

Internship Packet

To receive credit for the Student Internship Program, the student must submit the following:

* Completed Student Intern Contract
* Permission Form with parent/guardian signature. Student may self-sign if they are 18 years old or older.
* Supervisor evaluations
* Weekly student intern reflections
* Timecards or verification table documenting 120 hours of onsite training
* A resume that includes Student Intern experience
* Final Evaluation from Supervisor
* Final Self Evaluation from the Student Intern
* Final Reflective Essay
* Final Trimester Grades or Edgenuity Grades coinciding with the internship
* Attendance records coinciding with the internship
* Behavioral records coinciding with the internship

Grading Scale

* Submission of Contract and Permission Slip 10% of grade
* Student Intern Reflections and Resume 40% of grade
* Final Reflective Essay 25% of grade
* Final Supervisor Evaluation 25% of Grade

Final Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Manager Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature Date

**Northern Arizona Academy**

**Internship Program: Permission Form**

This permission slip needs to be signed and turned in to the Campus Manager before the student begins their internship experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has my permission to do an internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 I understand and agree to the following:

* Students and their families are responsible for transportation to and from the internship site.
* The NAA Coordinator may visit the internship site to observe the student and to confer with the internship supervisor about the student's progress.
* NAA communicate to the Supervisor the student’s academic and behavioral standing.
* The internship supervisor, showing just cause, has the right to terminate the internship agreement at any time.
* The Supervisor for the Internship may not be a 1st or 2nd degree relative (parent, sibling, grandparent, uncle or aunt) of the student.
* To continue the Internship program the student must meet the following academic, attendance and behavioral requirements:
	+ During the academic year: Be enrolled in at least three classes with NAA and maintain a passing grade in all classes.
	+ During the summer: Be enrolled in at least one Edgenuity class and earn a passing grade before the school year starts.
	+ May not receive more than one referral during participation in the Student Intern Program.
	+ Must maintain a 90% attendance record.
* Failure to fulfill the academic, attendance or behavioral requirements will result in the following:
	+ One warning to bring grades up to passing, improve attendance or improve behavior.
	+ Removal from the Student Intern Program.
	+ Disqualification from future participation in the Student Intern Program.

 In addition to completing the 120-hour internship, the student must submit a packet with the following paperwork to the Campus Manager to fulfill the internship requirement:

* Resume
* Internship Permission Form (signed by parent/guardian)
* Verification Table or timecards verifying 120 hours
* Supervisor Evaluations
* Student Intern Weekly Reflection
* Final Evaluation from Supervisor and Self Evaluation from the Intern
* Reflective Essay

AGREED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent/Guardian Signature) Date

AGREED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Signature) Date

**Northern Arizona Academy**

**Internship Program: Weekly Reflection**

Answer the following questions thoroughly using full sentences with proper grammar and punctuation. Your answers should reflect a thoughtful attitude**.**

|  |  |
| --- | --- |
| Name:  | Position:  |
| Date:  |  |
| Question | Response |
| Without judgment or interpretation, describe in detail the facts and event(s) of your internship week.  |
| What were your goals for this week? |
| Did you accomplish your goals? Why or why not? |
| Based on your Supervisor’s evaluation what skills need improvement? |
| How will you improve those skills? (Be specific) |
| List two skills you have learned over the past week. These can be soft skills from your evaluation or hard skills such as making change, forwarding phone calls, running a cash register, etc.  |
| How can you apply the skills you learned in the future? (Be specific) |
| What did you like best about the past week?  |
| What did you like least about the last week? |
| How can you make next week a more positive experience for you, your workplace and/or your customers? |

**Northern Arizona Academy**

**Internship Program**

**Verification Table**

|  |  |
| --- | --- |
| Student Name:  |  |
| Supervisor Name:  |  |
| Supervisor email:  |  |
| Company Name:  |  |
| Company Phone Number:  |  |

I verify that the student listed above completed 120 hours during their internship with the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**Final Intern Self Evaluation**

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Supervisor Information** |
| Name:  | Job Title: |
| Phone Number: | Email Address: |
| **Student Intern Information** |
| Name:  | Training Position: |
| **Skill Evaluation** |
| Scoring Guide 1 - Needs Improvement: Student rarely exhibits skill2 - Fair: Student sometimes exhibits skill.3 - Good: Student usually exhibits skill.4 - Superior: Student always exhibits skill |
| **Punctuality and Attendance** | **Coming to work/ meetings on time; calling in advance of absences/tardiness** |
| 1 | 2 | 3 | 4 |
| **Attire** | **Coming to work dressed professionally** |
| 1 | 2 | 3 | 4 |
| **Attitude** | **Exhibiting eagerness to learn, interest in trying new skills** |
| 1 | 2 | 3 | 4 |
| **Accepting Criticism** | **Seeks feedback, implements changes; reacts well to feedback** |
| 1 | 2 | 3 | 4 |
| **Task Completion**  | **Completes tasks accurately and in a timely matter, and is mindful of deadlines** |
| 1 | 2 | 3 | 4 |
| **Initiative/Time Management** | **Regularly completes all assigned tasks on time; manages multiple projects at once; limits down time** |
| 1 | 2 | 3 | 4 |
| **Following directions** | **Regularly listens to directions; displays flexibility; accepts criticism** |
| 1 | 2 | 3 | 4 |
| **Goal setting** | **Sets up goals and action steps to achieve goals; regularly checks in with supervisor to ensure growth** |
| 1 | 2 | 3 | 4 |
| **Speaking** | **Speaks clearly and professionally to all coworkers, supervisors and guests** |
| 1 | 2 | 3 | 4 |
| **Listening** | **Intern is attentive and present when listening to colleagues** |
| 1 | 2 | 3 | 4 |
| Please list and evaluate yourself on your overall performance in the two positions you trained for. Please include comments in which you realistically evaluate your suitability to the position. |
| **Position 1:**  |
| 1 | 2 | 3 | 4 |
| Comments, observations, feedback and steps for improvement |
| **Position 2:**  |
| 1 | 2 | 3 | 4 |
| Comments, observations, feedback and steps for improvement:  |
| Upon graduation, would you consider this applying for a position at this company? □ YES □ NO |
| Why or why not?  |

**Northern Arizona Academy**

**Internship Program**

**Internship Reflective Essay**

Directions:

Write a reflective essay describing the internship experience. The paper should be at least two pages long (typed, double-spaced, Times New Roman 10 font), and contain the following information:

* Location of internship and name of the internship supervisor
* A description of the various duties and responsibilities performed
* An explanation of the new skills developed as a result of the internship
* An explanation of the knowledge gained from doing the internship
* After completing the internship, are you interested in this occupation as a career? Why or why not?
* Any other relevant information, observations, or experience

Use the assignments you completed to help you write the essay.