

Student Internship Manual



**Westbrook High School
156 McVeagh Road
Westbrook, CT 06498**

Equal Employment Opportunity and Equal Education Opportunity Policy

Nondiscrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the Westbrook Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state laws prohibit discriminatory practices in hiring and employment. It is the policy of the Westbrook Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Westbrook Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need.)

Equal Education Opportunity

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Westbrook Board of Education. Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities. The Civil Rights Coordinator for the Westbrook Board of Education has the responsibility to monitor the compliance of this policy. The name and location of the Civil Rights Coordinator is set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Superintendent Patricia Ciccone, Civil Rights Coordinator, Westbrook Public Schools
156 McVeagh Road, Westbrook, CT 06498
pciccone@westbrookctschools.org
860-399-6432

Westbrook High School

Educate, Challenge, Inspire

Core Values

Westbrook High School is committed to educating all students to achieve their unique potential as 21st Century learners. Faculty and staff value collaboration and reflection in order to provide instruction that engages all students in an equitable learning environment.

Beliefs

Westbrook High School believes that students learn best when they are actively engaged in their learning experiences and encouraged by a safe, supportive school climate that nurtures social connections, emotional well-being, academic skills and personal integrity.

Connecting Core Values and Beliefs to the Student Internship Experience

An internship is a career-related experience that allows you to apply the knowledge and skills you've developed in their academic studies in a practical, workplace setting. The primary goal of an internship is to promote real world experience, allowing you to explore and engage in career pathways of interest.

An internship should provide you with exposure to an occupation, industry or career field and give you a chance to become "work-ready" through prolonged and repeated experiential learning and production of authentic products that are of value to the site where the internship occurs. With support and direction from your mentor throughout the internship process, you will learn to build essential skills for finding success in your career field of interest. It also gives you an opportunity to build your professional brand as a quality employee and to extend your professional network.

Employers have volunteered to invest in your career exploration and professional development. You are expected to extend your learning beyond the school, working with adults whose careers match your interests, passions and career aspirations.

Checklist for Student Intern

✓ Before the Internship

- Meet with Ms. Carson to discuss internship options.
- Attend Internship Seminar and safety training.
- Return signed and completed Parent/Guardian Consent Form.
- Return signed and completed Medical Authorization and Insurance Information Form.
- Return signed and completed Confidentiality Agreement.
- Return signed and completed Internship Proposal for approval. Ms. Carson will make a site visit prior to beginning of your internship.

✓ Initial Set up Meeting with Mentor

- Schedule an Internship Setup meeting.
- Use the Training/Orientation Checklist to ensure adequate orientation to the organization.

✓ Internship Agreement and Learning Plan

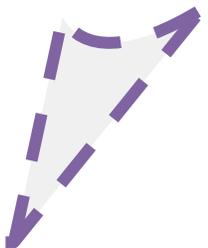
- Complete and sign Internship Agreement and Learning Plan.

✓ Weekly Documentation

- Complete a Weekly Report and submit to Ms. Carson on Monday of each week.
- Create a Career Connections section in your digital portfolio which includes a scanned copy of your Internship Agreement and Learning Plan, your Internship Time Log, your Performance Review and any other documentation supporting the excellent work you completed during your internship.

✓ After the Internship

- Submit a copy of your Internship Time Log to Ms. Carson as verification for course credit.
- Return copy of Performance Review to Ms. Carson.
- Write a thank you note to your Internship Mentor.
- Return Evaluation of Program to Ms. Carson.





Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Parent/Guardian Consent Form

Student Information

Student's Name: _____ Graduation Year: _____

Student Email Address: _____

Proposed Starting Date of Internship: _____

Proposed Ending Date of Internship: _____

Academic and Personal Goals for the Internship: _____

Permission to Participate

This form gives permission for your child to participate in the Westbrook High School Internship Program and acknowledges that each student is responsible for their transportation to and from the internship site.

Permission to Travel

As the parent/legal guardian of the above named student, I hereby consent that they may drive a private vehicle to and from the internship site. I acknowledge that they are licensed to drive under the laws of the State of Connecticut and agree to advise the school immediately if their driving privileges are suspended, revoked, or have expired without a timely renewal. I understand that automobile insurance is required. I acknowledge that my child may not ride to the internship site with another student.

- Yes, I give permission for my child to drive to and from their internship site.
- No, I do not give permission for my child to drive to and from their internship site.
- I will transport my child to and from the internship site.

Verification to Participate

- Yes, I give permission for my child to participate in the Internship Program.
- No, I do not give permission for my child to participate in the Internship Program.

Parent/Guardian Signature: _____ Date: _____

This page intentionally left blank.



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Medical Authorization and Insurance Information Form

Your child wishes to participate in the off-campus Internship Program. Such participation will require training from and on the premises of a participating community mentor. As a participant, your child will receive no wages for training time and will not be protected by the Workmen's Compensation laws of the State of Connecticut for any injury or illness incurred as a result of their onsite training. Because of this exposure, it is recommended that all participants in the off-campus Internship Program be adequately covered by hospital/medical insurance. As a condition of participation, your child must have medical insurance coverage.

Student Information

Student's Name: _____ Graduation Year: _____

Permission to Obtain Medical Services

Should it be necessary for my child to have medical treatment while participating in this program, I hereby give the school and internship site personnel permission to use their best judgment in obtaining medical services for my child, and I give permission to the physician selected to render whatever medical treatment they deem necessary and appropriate.

Yes

No

Permission to Release Information

Permission is granted to release emergency contact/medical history to the attending physician or to the Internship Site personnel, if needed.

Yes

No

Health Insurance Information

Health Insurance Company: _____ Name of Policy Holder: _____

Identification Number: _____ Account Number: _____

Emergency Contact #1: _____ Contact #1 Phone: _____

Emergency Contact #2: _____ Contact #2 Phone: _____

Family Doctor's Name: _____ Doctor's Phone: _____

Special Accommodations

Does your child require any special accommodations due to medical limitations, or other restrictions?

Yes

No

Verification

I hereby agree to waive and release any and all rights that I, my child, or our representatives, may have to make claim against the school and the Internship Site of my child, or their respective officers, employees, or representative arising from injury or damages, including attorney fees that may result from my child's participation in the Internship Program.

I further agree to indemnify and hold harmless the school and the Internship Site of my child, or their respective officers, employees or representative from any claims, including attorney fees, which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the Internship Program.

Parent/Guardian Signature: _____ Date: _____



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Internship Proposal

The intention of the internship program is to give you an opportunity to explore career-related interests of your choice. In order to ensure internship site safety, Ms. Carson will visit each internship site prior to the beginning of the student internship. Students may not begin their internships until approval has been granted by Ms. Carson.

Student Information

Student's Name: _____ Graduation Year: _____

Proposed Placement

Please indicate when you would like to begin your internship experience: _____

Proposed placement site (name and address): _____

(If you would like to intern but need some assistance from Ms. Carson in finding an internship site, please write "unknown at this time.")

Internship Site Mentor (if known): _____

What specific skills would you like to improve during your internship experience, or what knowledge would you like to gain? _____

This page intentionally left blank.



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Confidentiality Agreement

Please note: A copy of this document will be sent to the Internship Site.

Student Information

Student's Name: _____ Graduation Year: _____

Year of Internship: 2019 – 2020

Rationale

A **confidentiality agreement** outlines the terms under which sensitive information will remain privileged and private. The parties to a confidentiality agreement may be a combination of individuals and businesses. One party may disclose confidential information to the other, or both parties to the confidentiality agreement may have exchanged information with each other.

Confidential information in the context of a confidentiality agreement is fairly broad. It encompasses things like business ideas or concepts to more detailed plans to develop something. Other forms of intellectual property benefit from stronger statutory protections, such as copyright and trademarks under the *Copyright Act of 1965* and the *Trade Marks Act 1995*. Confidential information, however, is more difficult to protect under these laws, which is why a confidentiality agreement can be extremely useful and effective as a means of safeguarding the sensitive nature of the information.

Information Protected by this Confidentiality Agreement

Not all information can be protected under a confidentiality agreement. A confidentiality agreement will only be able to protect information that has the necessary quality of confidence. In other words, you can't make someone keep information confidential that is already public knowledge. That is not to say that the confidentiality agreement will be invalid if the information is not original, novel or inventive. Rather, the confidential information must be confidential in character. There must be some basis for its secrecy, as opposed to being merely unknown to other parties.

The validity of confidentiality agreements can come into question if the circumstances under which the confidential information is shared or disclosed are not actually confidential at all. The context in which the information is shared must be such that the parties would have understood the confidential nature of the information. In some cases, parties to the confidentiality agreement will go to great lengths to protect the confidential information, even pursuing legal action against the party allegedly in breach of their contractual obligations. If you wish to take legal action against another party to a confidentiality agreement, contact a contract lawyer for legal advice on how to proceed.

Verification of Obligation

- I understand that in the course of my internship experience I may have access to and be involved in the processing of verbal, written, computer-generated, computer-accessed, filmed, and/or recorded information related to clients, employees, and staff of the organization.
- I understand that I am required to maintain confidentiality of direct and indirect information at all times, both during and after my internship.
- I understand that I will not share, discuss, or reveal any of this information with anyone.
- I understand that any breach of confidentiality may result in disciplinary action, including termination from the Internship Program or legal action.
- I certify by my signature that I acknowledge being informed of the policy concerning confidential information or its treatment.
- I agree to adhere to and uphold the private and privileged information therein.

Student-intern MUST sign in the presence of the Career/College Readiness Coordinator.

Intern Name: _____ Intern Signature: _____
(Full legal name – Printed) (Full legal name – Signature)

Witnessed By: _____ Date: _____
(Career/College Readiness Coordinator – Signature)



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Internship Training/Orientation Checklist

To ensure you have the best possible internship experience, take time with your internship mentor in the initial days to learn as much as possible about the organization. Use this checklist to prompt questions for the mentor.

Explain the Mission of the Organization

- How did the organization start? Why?
- What is unique about your product or service?
- Who benefits from your product or service?
- What are the organization's current objectives?
- How may I contribute to those objectives?

Explain the Organization Structure

- Who reports to whom?
- Who is my supervisor during my internship?
- What is my department responsible for?
- How are decisions made?
- Which personnel can answer different kinds of questions?

Outline Organizational Rules, Policies, Decorum and Expectations

- What access to the supervisor (days, times and duration) will I have?
- How do mail and telephone systems work?
- What is your cell phone policy?
- What are approved forms of correspondence (phone, email, etc.)?
- By what safety regulations must I abide?
- Is there a procedure for signing off completed work, for signing in and out of my internship time?
- Are there security or additional confidentiality issues I need to be aware of?
- What is acceptable with regard to dress and appearance?
- How should I maintain the premises and my work area?

Define the Intern's Responsibilities

- What training is necessary for me to complete the tasks or project in my Internship Agreement and Learning Plan?
- Are there other employees I can speak to if I need assistance with a task or project?
- What tasks can I complete without supervisory approval?
- How can I get feedback from you?

This page intentionally left blank.



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Internship Agreement and Learning Plan

Student Intern Contact Information

Student Intern Name: _____

Phone/Cell: _____ Email: _____

Street Address: _____ City: _____ Zip: _____

Internship Site Contact Information

Organization/Business Name _____

Street Address: _____ City: _____ Zip: _____

Mentor Name: _____ Mentor Title: _____

Email: _____ Department/Office: _____

Office Phone: _____ Cell: _____ Fax: _____

This MEMORANDUM OF AGREEMENT is for the purpose of outlining the arrangement between the School and the Internship Site on the conditions of the opportunity available to the student intern while at the Internship Site. The goal is to foster a mutual understanding, shared responsibility and a commitment to working together to facilitate hands-on experiences in a career field of interest identify by the student. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract and may be terminated or amended at any time upon mutual agreement. Westbrook Public Schools prohibits discrimination in matters affecting access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identify or disability.

The Student and/or Parent/Guardian Agrees to:

1. Understand that the student will not receive wages for time on the internship site if the student is participating in the State of Connecticut Unpaid Experiential Learning Program (UELPP) which provides protections for student learners ages 16 and 17. The UELPP provides a waiver from the CT DOL minimum wage requirements for minors (ages 16 and 17). All other laws and regulations for the employment of minors remain in effect; working hours, length of day, prohibited occupations, etc.
2. Should an employer offer a paid internship, understand that all state regulations regarding employment of minors, wage requirements, Worker's Compensation requirements, working hours, length of day, prohibited occupations, etc. remain in effect. Also, all requirements for school internships also remain in effect, including all requirements outlined on the Internship Agreement and Learning Plan, including transportation requirement, documenting internship hours, etc..
3. Participate in all pre-internship requirements prior to the beginning of the internship, whether the internship is paid or unpaid. This includes participating in Safety in the Workplace training, creating a resume, participating in an employability skills workshop and participating in an internship application approval process.
4. Provide own transportation to and from the internship site.
5. Sign out at the Westbrook High School Main Office when leaving from school to visit the internship site (when applicable).
6. Complete and submit to the Career/College Readiness Coordinator a weekly time log of internship hours.
7. Assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the internship program, including but not limited to the operation of a motor vehicle to and from the internship site.
8. Understand that the student intern will not be protected by the Workmen's Compensation laws of the State of Connecticut for any injury or illness incurred as a result of his/her onsite training. This applies only for unpaid student internships. Should the internship site offer paid internships, then all Workmen's Compensation laws apply. The School does not provide liability insurance coverage for students whether paid or unpaid. Abide by the assigned internship site weekly schedule (days/hours) except by mutual agreement of all parties.

9. Realize that students in the Internship Program follow the school calendar, and as such, attendance at the internship site is not required on non-school days. The student and internship site may agree to schedule internship hours on non-school days. Because student interns will always follow the school's daily bell schedule, their hours of availability during school days occur only after they have attended all scheduled classes.
10. Understand that reporting to the internship site on days absent from school or during a suspension is not allowed. This will require the students to modify internship hours accordingly and notify the mentor of such.
11. Arrive on time daily for both school and internship and if late or absent for reasons beyond student's control, call the appropriate person.
12. Attend any necessary training sessions, all seminars and complete all assignments in a timely manner.
13. Complete an internship site project or tasks, digital portfolio requirements and evaluation.
14. Understand that any breach of confidentiality may result in immediate dismissal from the internship site and program.
15. Grant consent to be photographed for educational and promotional purposes: video, brochures, articles.
16. Understand that being terminated from the internship site due to an illegal act, absenteeism, lack of cooperation, etc., may result in being dismissed from the internship program with no accumulated course credit.
17. Understand that violating any school regulation(s) stated within this internship agreement and within Westbrook Public School District policy and procedures may result in dismissal from the internship program with no accumulated course credit.
18. Understand that parents/guardians should communicate directly with the school career/college readiness coordinator, not the internship site mentor.
19. Understand that the student may not accumulate more than 120 internship hours.
20. Understand that there is no guarantee that the student will receive a paid position at the end of the program.
21. Abide by all implied and stated terms in this agreement.

The Internship Site Agrees to:

1. Assign an individual employee as the student's mentor.
2. Understand the Unpaid Experiential Learning Program internship is to benefit the student in career exploration, and the student intern is not entitled to wages for the time spent in training. The student intern should not displace regular employees, and the student may accumulate only 120 internship hours in the program.
3. Abide by all state regulations regarding employment of minors in hazardous work occupations and regulations specific to Connecticut Department of Labor and the Connecticut Department of Education Unpaid Experiential Learning Program waivers, understanding that a student internship does not equate to work-based learning programs, pre-apprenticeship or apprenticeship programs and is not identified as an approved program exempted from employment of minors in hazardous work occupations. The Internship Site must abide by regulations regarding the number of hours students may work, including the student's availability on school and non-school days.
4. Abide by all applicable state regulations regarding employment of minors should the internship be a paid internship, including Workmen's Compensation Program requirements and State of Connecticut regulations for wages for minor employees.
5. Provide student with meaningful experiences which will, within the confines of organization needs and time-tables, enhance and complement the student's academic program.
6. Provide the student with an orientation to the work setting, including confidentiality and emergency and safety procedures, upon initiation of each new internship experience, as appropriate.
7. Provide safe and healthful working conditions for the student and hold the School harmless for any injury, illness or damages resulting directly or indirectly from the student's internship activities.
8. Provide students to the extent possible, an overview of all applicable aspects of the industry, including organization and management structure, technical/production processes, and major industry/labor/health/environmental/community issues impacting the business.
9. Understand that the student intern will follow the school schedule and inclement weather days. The student intern and the internship site may mutually agree upon a schedule that includes interning on non-school days but may not intern on inclement weather days.
10. Evaluate the student's work performance during the internship experience.
11. Communicate questions and concerns directly to the school career/college readiness coordinator.
12. Notify the School if aware that there is a sex offender employed in the internship site.

Westbrook Public Schools Agrees to:

1. Provide a career/college readiness coordinator to coordinate with businesses, organizations, schools, and the community. The coordinator will support and guide the student intern as needed and coordinate efforts of program participants including students, parents, teachers and internship site mentors.
2. Ensure that all requirements of the State of Connecticut Unpaid Experiential Learning Program are met before and during a student's internship.
3. Ensure every student intern participates in Youth in the Workplace Safety Training.
4. Monitor the safety and security of the internship site, coordinating with the business mentor.
5. Provide student intern with school credit for participation.
6. Ensure the UELP program abides by the state's and district's policies for equal opportunity/affirmative action for all

qualified persons. See page 2 of this guide for the district's policy and below for the state's policy.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

7. Maintain documentation; internship site placements, mentors, student hours, student evaluations, and correspondence with students, parents and internship site mentors for a minimum period of five years.
8. Abide by all implied and stated terms included in this agreement.

Internship Position Information

Internship Beginning Date: _____ Internship Ending Date: _____

Schedule of Internship Hours:	
Monday Arrival Time:	Monday Department Time:
Tuesday Arrival Time:	Tuesday Departure Time:
Wednesday Arrival Time:	Wednesday Departure Time:
Thursday Arrival Time:	Thursday Departure Time:
Friday Arrival Time:	Friday Arrival Time:

The Learning Plan

The goal is to find a workplace project of real consequence that is of interest to the student and that benefits both the student and the mentor. (See page 6 and page 18 of the Mentor Guide.)

Describe the project the student will be working on during the internship. What tasks will the student complete? What will be the intermediate and end product(s) be? Who is it for? When is it due? How will it be presented and to whom?

List all power equipment the student will be required to operate at the internship site.

Select three to five skills that will be the focus for this internship experience. Skills may be career connections or employability skills, technical skills, applied academic skills, career engagement or STEM related skills, or identify other skills relevant to the specific project or workplace (See page 7 of the Mentor Guide for a list of possible skills.). Provide a brief description of how you and your intern will define each selected skill.

SKILL	SKILL DEFINITION

Verification

Student Intern Printed Name: _____

Student Intern Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone Number: _____

Mentor Printed Name: _____

Mentor Signature: _____ Date: _____

Mentor Phone Number: _____

Coordinator Printed Name: _____

Coordinator Signature: _____ Date: _____

NOTE: Duplicate copies of this completed form should be provided to the student, mentor and school career/college readiness coordinator.

Ideas for Career-Specific Tasks and Projects for Student Interns:

Accounting/ Business/ Finance

- Create documents/spreadsheets
- Attend client and staff meetings
- Review financial information
- Provide customer service
- Participate in training sessions
- Analyze data to identify areas of opportunity and efficiency
- Generate financial forecast and cost recovery reports
- Engage in activities related to accounts payable/receivable
- Participate in audits and generate tax reports

Arts/ Design

- Create artwork and designs
- Schedule/attend client meetings; communicate with clients about their designs
- Proofread communications
- Work on a specific project or multiple projects
- Design email templates, logos, graphics for emails and blogs, HTML build-out, Web banners, and website updates
- Research outlets for design opportunities

Education

- Create and implement lesson plans
- Organize a book drive for Literacy Volunteers
- Assist students with projects
- Attend and participate in teacher/staff meetings
- Monitor student progress
- Prepare public communications
- Decorate/organize classroom

Fashion

- Draft original designs and create patterns
- Check product inventory
- Support trade shows, retail events, and fashion shows
- Perform quality control
- Conduct market research and brand outreach
- Engage in fabric lays, sewing, and production
- Assist with clothing rental pulls, and restocking

Government

- Attend meetings & Prepare meeting minutes
- Maintain blogs/social media
- Create or modify documents and memos
- Work with lobbyists
- Assist with research projects
- Research legislative and regulatory issues

Human Resources

- File & process applications from prospective candidates, and purge outdated applications
- Schedule interviews; generate letters/emails confirming receipt of applications from job candidates
- Plan, arrange space for and execute classes and meetings
- Check candidate licensures and verify professional references
- Prepare materials for workshops or new hire orientations

Community Service

- Develop and implement a music program for patients in long-term rehab or living facility
- Work with a community organization to manage a community event
- Plant and maintain a community garden at a local church or organization

Information Technology

- Update and install hardware and software
- Take Help Desk calls and provide customer service to callers
- Create and maintain spreadsheets, databases, and reports
- Perform equipment maintenance
- Maintain social media or company website

Laboratory/Science

- Perform lab tests and create reports
- Clean and maintain laboratory space
- Develop and report on test plans
- Set up test equipment; assist in testing
- Conduct and participate in research projects
- Maintain files, create spreadsheets
- Attend patient consultations or procedures

Manufacturing

- Learn an entry-level technical skill to assist on project completion
- Support customer service representatives with follow up customer correspondence
- Schedule, attend and take minutes for client meetings
- Support accounts payable and accounts receivable
- Plan and participate in community service/public relations activities
- Write a technical manual for customers or employees.
- Assist in preparation of customer quotations
- Create electronic files from paper copies

Marketing/Advertising/Public Relations

- Create, edit, and implement marketing plans
- Create newsletters and client communications
- Maintain blog, social media, and websites
- Prepare press releases
- Research potential new clients
- Schedule and attend client meetings
- Support trade show and third-party partner initiatives
- Create video storyboards and scripts
- Support client accounts
- Engage in fundraising and donor activities
- Coordinate volunteer activities
- Support staff in program development and implementation; transcribe case notes

Paralegal/ Law

- Review and approve proposed contracts; act as a liaison with external lawyers and technical personnel Analyze and identify legal issues in cases
- Research methods of acquiring further evidence including affidavit or interrogatories, further hearings, etc./ conduct legal research
- Communicate with clients; attend staff/client meetings
- Organize files/notes
- Draft/ prepare legal documents

Videography/Production

- Develop and produce storyboards and videos
- Produce clips and B-roll for press, presenters, website, etc.
- Watermark video of full pieces, copy/create repertoire DVDs
- Update/maintain video database
- Assist with post-production activities
- Schedule/attend video/photography shoots

Sample Workplace or Career-Specific Skills

The learning plan also asks you and your mentor to **select three to five workplace or career-specific skills that will be the focus for the internship**. These skills can be career connections or employability skills, technical skills or applied academic skills.

Employability Skills

- Attendance and punctuality
- Motivation and initiative
- Communication
- Critical thinking and problem-solving
- Workplace Policy, Culture and Safety
- Work responsibly and collaboratively
- Think critically to solve problems with well-reasoned judgment

Technical/Career-Specific Skills

- Applied Arts and Design
- Blueprint reading
- Child development
- Cooking/Culinary arts
- Equipment operation
- Landscaping
- Maintenance/Repair
- Medical office skills
- Engineering concepts
- Environmental literacy
- (Or other skills applicable to work experience)

Career/Engagement Skills

- Collecting and organizing information
- Customer Service
- Leadership
- Project Management
- Public Speaking/Presentations
- Teaching/Instructing
- Time Management

Applied Academic Skills

- Applied mathematics
- Reading a wide variety of text
- Research and analysis
- Writing effectively for a variety of purposes
- Present ideas accurately with engaging media

This page intentionally left blank.



Internship Program

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
860-399-6214

Leslie Carson
Career/College Readiness Coordinator
lcarson@westbrookctschools.org

Weekly Report

Blank copies are available in Ms. Carson's office.

Intern Name: _____ Graduation Year: _____

Mentor Name: _____

Internship Site: _____

Day	Date	Arrival Time	Departure Time	Brief Description of Day's Activities (events, projects, duties)	Number of Hours	Mentor Initials
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						

Experiential Reflection

Use the prompts on the back of this form to help you write a critical reflection about your experiences this week. Write a minimum of two complete sentences.

Weekly Report Experiential Reflection Topics

Below is a list of prompts you can use to write your weekly reflection. Remember to keep it succinct and in at least two complete sentences.

General Observations

- What did I see, hear or experience?
- How did I feel about what you did, saw or heard?
- What surprised, pleased or puzzled me?
- What new questions or additional questions are emerging from my work?
- What other observations have I made about the work I have completed, work in progress or work which lies ahead for me at the internship?

Personal Reflections

- How do I assess my internship so far?
- How would I describe my relationship with my mentor? With the organization?
- How would I assess my performance so far in relationship to my learning plan and skills identified for improvement?
- Describe a triumph or challenge you encountered. What behaviors were responsible for facilitating a triumph or challenge?
- Am I finding it difficult or easy to maintain non-internship commitments, such as sports, clubs, or class assignments?
- What am I applying at my internship that I learned in a class?
- Is there a class I wished I would have put forth more effort in because it would have helped me at this internship?
- Is there something I wish my teachers would have taught me during class that could have helped me in my internship? What is it?
- Is there a class Westbrook High School should offer to help other students to be successful at this internship? Why?
- What would my internship supervisor say about the job I am doing up to this point? What would a co-worker say the same or different things?
- What skills have I learned at this internship? What attitudes have I changed? What new attitudes formed because of this experience?
- Have I met my goals for this internship? Why or why not?
- How have my feelings about the internship changed from my first day impression?
- What have I learned about the career field? Has the internship helped me figure out what I want to do when I finish high school? How has the internship affected your future plans?
- How does community service inform and enhance my personal and social experience?



Internship Program

Westbrook High School
 156 McVeagh Road
 Westbrook, CT 06498
 860-399-6214

Intern Name: _____

Mentor Name: _____

Internship Site: _____

Date: _____

PERFORMANCE REVIEW

Rationale

Evaluations and assessments provide the student intern with constructive feedback on his/her internship experience. This performance review asks you to assess student intern's general employability skills and then to assess the student on development and growth of skills defined on the Internship Agreement & Learning Plan. Please return this completed form to Leslie Carson, Career/College Readiness Coordinator, Westbrook High School, 156 McVeagh Road, Westbrook CT 06498 or by email to lcarson@westbrookctschools.org.

Employability Skills

The employability skills below are essential in every work environment throughout one's career. Please consider the intern's skill level for each using the key below.

KEY

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill, learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATION	REVIEW Use 1-5 Scale (see key above)	COMMENTS
Attendance and punctuality	<ul style="list-style-type: none"> • Arrives on time and prepared for work • Provides sufficient notice if unable to report for work 		
Motivation and Initiative	<ul style="list-style-type: none"> • Participates fully in tasks or projects from start to finish • Initiates interaction with supervisor for next task or project upon successful completion of previous one 		
Communication	<ul style="list-style-type: none"> • Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace, including coworkers, supervisors and customers • Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 		
teamwork and Collaboration	<ul style="list-style-type: none"> • Works productively with coworkers, individually and in teams; support organization's mission and goals • Accepts direction and constructive feedback with positive attitude 		

Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Notices and identifies challenges and problems that arise in the workplace Brings concerns to attention of supervisors when appropriate Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 		
Workplace Policy, Culture and Safety	<ul style="list-style-type: none"> Exhibits understanding of workplace culture and policy Dresses appropriately for position and duties Practices personal hygiene appropriate for position and duties Follows professional standards for use of computers, phones and social media Respects confidentiality Complies with health and safety rules for the workplace 		

Workplace and Career-Specific Skills Identified in Learning Plan

Please refer to the three to five skills identified in the intern’s Learning Plan. Identify the skills and then rate the intern using the above key.

SKILL	SKILL DEFINITION	REVIEW Use 1-5 Scale (see key above)	COMMENTS
	•		
	•		
	•		
	•		
	•		

Additional Comments

Verification

Intern Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Note to Student Intern: *By signing this form, you confirm that you have discussed this review in detail with your mentor, but do not necessarily indicate that you agree with this evaluation. Please return this completed form to the school’s career/college readiness coordinator.*

