

SOUTHERN WAKE ACADEMY

Senior Internship Requirements

At Southern Wake Academy, we are dedicated to providing every opportunity to help students succeed in college and at work. Because of this, seniors at Southern Wake Academy are **required to complete a senior internship in order to graduate**. This internship will provide the students with valuable experience in **work/service, writing, and presentation skills**.

Students are responsible for finding their own workplaces. However, advisers are available to help in the process, if needed. The students' work can be either **paid OR volunteer**. Although most students, understandably, would rather have a paying job, sometimes this is not possible. In this case, many workplaces would welcome volunteers. *Please note that students will not be allowed to complete their internships at school.*

The internship hours must come from one *field* of work/service and these hours are **separate from the 30 community service volunteer hours that students must complete for advisory**. Seniors working on their internships are **exempted from the 4 job shadows** but **MUST** keep their regular advisory portfolios updated with work samples, progress reports, community service logs, reflections, etc. Students may only count a **maximum of 8 hours/day** towards their internship.

Students must keep their internship portfolio updated each quarter using the criteria outlined below. The portfolio must be professional, neat, and organized.

At the fourth quarter portfolio conference, the student will present their internship portfolio and PowerPoint to their advisor, parents, and anyone else the student wishes to invite.

What does the senior internship consist of?

Please see details of each part on the following pages.

- 265 hours of work (paid or volunteer)
- Internship portfolio
 - 3 ring binder (or online portfolio)
 - Includes:
 - Work hours log (signed by weekly supervisor)
 - Internship proposal
 - Resume
 - 10 reflections
 - 9 Journal Reflections
 - 1 Final Reflection
 - Job description
 - Supervisor evaluation (signed and sealed)
 - Powerpoint presentation (printed copy)
- Final presentation

The grading rubric for the senior internship is included in this packet.

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Summer Before Your Senior Year

- Begin searching for internship opportunities
 - Many students choose to start their internship over the summer. This is a great idea for student who often have busy schedules during the school year.
- Complete internship proposal form to get approval from your adviser
- Start working/volunteering

Ongoing throughout the Year

Work Log

- Keep a record of the hours you work on the included log sheet.
- You must document at least 265 hours.
- You MUST obtain a weekly signature from your supervisor to verify your hours. Your adviser will contact your supervisor quarterly to confirm your documented hours.

Reflections

- Write 10 reflections (at least ½ page each, typed, double-spaced, 12pt font)
- Reflect on
 - What you are learning and experiencing at the job
 - Your attitude toward the job
 - Whether or not this is a type of job you would like to do in your future
 - Which aspects of the job you think will apply to your future
 - What parts of the job were difficult or easy
 - What parts of the job you enjoyed the most (or disliked the most)

Quarterly Assignments

- Each quarter you will have internship assignments due (see following pages). Time WILL NOT be provided during school to complete these assignments. Students are expected to complete their internship responsibilities outside of school and apart from regular advisory lessons.

Quarter I - Due at Portfolio Conference

- First THREE reflections typed. (See above.)
- Internship Proposal Cover Sheet
 - SIGNED internship proposal form
- Internship Proposal
 - Includes:
 - Proposed internship location
 - Name and contact information of supervisor (phone & email)
 - Purpose of the proposed internship (Why you chose this particular position)
 - Dates and times of the proposed internship
 - Your anticipated duties and responsibilities
 - What knowledge and skills you expect to learn
 - Explain how this internship relates to your future career goals
 - 1 page typed, double-spaced, 12 pt font

Quarter II – Due at portfolio conference

- THREE more reflections, typed. (See above.)
- Resume
 - 1 page typed
 - Include education, work experience, activities, skills, etc.

Quarter III – Due at portfolio conference

- THREE more reflections, typed. (See above.)
- Description of how to do your job
 - 2 pages typed
 - Explain step-by-step how to do your job as if you were training someone

Quarter IV - Due at final portfolio conference

- Evaluation from your supervisor, sealed in an envelope (form and instructions attached)
- FINAL reflection
 - 2 pages typed
 - What you learned about the job
 - What job skills you developed
 - What you learned about yourself
- PowerPoint presentation
 - *Include pictures from your workplace, documenting your job.*
 - Answer these questions:
 - Where did you do your internship?
 - What does the company do?
 - What did you do at your internship?
 - How often and when did you go?
 - What tools/resources did you use?
 - What are the pay and benefits at this job?
 - What would someone need to know to do this job?
 - What educational requirements are there at this job?
 - How did your internship connect with school?
 - What did you learn?
 - Is this a career you might pursue or recommend to someone else?