



Hilldale Public Schools

500 E. Smith Ferry Road
Muskogee, OK 74403

(918) 683-0273
fax (918) 683-8725

Dr. Kaylin Coody, Superintendent
kcoody@hilldaleps.org

March 22, 2017

Dear Parent/Guardian:

I am writing to provide you with some information regarding our seniors. An exciting new opportunity!

I meet with seniors several times during the year to discuss future plans. These conversations often indicate that many students really don't know what their future plans will be. Because of this, we have begun a new program to provide some of our seniors with an Internship, working in an area of interest during the school day. It was implemented in January, 2017. Here is some information, as we're currently structured:

- Seniors who are interested and as schedules allow, will have a 2 or 3 hour block in their schedule to allow them to go to a work place. This will begin at either 8am or 12:15pm.
- Students will receive a grade and elective credit for their time as an Intern. Grades will be calculated into the final grade point average for students.
- They will typically be off campus (**and must provide their own transportation**) for 8-9 weeks, at the same time each day, other than when required school activities are scheduled. We will work to provide each student with two sessions in areas of interest.
- Students will have academic work to do and turn-in during their time as an Intern. They will also receive Performance Reviews by the business supervisor during their Internship. These Reviews will have a point value and be included in the student's grade.
- There is no pay for this Internship. It is an educational opportunity to give students a brief taste of different jobs and work settings.
- We will not be able to accommodate all seniors. Some may have an area of interest that we have no corresponding business available for an Internship. Some will have schedule conflicts. Some seniors may not be interested in this program. We will work to match our students who want to participate with local businesses, as much as possible.

In order to schedule students, **students must complete the Senior Intern Request Form and return it to the High School Office with their enrollment form.** If this is not completed when due, we will not be able to accommodate them in August.

Also, know that I still need many sites to place our students! If you know of employers who would participate in providing a site for our students to learn about a career option, please ask them to email me. If you have questions, please email me. We will continue to seek ways to provide the very best for our students!

Sincerely,

Kaylin Coody

Dr. Kaylin Coody
Superintendent

[Type here]



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Senior Career Internship

PARENTAL RELEASE

I, the parent/guardian of _____, give consent for him/her to enroll in the one-semester class *Senior Career Internship* at Hilldale High School. This class is calculated into each student's grade point average, as elective credit for a letter grade. I understand that this class, an unpaid internship, will consist of classroom attendance and assignments as well as attendance as an Intern at a specific job site or sites. These sites will primarily be off campus and independent of the school district. This does not in any way alter the district policies related to truancy and attendance and breaking these policies will result in disciplinary action. Additionally, I understand that my student will be in contact with various employees and job tasks at these sites. High school students have been taught about and will be expected to maintain strict confidentiality, as to any information they learn about the employers, their employees and their business. Failure to maintain confidentiality may result in academic and legal issues for the student. Transportation is the responsibility of the student and lack of transportation does not constitute an excused absence. The student maintains responsibility for other academic classes, whether at Hilldale, concurrent enrollment or at ICTC, including being on time for those classes. Any materials or supplies required by the Intern site is the responsibility and property of the student. Should a student be asked to leave a work site, they will be placed in In-School Detention for the remainder of that session and all incomplete work will be calculated as a zero in the student's final grade in this course.

By signing below, you give authorization to Hilldale Public Schools to take pictures/video or interviews to be used in the classroom, appear in news releases, in training presentations, on the internet and other publications approved by the school district.

Should questions arise, I, the parent/guardian will contact Dr. Coody at Hilldale Public Schools (918) 683-0273.

Student's Signature

Date

Parent's Signature

Date

[Type here]



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2017-18 Info on Senior Career Internship

Complete this form **ONLY** if you want to participate in a Senior Career Internship for one semester.

Name _____ When will you be 18? _____

Cell phone _____ Do you have your own transportation? ___ Yes ___ No

Will you be attending Tech? If so, when? ___ morning ___ afternoon Program _____

Will you be in any activities that require you to be there before or after school, such as band, football, basketball, academic team, etc.? If so, LIST ALL _____

Will you be enrolled in Connors concurrent classes? ___ Yes ___ No How many hours? _____ Enrolled yet? _____

Are you requesting to be in an Internship ___ 2 hours daily or ___ 3 hours daily?

The following are a few careers where we've placed students in the past.

- | | | |
|--------------------------------|-----------------------------------|---------------------------|
| Pharmacy | Civic Foundation/Public Relations | Dentist/Orthodontist |
| Educ/Teaching-elem, SpEd, math | IT | Law enforcement |
| Veterinarian/animals | Optometrist | Business office/mgr/owner |
| Art/graphic arts | Machine shop | Law office |
| Physical therapy | Engineering | Electrician |
| Radiology/ultra sound tech | Mortician | Psychology/counseling |
| Speech Pathology | Pilot | Attorney |
| Fine Arts/Acting | Accounting | Journalism |
| Construction | Agriculture | Culinary arts/nutrition |
| Welding | Auto mechanic | Medical-Nursing, Dr |

Please list four careers of interest to you. **YOU MAY LIST OTHERS THAT ARE NOT BE ON THIS LIST.**

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Completing this form means that you are interested in participating in two internships, one semester, typically off campus, for career information and work experience.

_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
----------------------------	---------------	---------------------------	---------------

.....
School Info Only

Graduation check: Needs
Core _____ OK for Intern: ___ No ___ 2 hrs ___ 3 hr

Elective _____ Date/Initial

Senior Career Internship

[Type here]



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Class Information

You have enrolled in the one semester class *Senior Career Internship*. This class utilizes classroom instruction and on-site intern experience. Upon completion of this course you have a better understanding of employment soft skills and specific career options.

Traditional letter-grades will be assigned for this class. They are based on:

1. Work attendance and performance reviews
2. Classroom performance during instructional time
3. Weekly journals and a final project.

Attendance/Participation

It is extremely important that you consistently attend the work site to which you are assigned. Not only is your learning and experience affected, but the job site has committed to mentor you – and they are depending on you! The work site will maintain attendance records reported to the high school registrar. They will indicate each day if you are present/absent, tardy, or leave early. Participation is worth 100 points each nine weeks. When you miss, you cannot participate and points will be deducted from your participation points. The only exception is a school activity – those approved by the office will not be counted against you. Extra credit is available to replace those points, if you choose. YOU are responsible for getting to your work site – no excuses! Lack of transportation IS NOT an excuse for absence in your assigned internship. If any special circumstances exist, please talk to me individually.

Classroom performance

The first few days of this course will be in a classroom on the Hilldale campus. During that time, you will have a few assignments. Once you are working at a site, you will have a weekly journal to maintain and turn-in for grades. Failure to complete this journal will result in you receiving a failing grade in the course. An end-of-the-year project will also be required, reflecting on your semester.

Performance reviews

During this course, you will be observed while working at a specified job site and evaluated according to your performance. You will be given feedback on all observations through a Performance Review, approximately every three to four weeks. You should act professionally and as an eager-to-learn employee at all times. You should interact with co-workers and your supervisor in a mature manner, always treating others with dignity and respect. You should follow the work instructions given to you by your mentor. Your time on site is intended to provide you with a learning experience and the employer with additional staff. It is not a time for you to study, read/write notes, socially visit with others, etc. Each Performance Review is worth 50 points.

Final project

A final project is a reflection project, worth 100 points. It can be submitted as a file folder response or submitted recorded and submitted to me digitally. Specifics of what are included in the project are on a lime green sheet provided to you.

Extra credit

Extra credit is available upon request. Consideration will be given for community activities, additional article reviews and research. These must be pre-approved and will be given only after we agree to the assignment and the point value for that assignment. No more than 200 points can be accrued with extra credit.

Get ready! You are entering a very unusual high school class that will give you many ideas for the future!!!

[Type here]



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Senior Career Internship

Student Placement Notification

Employer _____ Dates of Internship Mar. 20- May 17, 2017

Contact _____ Contact email _____

Student _____ Time _____ Interest _____

I am so appreciative of your support of our new Senior Career Internship! One of the difficult things in a high school is to offer truly relevant, career experiences for our soon-to-be graduates. You are helping us fill that gap!

- These students are second semester seniors who are planning or considering a career in an area aligned to your business. *Do remember that they are students*, not experienced workers with a knowledge-base in your field. They need to be taught. Please work with them in their area of interest.
- They began the semester by spending a few days with me, going over soft skills and guidelines for this program. If you have ideas or topics for us to review with students, please let me know.
- You should feel free to have students and/or parents to complete any paperwork from your site that is necessary, in addition to what we've done.
- We intensively covered confidentiality, including the student and their parents signing a statement that they understand confidentiality and the impact of sharing any information they gain from being on your premises.
- Students will come to your sites during the time listed for each student, for about seven–eight weeks, same time each day, unless there is a school activity here that interferes. The one exception to that is Wednesdays. We have late start on Wednesdays, meaning our students/classes run 30 minutes behind the other days. If you have an Intern at 8 am, Wednesday will be the same. If you have an Intern after first hour, our student's schedule will shift about 30 minutes later. Please visit with your Intern to work out their specific time. I will be glad to meet with the Intern or both of you to set that up.
- You should expect the student to be on site every assigned day. There are times that school events may require our students to miss their Intern time. The student will inform you of those days. You do not have to worry about keeping that straight. You keep attendance on the enclosed form and return it to us. We will review each absence to determine the student's status.
- As their time with you is an extension of the classroom, our liability insurance does come into play. If you want further information, please call Pam Isaacs at Wilcox McGrath, (918) 683-0893.
- I hope you will find meaningful work for them and provide them with direction to learn your field.
- Your staff simply mentor them, keep track of attendance, and do a simple 10 question Performance Review two times while they have them.
- This is a non-paid Internship. You may also choose to pay them for time they agree to work beyond school hours, which are 8am-2:55pm. At the end of the session, you may choose to provide the Intern with a small gift or honorarium. That is completely at the site's discretion, but not expected.

[Type here]



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- I would hope the students would spend the majority of their time learning the intricacies of your business in some capacity. The more they are hands-on, the more meaningful this experience will be. These young people will be out in the real world in just a few months!
- If you or your staff have ANY problem with our students, first speak to them, as if they were your employee. Be clear in expectations and correct them. If you need a school employee to visit with you and the student, let me know – we will schedule that. If you feel you cannot maintain the placement of a student, contact one of us at the numbers/email below. Students are VERY aware that if I have to pull them from a site, they will go into In-House Placement on our campus and receive a zero for any work incomplete.
 - Dr. Kaylin Coody, Superintendent – (918) 640-0787; kcoody@hilldaleps.org
 - Mr. Erik Puckett, Assistant Superintendent – (918) 869-1112; epuckett@hilldaleps.org
 - Dr. Deborah Tennison, Assistant Superintendent – (918) 519-9910; dtennison@hilldaleps.org
 - Mr. Josh Nixon, HS Principal – (918) 839-2188; jnixon@hilldaleps.org

We want this to be a positive experience for you and a learning experience for our students! We will make this as convenient for you as possible! Please let me know if there is anything I can do to assist you.

We have so many great students in our district! Thank you for taking them “under your wing” and helping them see career options! Call/text/email me anytime!!

Sincerely,

Kaylin Coody

Dr. Kaylin Coody
Superintendent

[Type here]



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SENIOR CAREER INTERNSHIP Student Site Assessment

Intern's Name _____ Date _____

Business/Site _____ Supervisor _____

Area(s) of Vocational Interest _____

Based on your experience, rank the Internship Site in the following areas:

5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

	5	4	3	2	1
Work site – I knew where to park, check-in, report, etc.	___	___	___	___	___
Supervision – I knew who I to go to when I had questions	___	___	___	___	___
Communication – I felt I could talk to the employer about this field	___	___	___	___	___
Interaction – Others at the site were appropriately interactive with me	___	___	___	___	___
Growth opportunity – The employer talked to me about what I did well and things I needed to do to improve	___	___	___	___	___
Mentorship – The employer gave me advice on how to improve in the job/field	___	___	___	___	___
Independence – I feel I was encouraged to learn and work independently at this site	___	___	___	___	___
General impression – This Internship site helped me to know what I want <u>or</u> don't want to do as a career	___	___	___	___	___

Two things that made this a good Internship site are:

1. _____
2. _____

Two things that would have improved my experience at this site are:

1. _____
2. _____

[Type here]



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Senior Career Internship

Student Notes

- Introductions
- Schedule and how it will work
- Grades and attendance
- The difference between a job and a career
- Career decisions – What do you like that you are good at?
- What are your strengths? What are your weaknesses?
- Confidentiality
- Interviewing skills and questions
- What are soft skills? Personal qualities, attitudes, habits, social awareness to that makes someone a good employee. We will focus on Seven for Success!
 - Personal accountability
 1. -
 2. -
 3. -
 4. -
 5. -
 6. -
 7. -
 - Interpersonal skills

[Type here]



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1. -
2. -
3. -
4. -
5. -
6. -
7. -

➤ Ability to work with others

1. -
2. -
3. -
4. -
5. -
6. -
7. -

➤ Communication

1. -
2. -
3. -
4. -
5. -
6. -
7. -

➤ Conflict resolution

1. -
2. -
3. -
4. -
5. -
6. -
7. -



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➤ Creativity

1. -
2. -
3. -
4. -
5. -
6. -
7. -

➤ Change

1. -
2. -
3. -
4. -
5. -
6. -
7. -



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SENIOR CAREER INTERNSHIP Employer Program Assessment

Business _____

Assessment complete by _____ Date _____

This is new to us! We have tried to provide preparation for the student and support both the business and the student in recent weeks. Thinking of the over-all program, not any specific student, please provide us with information that will help us as we work to improve our program, understanding that we must structure for high school students, around their required school schedule, and serve as an opportunity to learn vocational/career skills. But we want it to be meaningful for you!

Based on your observations, rank the Internship Program in the following areas:

5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

	5	4	3	2	1
Work site – I feel our site has vocational opportunity for Interns	___	___	___	___	___
Supervision – Our staff is willing to provide needed instruction to Interns	___	___	___	___	___
Communication – I knew how to communicate with the school, if needed	___	___	___	___	___
Growth opportunity – We feel comfortable providing students with feedback on their strengths and areas of need	___	___	___	___	___
Mentorship – The Internship program is helpful in providing my business with a youth mentorship opportunity	___	___	___	___	___
General impression – This Internship has value for our Local workforce	___	___	___	___	___

List any vocational skills needed or suggestions to improve the Internship: _____

Any additional comments:

[Type here]



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Senior Career Internship Group Reflection Form

Students in Group: _____

Going in a round-robin pattern, each student tell where you've been. Then again going in turns, each student

- tell what the first day was like – what was the hardest thing?
- tell one positive experience from your Internship
- what will you do differently to start your new placement?

Select a spokesperson for your group to report out to the class.

[Type here]



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Senior Career Intern – Final Project

This final project is intended to demonstrate what you have learned throughout this semester. It is worth 100 points of your final grade and due May 17. There are two ways to complete this project.

1. *You may complete a file folder report.* You use a file folder, write your name on the tab. Inside, in large letters, write the name of the two businesses where you were an Intern. Cut long envelopes in half, to create pockets. Tape or glue them in labeled with the following:
 - a. **REFERENCES:** List two employees that you could use as a reference. Include their name, name of the business, position, email and a phone number. – **2 cards**
 - b. **TASKS:** Explain tasks that you did while at these sites. – **8 cards and 2 pictures**
 - c. **SKILLS:** We talked about soft skills. Using three cards, tell about three soft skills that you used or learned while an Intern. Then think of five other skills you learned, whether work skills, social skills, coping skills, whatever. – **8 cards**
 - d. **PROS/CONS:** One per card, list three pros or positives about each of the two sites. Then list three cons or negatives about each of the two sites. – **12 cards**
 - e. **HIGH SCHOOL:** On one card, list two high school classes that were helpful for you in these internships. On another, list two classes that you wish you had taken in high school. You are about to graduate! On a third card, what would you do differently in high school? – **3 cards**
 - f. **FIT:** A good “fit” is important at a work site. What made you think you were a good fit or not a good fit at these companies? – **2 cards**

2. *You may complete a video diary* and email it to me at kcoody@hilldaleps.org. This means you record yourself telling me all of the following. It must include:
 - a. **REFERENCES:** Tell two employees that you could use as a reference. Include their name, name of the business, position, email and a phone number. – **2 pieces of information**
 - b. **TASKS:** Explain tasks that you did while at these sites. – **8 pieces of information and 2 pictures**
 - c. **SKILLS:** We talked about soft skills. Tell about three soft skills that you used or learned while an Intern. Then think of five other skills you learned, whether work skills, social skills, coping skills, whatever. – **8 pieces of information**
 - d. **PROS/CONS:** Tell three pros or positives about each of the two sites. Then list three cons or negatives about each of the two sites. – **12 pieces of information**
 - e. **HIGH SCHOOL:** Tell two high school classes that were helpful for you in these internships. Then tell two classes that you wish you had taken in high school. You are about to graduate! Tell what you would do differently in high school? – **3 pieces of information**
 - f. **FIT:** A good “fit” is important at a work site. What made you think you were a good fit or not a good fit at these companies? – **2 pieces of information**



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Senior Career Internship – Journal

Student's Name _____ Intern Session #1 _____ #2 _____

You are now participating in *Senior Career Internship*. A big part of your grade in this one semester class is journal entries, to be completed during your internship. The journal is attached. Each journal entry will be graded, worth a maximum of 25 points on each journal entry. Grades will be based on the thoroughness of each response to the specific topic. Be certain to address each question asked in each journal entry.

ALL JOURNAL ENTRIES ARE TO BE A PARAGRAPH, AT LEAST FIVE (5) FULL SENTENCES. On **Thursday, May 17**, we will meet in the classroom where we met at the beginning of the Internship. You must have all Journal Entries ready to turn-in at that time.

If at any time during the semester you are experiencing any difficulty, you are to come to me, Mr. Puckett, Dr. Tennison, or Mr. Nixon.

[Type here]



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SENIOR CAREER INTERNSHIP – PERFORMANCE REVIEW

Intern's Name _____ Date _____

Business _____ Supervisor _____

Based on your observations, rank this Intern in the following areas:

5=Excellent 4=Above Average 3=Average 2=Below Average 1=Poor 0=Negligent

	5	4	3	2	1	0
1. Promptness – on time, ready to work	___	___	___	___	___	___
2. Responsibility – maturity, appropriate dress, trustworthy, discretion	___	___	___	___	___	___
3. Communication – listens and speaks clearly and appropriately	___	___	___	___	___	___
4. Interaction – treats others with respect, confidential	___	___	___	___	___	___
5. Initiation – intuitively grasps tasks and begins promptly, eager to learn	___	___	___	___	___	___
6. Cooperation – works well with others, team player	___	___	___	___	___	___
7. Independence – follows instruction, with minimal assistance	___	___	___	___	___	___
8. Accepts constructive criticism – adjusts as needed	___	___	___	___	___	___
9. Productive – completes tasks, organized, meets job objectives	___	___	___	___	___	___
10. General attitude – pleasant addition to the business	___	___	___	___	___	___

Total number of points (maximum 50) _____

Comments: _____

Supervisor's Signature

Student Intern's Signature

Please complete this form for all students by Apr 14 & May 16. At that time, please return this and the Student Attendance Report: Fax - Hilldale Schools at (918) 683-8725 or Email - kcoody@hilldaleps.org. Thank you!!

[Type here]



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Senior Career Internship Scenario #1

Students in Group: _____

You are a new intern in a manufacturing company. Upon arrival, you met your supervisor, Mr. Adams, who introduces you to others in the office. When he leaves the office, another employee quietly says to you the following:

“Know that you should always come to me if you have questions?”

“I’m sorry. He can be so difficult.”

“This is a hard job. I hope you’re prepared.”

“Who told you that you should come to work here?”

“Just be nice to him and do whatever he tells you to.”

What would you say? Would you feel that you should say something to someone else? Who? Write your group’s answers below.

[Type here]



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INTERNSHIP COMMENTS – Spring, 2017

From students on Remind

First day to “So how was it today?”:

- Awesome. I loved it!
- It was great! I think I’m really going to enjoy it! I really appreciate you getting this together for us. ☺
- Thank you for giving us this opportunity!
- It’s awesome! I just wish I had more time there!
- Thank you for everything!! I’m looking into being a temp for them in the potential future, which would pay a lot better than my current part time job.
- My internship is going great. I’m learning a lot of cool law and business stuff and also getting to know all the judges, but my favorite part about this internship is just all the wisdom I’m getting from Mr. ___. He really cares about my future and is constantly giving me good life advise. He’s even recommended to me some books he’s read and that will help me get a step ahead of my peers.
- My internship is going great! The kids are awesome and I really enjoy how small the school is. I got to sit with the teachers during their PLC meeting and they treated me like another teacher I felt very respected and happy. ☺ Thank you so much! You’ve worked so hard for us and I fell like this is a great opportunity for us seniors.
- I’m having a great time. I’m learning a lot and the people there are really nice.
- I love it. I’m getting an idea of what happens at a pharmacy so that’s nice.
- I want to stay with the same teacher because it was awesome today!
- I love my internship. It’s awesome!
- It went great. I really like it. Thank you for putting this all together!
- I feel great about it. The people there were very nice and they are very good about safety. I think it’s gonna be a great experience!’
- It’s going great! All the people up there are super nice.
- It went great! It’s everything I hoped it would be! I gained a lot of experience today. I really appreciate you setting this up for me!
- It went great. It’s a great environment and everyone is really nice. So far, I really love it.
- It was actually fun. I think it will be a blast!

Ten days in internship to “How’s it going?”:

- It is going really good!
- I love it! ___ is so awesome. I know I will go to college and do this!
- It’s going well! I’m still getting set up in the system but I’m learning a lot.
- Good. I’m really enjoying it!
- Going great. I really look forward to going everyday and watching their faces glow when they figure something out. It’s like an addiction. I absolutely love it!
- It’s going well. I’m learning new things and already changing my mind about where I want to end up job wise.
- I went to the wound care center first. I got to see some “worse case scenarios” and got used to seeing the wounds pretty quick. What I didn’t like was the smell of their infections. It was pretty gnarly. But then I went

[Type here]



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over to the radiology center and saw them take x-rays. After they got the x-ray I went over to the CT scanning area and I thought that was pretty cool. I really like doing this internship!

- I love my internship. It couldn't be better.
- I really am enjoying it! I've learned a lot of new things already!
- It's going great. Thank you so much!
- I'm glad you gave me this opportunity. I've always had the drive to do big things. I just needed a star to reach for.
- It was awesome! Welding and fab work.
- It went really well. I think this is a field I really want to go into!
- I absolutely love it. Just being around everything in the atmosphere made me really excited! This is what I wanna do!
- I was really excited until I saw a lot of blood. Because I didn't eat breakfast I passed out during an epidural but I'm okay. I really loved learning all the new things that I did today.

Five Weeks on Site

- A big machine broke down and they are showing me the process of fixing it. Is it okay if I stay a little late?
- Really going good! Learning lots of things!!
- It's awesome! I love the hands on opportunities!
- She went in for a c-section and we got to go in and stand at the table and watch the whole thing, clean the baby and get her closed up and to her room. It was awesome!
- I'm excited! I've been doing some research for my site about a project they have. It's going so well! I love it! It has been so cool!!

End of Session

- My current Internship has offered me a job to work there part time!
- I've made great connections with people.
- I got good advice from the people here!
- Everyone was very friendly and willing to stop what they were doing to help me.
- The people were so so so nice and welcoming. It was really interesting to learn how non-profits work and how they get the grants to do their work.
- When I go in, I'm excited because its always something to look forward to.
- I have learned the most is to respect each other and get along.
- I'm kind of a shy person but they really helped me to talk to patients and make them comfortable.
- I've improved my observation and listening skills by watching court cases and my social skills by talking to so many people.
- I got to weld on projects that really kept the whole plant going!
- In the world of pharmacy, time is extremely important for the place to function.
- I have learned a lot from the officers. We did SWAT team training and learned how they handle people.
- I loved my Internship! I got to work with a group of kids in counseling sessions. It was awesome!
- At this company, I learned a lot of people have respect in that place and are always willing to help other people out. I have never seen so many people work as hard as these guys do!



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From Businesses

- Your student showed up on time, he seems to be a great kid. He interviewed with myself, the Production Manager, Maintenance Manager & the Plant Safety Officer. I explained that this process was new to us also and we were excited to have him. He expressed his interest in Civil Engineering. We have put together a plan that will let him observe and operate different types of equipment so he can learn how machinery is put together, what makes it function and what it takes to make it operational. We also have a small welding project that will let him get his feet wet in that field also. He will also spend some time shadowing my maintenance crew so he can see what type issues that field will bring to the table. I think this is a great project. Myself, along with my staff, are excited to be able to help this young man shape his future. Thanks again for letting us be a part of this great project.
- Can we keep our students longer on Wednesday? We are doing [law enforcement] training and want to include them.
- Things are going great!
- I hope you continue this. I have a daughter in your school and I want her to have this type of opportunity!
- I wanted to let you know that in conversation on Friday while our current intern was with me at [another business] setting up for an event, they expressed interest in being a part of the program. Can you contact [___]?
- She has been doing great! She is the type of person we look for in employees. Thank you for sending her to us.
- I am enjoying having your students here with us. We are glad to be a partner with you, helping these students to succeed!
- She is doing great! I love having her as do my students. I will be happy to have another one next session as well.
- It has been a crazy week! She has been great so far and has gotten to experience the craziness for herself! I don't think she is scared off from teaching yet!!
- The staff are excited and very good at teaching and encouraging the students to pursue their dreams and desires as it regards career and life in general.
- She is exceptional in multiple aspects, she meets attendance and punctuality expectations, completes tasks in a timely manner, adapts easily to any changes in the work environment, able to multi-task and balance work flow, offers assistance and support to co-workers and willing to go an extra mile. She has been a pleasure to have around our office, she is smart, skilled, open to help others, holds an amazing personality.
- Just a quick note to say thank you for allowing him to intern with me this semester. This sounds like a great program and I am happy our district is participating. He quickly began developing relationships with my students from the start. I really think he was doing this and didn't even realize what he was doing or how important this was. It was great for me to watch this develop. I really feel that once he develops more self-confidence he will be a great candidate for a college program for education. Again, thank you!
- They are fitting right in. Maybe we can recruit a couple nurses! Have a great day!
- We will make sure they have a wonderful experience there. I was over there yesterday and they all appeared excited to be in that setting, and one expressed a desire to go into pediatrics in the future. Thank you for the opportunity to participate in this program.
- She has been wonderful. She comes in the mornings so unfortunately she doesn't get to see much as we do rise and shine and intervention during that time. I asked if she would like to pull a small intervention

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group during that time and she was happy to do so. She and the kids have really enjoyed it. There was a day that I was very sick last week and we didn't have a sub right away. She jumped into action and said

- she could handle getting the students in and settled until the sub came. I, (and other Kindergarten teachers) were very impressed with her initiative. Thank you for allowing me to be a part of this program! I will be happy to take any more students you want to send my way.
- He is a fast learner and grasped the tasks we placed in front of him and took off.
- She has been doing great, She would definitely be a top choice for future employment. Very punctual and a self-starter.. She could be a great designer some day!
- Great intern – best on site! A+++
- He is prompt, attentive, and ready to work every day. Excellent worker and easy to teach.
- He is prompt, attentive, and mature beyond his age He is going to be an excellent addition to wherever he chooses to work in the future.
- He is a well-spoken and polite young man. He is eager to learn and has much potential.
- He has been a great addition. I would highly recommend him to any IT company.
- He is prompt, attentive, and mature beyond his age. He is going to be an excellent addition to wherever he chooses to work.
- She has a good attitude and we enjoy her being part of our team!
- He is doing a stellar job and is eager to learn each day.
- Great kid with a great attitude. He has shown a skill in interacting with students and building relationships from the start.
- He has continued to do a great job for us here. He has contributed greatly to our IT Team and we truly appreciate the work he has completed for us! During his time he has accomplished many things such as imagine PCs, pulling and terminating network cabling and completing IT help desk tickets. It's been a pleasure!