

# Greenspire School Internship Program Description

## May 13th - 24th, 2024

All 11th grade Greenspire High School students will be required to participate in a 2 week internship during mid-May of the student's 11th grade year.

CTC students are required to complete a minimum of *20 hours per week* at an internship site. The internship will take place after CTC ends, students will not need to attend school during the internship.

All GHS students not in CTC are required to complete a minimum of *40 hours per week* at an internship. The internship will take place during the entire school day, students will not need to attend school during the internship.

This internship will require students to be out of class, during those two weeks, and working at an internship worksite in the county regions of Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford.

Administration may do site visits at any time during the 2 week internship period.

**The student will be required to: (Green Highlights are topics that will be worked on during Elective class)**

- Create a resume and cover letter and update it after the internship is completed
- Practice mock-interviews
- Practice business/job etiquette
- Research their ideal internship workplace
- Contact the employer
- Create a goal for the internship site
- Interview with the employer and understand job requirements
- Bring the work log to the internship site each day and ensure the supervisor signs the log each day
- Complete the Greenspire High School Internship Program Agreement
- Attend the internship
- Attend an evaluation meeting with the internship site supervisor

- Will receive a letter of recommendation from the employer, before the internship concludes. If requested from the student.
- Send a thank you letter to the internship site supervisor
- Student evaluation of the internship site and supervisor
- Students will also be graded on a Powerpoint presentation. Students will present their Powerpoint presentation to the 10th grade pathways class. This presentation will be a minimum of 6 slides, including: 1st slide explaining the basic description of internship site, 2nd slide explains the students rationale for choosing the internship site and how it ties into the student's chosen pathway, 3rd - 5th slides will explain the details of internship (job duties, experience there, what a day at the internship site looks like, etc).

Students will need to confirm with the counselor on or before April 26th 2024, which internship site they will be attending for the 2 weeks.

If the student would like to attend 2 internship sites, one each week, this will need to be confirmed with the counselor as well.

Students will **not** be allowed to work for their parents during this internship.

Employer will need to sign a memorandum of understanding with the school.

The students will need to attend at least 9 out of 10 days, unless they have a doctor's note or medical exemption in order to pass the internship.

The employer will need to complete a review at the end of the internship with the student, this review will be submitted to administration and counselor for a final grade.

The internship should be connected to the student's pathway selection.

NMC students will still be required to attend their classes during those two weeks. NMC students will need to make an arrangement with their supervisor to still attend NMC classes during their internship.

All 11th grade classes will pause their curriculum for the 2-week period. IF a student has a 9th or 10th grade core class, they will need to work with that teacher to create a plan for work completion during their time away.

Students need to provide their own transportation to and from the workplace.

The hours will be anywhere from 7am-5pm - full time. We can adjust the start and finish times as long as the student completes a full 8 hour shift.

Complete an interview with the employer to establish internship norms and expectations.

**Students will need to complete the internship and Google Slide Presentation to receive credit for Graduation.**

Students will be representing Greenspire School at the internship workplace, students must dress appropriately for the internship workplace. Students will need to adhere to the internship site's employee dress code policies.

NMC and Career Tech Center Students are not exempt from internship.

Assignments:	Points:	Deadline:
Cover Letter and Resume Completed	10	April 5th, 2024
Internship Program Agreement Confirmed and Signed by Parent, Student, School, and Employer.	20	April 26th, 2024
Log Completion from Internship Supervisor	30	May 24th, 2024
Thank you Letter sent to internship placement director	10	June 7th, 2024

Presentation of Slide Show	30	June 7th, 2024
<b><u>Total Points for Internship Completion:</u></b>	<b><u>100</u></b>	<b><u>June 7th, 2024</u></b>

- This presentation will be a minimum of 6 **quality** (see definition at the bottom of the document) slides for a duration of 5-7 minutes in length, including:
  - 5 points- **1st slide** explaining the basic description of the internship site.
  - 5 points - **2nd slide** explains the students rationale for choosing the internship site and how it ties into the student's chosen pathway.
  - **3rd -5th slides** will explain the details of internship
    - 5 points - internship job duties
    - 5 points - your experience at the internship site
    - 5 points - what a typical day at the internship site looks like
  - **6th slide** will be a slide for questions from the group
    - 5 points - Questions slide

Please also include slide backgrounds and photos that pertain to the information you are presenting.

If students do not present their slideshow to the 10th grade class. They can present to the Internship Committee for the same grade. If they choose not to present to either group they will only earn a max of 15/30 points on the slide show presentation.

If sick on June 7th - slideshow needs to be presented to Erica before July 1st, 2024 and she will update your Pathways grade.

**Quality Work:** the service/task one completes successfully within the estimated time, with the end output satisfying the expectations of everyone involved, including oneself