval to leave the internship site for field trips.
- 8.** Ensure the safety of the student at all times.
- 9.** Call the student's Career Advisor if you have any problems with student assigned to you.
- 10.** Report any accidents or injuries that may occur to Career Advisor and to parents.
- 11.** Make time available to meet with the Career Advisor at the end of the six week periods and for an end-of-term assessment of the student's performance and evaluation of the program's effectiveness.
- 12.** Personal gifts are discouraged.

Printed Name of Mentor: _____

Signature of Mentor: _____ **Date:** _____

Lawton Public Schools Internship Program Mentor Agreement and Contact Forms

Component III: Career Advisor Guidelines Agreement

The Career Advisor agrees to the following:

1. To work with both the mentor and student to ensure a clear understanding of the procedures, objectives and requirements of the program.
2. To monitor the internship experience through regular contact with mentor and student.
3. To conduct designated Internship classes when assigned.
4. To review on a regular basis the student's attendance, weekly journals, abstracts, reflective writing papers, binder organization and completeness.
5. To conduct both six weeks and end-of-term evaluations of the student's performance to include a Career Questionnaire (semester test).
6. To assess the student's overall performance and award academic credit for successful completion of all internship requirements.

Signature of Career Advisor: _____ **Date:** _____

Mrs. Devon Lewis
dlewis@lawtonps.org

Mr. Steven Ranson
sranson@lawtonps.org

580-215-0255 ext. 2390

**Lawton Public Schools Internship Program
Mentor Agreement and Contact Forms**

Component IV: Student Contact Information

FOR STUDENT TO GIVE TO MENTOR FOR REFERENCE:

Student's Name: _____

Student's Home Phone: _____ Cell Phone: _____

Student's Email Address: _____

In case of emergency, please call:

First Contact: _____ Relation: _____

Phone: Home- _____ Work- _____ Cell- _____

Second Contact: _____

Phone: Home- _____ Work- _____ Cell- _____

Career Advisors:

Mrs. Devon Lewis
dlewis@lawtonps.org

Mr. Steven Ranson
sranson@lawtonps.org

580-215-0255 ext. 2390

List any health problems which may affect your participation in the internship:

(form used once student is accepted into program and mentor site is approved)

**Lawton Public Schools Internship Program
Mentor Agreement and Contact**

Component V: Verification of Mentor Receipt of Student Contact Information

(student is to return this form to their career advisor upon completion)

Student's Name: _____

I, (Mentor's Name), _____

have received a completed copy of the Student Contact Information form from the above mentioned student.

Printed Name of Mentor: _____

Signature of Mentor: _____ **Date:** _____

(form used once student is accepted into program and mentor site is approved)

Lawton Public Schools Internship Program Mentor Evaluation of Internship Program

Mentor's Name: _____ Phone: _____

Student's Name: _____ Evaluation due by: _____

The purpose of this evaluation is to help assess the effectiveness and value of the Internship Program. Please indicate the extent to which you agree or disagree with the following statements.

1 – Strongly Disagree 2 – Disagree 3 – Undecided 4 – Agree 5 – Strongly Agree

Place an "x" in the boxes to the right of 1 -5 that are applicable for each statement

1. I am satisfied with the Lawton Public Schools Internship Program.	1	2	3	4	5
2. The program is a meaningful educational experience for the student.	1	2	3	4	5
3. The student was well suited in interest and ability for this placement.	1	2	3	4	5
4. My interaction with the student resulted in a more positive attitude toward high school students.	1	2	3	4	5
5. The program is an excellent means to expand the existing curriculum for students.	1	2	3	4	5
6. I wish I had been able to participate in a program like this while in high school.	1	2	3	4	5
7. The student made meaningful contributions in various situations during the work experience.	1	2	3	4	5
8. The work experience enables students to expand and enrich their classroom knowledge through direct application.	1	2	3	4	5
9. The work experience requires students to engage in the exchange of information, ideas and concerns though both oral and written communication.	1	2	3	4	5
10. I benefited from my interaction with the student.	1	2	3	4	5
11. I am willing to recommend the student for college, vocational/ technical training or employment.	1	2	3	4	5
12. I feel that the student increased his/her knowledge about human relations as a direct result of this experience.	1	2	3	4	5
13. The student increased his/her knowledge about the profession and associated work environment as a direct result of this experience.	1	2	3	4	5
14. The program is a valuable addition to the high school curriculum for participating students.	1	2	3	4	5
15. I am willing to serve as a mentor again.	1	2	3	4	5

Additional comments: *(enter comments below)*

Lawton Public Schools Internship Program

Mentor's Evaluation of Student

Evaluation due by: _____

Student: _____

Mentor: _____

Phone: _____

Internship Site/Address: _____

Email Address: _____

Please use the following scale to evaluate the student's performance during the given period.

1 – Below Average 2 – Average 3 – Above Average 4 – Excellent

Please give explanation for areas marked "1 – Below Average" in "Specify areas where you would like to see improvement in the student's performance:" block.

Place an "x" in the boxes to the right of 1 -4 that are applicable for each statement/question

Student:

1. Has good attendance on-site (with excused absences as permitted).	1	2	3	4
2. Demonstrates an interest in obtaining information and acquiring skills.	1	2	3	4
3. Carries out work in an efficient and timely manner.	1	2	3	4
4. Undertakes a variety of tasks and assignments (as assigned and permitted by the guidelines of the mentor site).	1	2	3	4
5. Asks meaningful questions.	1	2	3	4
6. Demonstrates initiative and self-direction by participating in activities.	1	2	3	4
7. Learns quickly and is able to work without constant supervision.	1	2	3	4
8. Listens to ideas, implements suggestions and follows direction.	1	2	3	4
9. Accepts constructive criticism, works to resolve conflicts and modifies behavior when necessary.	1	2	3	4
10. Is self-confident, mature in attitude and positive about the mentorship experience.	1	2	3	4
11. Is productive and industrious in overall performance.	1	2	3	4
12. Communicates effectively with other individuals.	1	2	3	4
13. Reports ideas, issues or problems clearly and concisely.	1	2	3	4
14. Exercises good judgment and demonstrates an awareness of abilities and limitations.	1	2	3	4

(continued on back side of form)

Lawton Public Schools Internship Program
Mentor's Evaluation of Student (continued)

Specify areas where you would like to see improvement in the student's performance:

Mention specific contributions, achievements and capabilities as demonstrated by the student:

Additional comments and/or concerns:

Signature of Mentor: _____ **Date:** _____

Lawton Public Schools Internship Program

Section III:

Student Requirement Forms

-  Assignment Requirements With Student Binder Table of Contents
-  Rubric and Example of Professional or Peer-Reviewed Journal Article Abstract
-  Rubric and Example of Reflective Writing
-  Time Sheets (Blank) and Completed Examples
-  Career Questionnaires (Semester Tests)
-  Student Survey on Internship Program

Lawton Public Schools Internship Program Student Assignment Requirements

Student Binder Table of Contents:

(Four tabs containing **CONTACT INFO, ASSIGNMENTS, EVALUATIONS** and **OTHER**)

CONTACT INFO

- Mentor and Career Advisor Contact Information

ASSIGNMENTS

ABSTRACT

- Rubric
- Article Abstract example and explanation
- Article Abstract (kept, in date order, in binder after reviewed/graded)

REFLECTIVE WRITINGS

- Rubric
- Reflective Writing example and explanation
- Reflective Writing (kept, in date order, in binder after reviewed/graded)

EVALUATIONS

- Student Evaluations – Evaluations completed by the mentor every nine weeks or as designated. Copy kept, in date order, in binder.

OTHER

- Time Logs (blank logs kept in binder, Career Advisor keeps completed logs) Logs are turned in on Mondays of the following week (or first day of the school week), in a designated area.
- Other miscellaneous items that may be added throughout the semester

Other items required, but not part of binder:

Career Questionnaire/Semester Test – (research project about chosen career field.)

Due at the end of semester (turn in date will be announced). This will be turned in electronically (hard copy as deemed necessary by instructor).

Student Questionnaire – end of semester survey on Internship Program. This will be turned in electronically (hard copy as deemed necessary by instructor).

Thank-You Letter to Mentor –brought to your last Internship class period to be previewed and sent to the mentor.

Lawton Public Schools Internship Program
Rubric: Professional or Peer-Reviewed Journal Article Abstract

Page format: (up to 3%)

- Times New Roman 12 point font
- Double space
- 1-inch margins
- Minimum 100-200 words
- No indents

Page heading: (up to 2%)

- Student's first and last name (upper left)
- Internship Class Abstract (below name)
- Due date (below Internship Class Abstract)

Abstract: (up to 75%)

- Abstract describes, but not review or evaluate the article
- Abstract is original document, not a passage or quotation from article

Work Cited: (up to 20%) (MLA Format)

- First line of work cited aligned with left margin
- 2nd and proceeding lines indented ½ inch in from left margin
- Author(s) listed appropriately

Assignment due date

- March 6, 2017
- More than one calendar week late, a half-letter grade can be deducted
- Up to two calendar weeks, one letter grade can be deducted
- More than two calendar weeks, failing grade can be assigned
- Submitted electronically (hard copy if deemed necessary by instructor)

Lawton Public Schools Internship Program

John Doe (*first name last name*)

Internship Class Abstract

February 19, 2016 (*due date for abstract*)

(title of article. Genomics of Cancer and a New Era for Cancer Prevention

A primary justification for dedicating substantial amounts of research funding to large-scale cancer genomics projects of both somatic and germline DNA is that the biological insights will lead to new treatment targets and strategies for cancer therapy. While it is too early to judge the success of these projects in terms of clinical breakthroughs, an alternative rationale is that new genomics techniques can be used to reduce the overall burden of cancer by prevention of new cases occurring and also by detecting them earlier. In particular, it is now becoming apparent that studying the genomic profile of tumors can help to identify new carcinogens and may subsequently result in implementing strategies that limit exposure. In parallel, it may be feasible to utilize genomic biomarkers to identify cancers at an earlier and more treatable stage using screening or other early detection approaches based on pre-diagnostic biospecimens. While the potential for these techniques is large, their successful outcome will depend on the collaboration and planning similar to that of recent initiatives.

Brenna, Paul and Christopher P. Wild, Brenna P. “Genomics of Cancer and a New Era for Cancer Prevention.” *PLOS Genet* 11 (2015): 1-12. EBSCO. Web. 16 Jan. 2016

Lawton Public Schools Internship Program
Rubric: Reflective Writing

Page format: (up to 10%)

- Times New Roman 12 point font
- Double space
- 1-inch margins
- Minimum 100-200 words
- No indents

Page heading: (up to 10%)

- Student's first and last name (upper left)
- Internship Class Reflective Writing (below name)
- Due date (below Internship Class Reflective Writing)

Reflective Writing: (up to 80%)

- What happened. (positive and negative)
- What it means.
- How successful it was or not.
- What you (personally) learned from the experience.

Assignment due date

- February 13, 2017
- April 3, 2017
- More than one calendar week late, a half-letter grade can be deducted
- Up to two calendar weeks, one letter grade can be deducted
- More than two calendar weeks, failing grade can be assigned
- Submitted electronically (hard copy if deemed necessary by instructor)

Lawton Public Schools Internship Program

Reflective Writing (*choose an experience(s) from the previous 6 weeks period and reflectively write about it/them*)

Reflective writing involves writing about:

1. **What happened (positive and negative).**
2. **What it means.**
3. **How successful it was or was not.**
4. **What you (personally) learned from the experience.**

Example:

John Doe (*first name last name*)

(class and time period of assignment)

Internship Class Reflective Writing for First 6 Weeks of 2nd Semester 2015/16

February 19, 2016 (*due date for particular reflective writing paper*)

My Experiences

One experience that stands out to me during these past six weeks is the bi-weekly preparation meeting we had concerning the planning and scheduling of the nursing and support staff within the department my mentor worked in. It took a lot of time at each meeting to decide what we needed to do that day in providing and scheduling patient checks and services. The standard checks and services include monitoring of medicines and wellness checks, post-surgery examinations, and discharging of patients. Other areas, at times, include specialized lab specimen preparations. The meeting also included assigning tasks for shift nurses to present various topics and mini-lessons for the upcoming meetings. There were several suggestions and valuable input from all of the staff at the meetings. It is possible that the different approaches reflect the different experience and backgrounds of each of the team members. The major benefit of working in a team for me was that it facilitated learning and enhanced my understanding of the daily operations of a hospital department I was assigned to. Reflecting on the meeting experience has helped me to develop a better understanding my own strengths and weaknesses as a team member.

Lawton Public Schools Internship Program

Breakdown of the Reflective Writing example

What happened	<p>One experience that stands out to me during these past six weeks is the bi-weekly preparation meeting we had concerning the planning and scheduling of the nursing and support staff within the department my mentor worked in. It took a lot of time at each meeting to decide what we needed to do that day in providing and scheduling patient checks and services. The standard checks and services include monitoring of medicines and wellness checks, post-surgery examinations, and discharging of patients. Other areas, at times, include specialized lab specimen preparations. The meeting also included assigning tasks for shift nurses to present various topics and mini-lessons for the upcoming meetings. There were several suggestions and valuable input from all of the staff at the meetings.</p>
What it means	<p>It is possible that the different approaches reflect the different experience and backgrounds of each of the team members.</p>
How successful it was or was not	<p>The major benefit of working in a team for me was that it facilitated learning and enhanced my understanding of the daily operations of a hospital department I was assigned to.</p>
What you personally learned from the experience	<p>Reflecting on the meeting experience has helped me to develop a better understanding my own strengths and weaknesses as a team member.</p>

Lawton Public Schools Internship Program Weekly Time Log

Student's Name: _____

Week of:					Total hours for the week:	
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
In:						
Out:						
Please call your assigned Career Advisor to be excused at (580) 215-0255 ext. 2390 Mr. Ranson sranson@lawtonps.org or Mrs. Lewis dlewis@lawtonps.org						
Reason for absence(s), please list by date(s) and with reason(s):						
<i>If with a different mentor, have that mentor print and sign their name within that day(s) block along with time spent. Signature at the bottom is still required.</i>						
Student's signature:			Mentor's Name (printed):			
			Mentor's signature:			

Lawton Public Schools Internship Program Weekly Time Log

Student's Name: _____

Week of:					Total hours for the week:	
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
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Student's signature:			Mentor's Name (printed):			
			Mentor's signature:			

Lawton Public Schools Internship Program
Career Questionnaire (Semester Test)

Name: _____ **Date:** _____

1. Field of Career Study:

2. What has prompted your interest in this field?

3. What are some of the abilities and traits that help qualify a person for this career?

4. List an institution (college, university, vocational technology school, trade school, etc.) to which you could/will apply to attend; then answer the following questions about that institution. (If more than one institution, answer the below questions a-g for each institution)

a. What are the entrance requirements?

1. Materials requested by the institution for admission

2. Test(s) and/or scores required.

b. What are the institution's current tuition, living expenses and fees?

c. Are opportunities available for earning all, or part of your expenses while you attend school?

d. What is the average class size?

e. Does the institution offer the extracurricular (nonacademic) activities in which you are interested?

f. What is the total enrollment of the institution? What is the enrollment of the campus to which you would be attending?

g. Is this a public or private institution?

Lawton Public Schools Internship Program
Career Questionnaire (Semester Test)

5. How many years are required to complete a degree/certification of study in this field?

6. Before employment, are there any licensing and/or certification requirements? If yes, please list the requirements below.

7. Is there a specialized field that you intend to pursue? (For example, under the broad category of Engineering you may choose to study mechanical, electrical, nuclear, chemical, etc.)

8. What are the different career opportunities available to you after gaining a degree /certification in this field?

9. What are the subjects you would study while pursuing your degree/certification?

10. What is the licensing agency that works to maintain the professional standards of your chosen profession?

11. What job responsibilities are performed by a person in your chosen field?

12. What is the future earning potential of a person in this field?

13. After completing this questionnaire, how have your views changed (negatively or positively toward this career field)?

14. Complete a Work Cited Page (use MLA format)

Lawton Public Schools Internship Program

Career Questionnaire (Semester Test)

Complete questionnaire using OKCareerGuide ♦ www.okcareerguide.org

Name: _____ Date: _____

Take an Assessment

Take all three assessments (Career Interest Assessment, Skills Confidence Assessment and Super's Work Values Interest Inventory-revised) before proceeding to "Exploring Occupations Suggested by Assessment Results" or "Occupations by Title".

Occupations Suggested by Assessment Results

View a list of occupations suggested by your interests, skills, and work values assessment results. This list could be very long so you may narrow the results using the filter options below. As you do so, only occupations fitting your selection will appear on the list. Select an occupation to explore.

Occupations by Title

If desired occupation to explore is not on list, go to "Occupations by Title" and explore desired occupation.

Occupation:

Overview

Summary of Overview: (enter your summary below)

Quick Facts:

National Annual Salary Range:

Entry-Level Education:

Number of Jobs in 2014:

Expected Job Openings (2014 - 2024):

National Outlook (2014 - 2024):

Tasks & Conditions

Working Conditions: summarize: (enter your summary below)

Tasks: list at least 3 (enter the tasks below)

Lawton Public Schools Internship Program

Career Questionnaire (Semester Test)

Complete questionnaire using OKCareerGuide ♦ www.okcareerguide.org

Interests, Skills & Work Values

Interests: list or summarize (enter your summary below)

Skills: list at least 3 (enter your skills list below)

Work Values: (list Corresponding Kuder Work Values below)

Suggested College and Postsecondary Majors: (list at least two below, if available)

Suggested Instructional Programs: (list at least two below, if available)

Education and Experience: (enter your summary below)

Salary and Outlook

Select a State:

Yearly Salary:

Statewide:

Nationwide:

10th Percentile:

25th Percentile:

Median:

75th Percentile:

90th Percentile:

Occupation Outlook

Statewide (2012-2022)

Nationwide (2014-2024)

Number of Jobs

Expected Job Openings

National Outlook (2014-2024)

Related Occupations (list at least 3 below, if available)

Related Military Occupations (list at least 3 below, if available)

Lawton Public Schools Internship Program Student Survey

Student's name: _____ **School:** _____ **Grade:** _____

The purpose of this survey is to gather information to assess the effectiveness and value of the internship component of the Internship Program. Please indicate the extent to which you agree or disagree with the following statements.

(Place an x to the right of your number choice.)

1 – Strongly Disagree 2 – Disagree 3 – Undecided 4 – Agree 5 – Strongly Agree

1. I was very satisfied with my internship experience.	1	2	3	4	5
2. I feel that the experiences offered me a variety of challenges and assignments very different from those in the classroom.	1	2	3	4	5
3. I felt that my placement was well suited to both my abilities and interests.	1	2	3	4	5
4. I enjoyed being able to work at my own pace and being required to assume responsibility for my own learning and behavior.	1	2	3	4	5
5. I feel that being able to apply my skills and knowledge through an internship was an incredible opportunity.	1	2	3	4	5
6. I feel that the program required that I be able to communicate effectively with people.	1	2	3	4	5
7. I feel that this program helped me to clarify, modify, and extend my understanding of my career choice.	1	2	3	4	5
8. Without this program, I would have had little real knowledge and insight into the requirements and real nature of the work in my field of interest.	1	2	3	4	5
9. The first-hand observation and participation required makes the internship/mentorship an extremely valuable learning experience.	1	2	3	4	5
10. On a scale of 1 to 10, I would rate the program as a 10 with regard to the amount of knowledge gained in other high school classes.	1	2	3	4	5
11. I feel that this program provided me with many opportunities to recognize and work with both my strengths and weaknesses in my academic fields.	1	2	3	4	5
12. I feel that the program provided me with insight into both my strengths and weaknesses in my interpersonal skills.	1	2	3	4	5
13. The program definitely had an impact upon my career direction of choice.	1	2	3	4	5
14. I would highly recommend the program to other students.	1	2	3	4	5

Additional Comments: