

# Clackamas Web Academy

## Senior Internship Handbook



*with*



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For Additional Information, contact:

Susan Roberts  
School to Careers Coordinator  
[sroberts@nclack.k12.or.us](mailto:sroberts@nclack.k12.or.us)  
503-936-5476

# What is the Senior Internship?

The Senior Internship is a real-life experience working and learning in a field that is of interest to you. The Internship will allow you to apply the knowledge and experience you have gained during your past 12 years of education while also giving you the skills, experience, and knowledge needed to help successfully transition into your next stage of life whether that be college, work, an apprenticeship program or your chosen career path or calling.

All aspects of the Senior Internship have been intentionally designed to give you Real Experience, Real Tools, and Real Rewards (including college credit). From creating your Resume' and Letter of Introduction to the final Professional Interview Experience, every aspect is real-life and applicable to helping you toward your goals.

**Clackamas Community College** has partnered with CWA and CEO to make the Senior Internship a “**SMART Internship**.” This means that while a student is earning high school credit, they are also meeting the requirements to earn Clackamas Community College Credit for their Internship. CCC is providing support for our students, employers and our program in assisting us in the creation of a high quality Internship experience.

## Why an Internship?

In addition to meeting the graduation requirements for North Clackamas School District and the State of Oregon, an internship serves as one of the best ways to:

- Gain new skills and knowledge.
- Experience a potential career area first hand.
- Gain valuable experience that is recognized by colleges, scholarship organizations, and employers.

## Senior Internship Roles

### **Student:**

- Complete Partnership Application and Internship Registration
- Demonstrate readiness for internship as per high school requirements
- Complete Senior Internship Seminar (On-site or On-line option)
- Participate in the selection of objectives and learning outcomes
- Complete internship activities and submit proper paperwork

## Senior Internship Roles, cont.

### High School:

- Assist student with application and registration, and maintain file
- Determine student readiness for internship
- Provide Senior Internship seminar
- Select training plan objectives and outcomes with student and training site
- Document evidence of students' seminar and training plan completion
- Forward internship grade and registration materials to the college

### Training Site:

- Meet with high school partner for orientation
- Interview and approve student
- Develop activities to support learning objectives on Training Plan
- Develop work schedule for student
- Orient, train, and give feedback to student
- Meet with school representative regarding the student
- Verify student performance and hours
- Provide feedback about the program

## Senior Internship Requirements

- Internships will require a minimum of **40 hours** direct internship experience.
- Students participate in a school site **Seminar** prior to the internship. The seminar provides support for:
  - Choosing, finding, and applying for an internship experience
  - Creating a Resume', Letter of Introduction
  - Learning how to find, keep, and advance employment opportunities
  - Support while completing the internship
  - Preparation for the final Professional Interview Experience
- Student Interns will have an **adult supervisor**/mentor at their internship site.
- Together with your School to Careers Coordinator and your Internship Supervisor, you will create specific goals and **learning objectives** for your internship experience. (One goal/objective per credit.)
- You will keep track of your progress through mentor and self-evaluations.
- At the conclusion of your internship you will have a **Professional Interview Experience** at your internship site. The Interview takes the place of a formal presentation and gives you the opportunity to experience a real interview in your internship career field.

# Steps

## 1. Sign Up for one On-Site Seminar

Fall 2008 Seminar will be offered :

Thursday, September 25	10:00am to 4:00pm
Wednesday, October 15	10:00am to 4:00pm

## 2. Determine your career area in which you would like to do an internship.

We will be talking about/exploring ideas in the Seminar Class.

If you would like to meet as a family or individually to discuss possibilities, please make an appointment with Mrs. Roberts, School to Careers Coordinator, to explore options.

## 3. Create your Resume', Letter of Introduction and Register on I-Match Skills in the Seminar Class.

Mrs. Roberts, the Oregon Career Information System (CIS) or the Oregon Department of Employment's I-Match Skills program, along with the Internship Seminar, will assist you in this process.

## 4. Find an Internship Site and Supervisor

If you have a Site and Supervisor:

\_\_\_\_ Set an appointment for Mrs. Roberts to meet with you and the Supervisor to create learning objectives and review requirements.

If you do not have a Site:

\_\_\_\_ Contact Mrs. Roberts to find one

## 5. Register for Clackamas Community College Credit.

## 6. Complete the 40 hour Internship Requirement

## 7. Complete the final Professional Interview Experience (PIE)

The Internship Seminar will prepare you for this.

## 8. Turn in all final paperwork

- CCC credit registration
- Time Sheet
- Evaluations
- THANK YOU LETTER TO INTERSHIP SITE SUPERVISOR

# Grading

Each of the following must be completed in order to earn credit for Senior Internship:

## **Seminar**

- I-Match Skills
- Oregon Career Information System (CIS)
- Resume'
- Letter of Introduction
- How to Find, Secure, Advance Employment Unit
- Self- Evaluation of Internship and Interview Experience
- Thank you letter to Internship Supervisor

## **Internship**

- 40 hours completed on site
- Supervisor Mid-term (at 20 hours) and Final Evaluation
- Professional Interview Experience

## **Clackamas Community College Credit**

Successful completion of the Senior Internship High School requirement also earns **1.0 CCC credit for HD 180**.

For each additional **30 hours** and Learning Objective **Indicator/Outcome** that is completed, one more college credit is earned. **Up to 12 Clackamas Community College credits may be earned in a year.**

**A = Excellent:** all aspects of Internship done at a professional standard

**P = Pass:** all aspects of Internship completed at an adequate level

**NG = No grade/no credit:** all requirements have not been completed

# FAQ's

**Q: Does and Internship need to be a paid experience?**

A: An Internship may be either a paid or unpaid experience.

**Q: Can something a student is already doing count?**

A: Possibly yes, if the position is in the area of the student's career interests/goals and the supervisor agrees to the responsibilities and is willing to create a learning objective/s that contribute to the student's professional growth.

**Q: Who determines the hours?**

A: The employer and the student.

**Q: When does the final Professional Interview Experience take place?**

A: The final Professional Interview Experience will take place around the time of the completion of 40 hours of internship

**Q: By what date should the Internship be completed?**

A: For June graduation, Internship hours, Seminar and all paperwork need to be completed by the end of May.

**SMART Internship  
TERMS AND CONDITIONS**

By signing this Agreement the employer, student, and school instructor/coordinator agree to the following terms and conditions.

A. The **Employer** agrees to:

- provide a training experience for the student and assist him/her in completing his/her learning objectives in consultation with the school representative;
- designate an individual as the supervisor to orient, train, monitor the student, and to serve as a liaison between the employer and school;
- provide the student activities for at least the minimum number of hours and weeks specified;
- reserve the right to discharge the student for just cause;
- notify the school contact immediately of any change in the student's job duties and/or work supervisor;
- provide feedback to the student on their work performance throughout the term;
- evaluate the student at the end of the term on a form provided by the school;
- assign activities without regard to age, race, sex national origin, religion, disability, color, parental status, or marital status;
- be in compliance with OSHA regulations and orient student to company safety policies;
- cover the student in its workers' compensation policy (if a paid internship);
- pay a salary which is consistent with the employer's practices and policies(if a paid internship);

B. The **School** agrees to:

- provide an instructor or coordinator to assist the student and employer in the development of learning objectives;
- monitor the progress of the student via visits to the worksite during the term;
- determine a grade and award college credit for successful job performance and completion of related assignments;
- provide related classroom instruction in the student degree field;
- provide the student with career management skills
- notify the employer if the student withdraws from the program and/or the school;
- provide worker's compensation insurance coverage for non-paid positions.

C. The **Student/Employer** agrees to:

- be enrolled in and participate in school;
- interview and secure an internship approved by the school and related to his/her area of study;
- register for the appropriate number of credits in the program;
- work the required number of hours during the term in relation to the number of credits requested;
- develop a set of learning objectives in conjunction with the school and the employer;
- immediately inform the school of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the school;
- complete all assignments associated with the career management seminar.

School: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

# SAMPLE Internship Training and Evaluation Plan

Student: \_\_\_\_\_ Internship Coordinator: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Instructor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Job Title: Veterinary Technician Intern Internship Site: \_\_\_\_\_

Training Dates: Begin: \_\_\_\_\_ End: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Total hours: \_\_\_\_\_

## Skill Objectives-Indicators-Evaluations

<b>3</b> — Meets or Exceeds Training requirements	<b>2</b> — Needs to Improve	<b>1</b> — Does Not Meet Training requirements	<b>NO</b> — Not Observed At this time
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	<b>Skill Objectives:</b> <i>From Oregon Skill Sets/iMATCH</i>		<b>Measurable Indicators:</b> <i>Minimum of one (1) per credit</i>	<b>Performance Evaluation</b> <b>Use 1 - 3 rating</b>	
	<b>Date:</b>		<b>Mid</b>	<b>Final</b>	
<b>A</b>	<b>Apply health and sanitation standards.</b>	A1	Feed and water animals as instructed by veterinary staff for duration of internship.		
		A2	Perform sanitation duties as detailed by veterinary staff and provide a written log of cleanup activities (date, time, and tasks performed).		
<b>B</b>	<b>Administer medication to animals as appropriate under staff supervision.</b>	B3	Perform one intramuscular injection (IM), or subcutaneous injection (SQ), or administer one oral dose by end of internship.		
<b>C</b>		C4	Prepare, with assistance from veterinary staff, a written report describing the procedure, why the procedure was done, how the animal was anesthetized, and the outcome of the procedure.		
<b>D</b>					
<b>E</b>					
<b>F</b>					
<b>G</b>					

Training Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Completion Instructions:**

Validate instruction and convert Skill points to final grade:

Total Points

# of Credits / # of Indicators	Points Earned = Grade				
	A	B	C	D	F
12	36-33	32-29	28-25	24-22	21-0
11	33-30	29-26	25-23	22-20	19-0
10	30-27	26-24	23-21	20-18	17-0
9	27-24	23-21	20-18	17-16	15-0
8	24-22	21-19	18-16	15-14	13-0
7	21-19	18-17	16-14	13-12	11-0
6	18-16	15-14	13-12	11-10	9-0
5	15-14	13-12	11-10	9-8	7-0
4	12-11	10-9	8-7	6-5	4-0
3	9	8-7	6-5	4	3-0
2	6	5	4	3	2
1	3	3	2	1	0

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Class 080 / 180

Term \_\_\_\_\_

Credits \_\_\_\_\_

Clock hours \_\_\_\_\_

Seminar HS / College

Student Name: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Panel Member: \_\_\_\_\_

## Professional Interview Experience Evaluation

The purpose of the Professional Interview Experience (PIE) is to give the Intern the benefit of an interview experience in a career area of their interest along with serving as an Exit Interview for the organization that has provided the Senior Internship.

The scoring of the PIE will serve to give students essential feedback and direction regarding their professional interview skills and help underscore the new knowledge and skills they have gained in their Internship. Total points will contribute to the student's final grade for their Senior Internship.

**For this industry, the Interview Candidate:**

**3 – Met or Exceeded professional standards**

**2 – Needs improvement to fully meet professional standards**

**1 – Did not meet professional standards for interview at this time**

	3	2	1	NA
Ability to communicate skills, knowledge and past experience related to the field				
Industry-specific examples of work highlight strengths (This might a portfolio, example of work or a project completed)				
Correct use of technical terms where appropriate				
Freedom from use of slang or inappropriate terminology				
Resume'				
Application Form Completion (if applicable)				
Appearance is professional and appropriate for an interview				

Comments:

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**Work Behaviors Objectives-Indicators-Evaluations**

<b>3</b> — Meets or Exceeds Training requirements	<b>2</b> — Needs to Improve	<b>1</b> — Does Not Meet Training requirements	<b>NO</b> — Not Observed At this time
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	<b>Work Behavior Objectives:</b> <i>From Oregon Skill Sets/iMATCH</i>	<b>Behavior Indicators:</b> <i>The supervisor's evaluation of these behaviors will be included with the classroom portion of the grade and not counted with the skill points.</i>	<b>Performance Evaluation</b> <b>Use 1 - 3 rating</b>	
			<b>Mid</b>	<b>Final</b>
		<b>Student will:</b>	<b>Date:</b>	
<b>A</b>	<b>Time Management:</b>	Complete jobs on time Look for work to do Prioritize appropriately		
<b>B</b>	<b>Interpersonal Relations:</b>	Cooperate with supervisors Work well with others Accept suggestions Have a positive attitude Seek to understand		
<b>C</b>	<b>Attendance:</b>	Be on time to work and remain until hours are completed Alert supervisor if absent or late for work hours and/or work-related tasks		
<b>D</b>	<b>Appearance:</b>	Dress appropriately for the workplace Exhibit cleanliness and good hygiene		
<b>E</b>	<b>Problem Solving:</b>	Follow rules and all directions Work independently Be accurate and careful Adapt to work conditions Follow through Look for ways to improve, alert to new methods.		

Training Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SMART Internship Time Sheet

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Student: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Begin Training Date: \_\_\_\_\_ End Training Date: \_\_\_\_\_

Projected hours per week: \_\_\_\_\_ Projected total hours: \_\_\_\_\_

Week	Actual Hours	Jobs Performed & Lesson Learned Describe Measurable Indicator	Supervisor Initial
<b>Week 1</b>			
<b>Week 2</b>			
<b>Week 3</b>			
<b>Week 4</b>			
<b>Week 5</b>			
<b>Week 6</b>			
<b>Week 7</b>			
<b>Week 8</b>			
<b>Week 9</b>			
<b>Week 10</b>			
<b>Week 11</b>			
<b>Week 12</b>			
<b>Week 13</b>			
<b>Total Hours</b>			

(Total must show minimum required for the credits taken)

Student signature to certify total hours worked \_\_\_\_\_

Supervisor signature to certify total hours worked \_\_\_\_\_