



"A mind that is stretched by a new experience can never go back to its old dimensions"
Oliver Wendell Holmes, Jr.

JOHN JAY HIGH SCHOOL

SENIOR INDEPENDENT EXPERIENCE

PART II

**Katonah-Lewisboro School District
John Jay High School
60 North Salem Road
Cross River, New York 10518**



**SENIOR INDEPENDENT EXPERIENCE
2018-2019**

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DUE BY MARCH 22, 2019**

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Dear Seniors:

In this packet you will find very important information and documents that you must familiarize yourself with in order to participate in this year's Senior Independent Experience (SIE).

Please be sure to read all the materials in this packet very carefully, there are forms /consents that MUST be returned on or before the deadline date of March 22, if they are not returned on time you will not be permitted to participate in the program.

At this time you should be working on completing you application as completely as possible and return it to the Counseling Center no later than Friday, January 11. You do not have to have your internship confirmed at that time. However, you should be reaching out to potential internship opportunities that are of interest to you. You will be asked to provide that information on the application for our review.

Remember, if your birth date is after May 13 you must get your "green" working papers. In addition, it is required you join the SIE 2019 Remind and check your school emails regularly.

Congratulations on taking the next steps to a very rewarding and exciting experience.

Ms. Liberatore and Ms. Tewksbury

Ms. Liberatore and Ms. Tewksbury
Senior Independent Experience Coordinators



FAQ's

How many seniors will participate in the senior experience?

- As many as are academically eligible, and successfully complete the application process and find meaningful internship opportunities.

How many hours a week do we need to spend at the internship?

- 25+

What are the exact dates of the internship?

- Monday May 13th thru Friday, June 14th.

Are we required to come back for finals during finals week?

- No

Are we required to come back for AP exams?

- Yes

Do we need working papers?

- Yes, if your birthday falls after May 13th.

What are our commitments to our classes if we do this -- time commitments and academic commitments?

- The teachers' gradebooks close once students begin their internships. Students no longer are required to attend class. However, all students who participate in the SIE program **MUST** do a final presentation project to receive credit for the program.

What if we participate in spring sports or performance-based courses like band?

- If students want to participate in the Senior Experience, they need to make arrangements with their coaches and / or performance teachers so that their practices and rehearsals do not conflict with their internships

Are students expected to attend Senior Seminar?

- Yes, we encourage students to come back for Senior Seminar if it is okay with their internship sites. If students return to JJHS for Senior Seminar, they will only be required to fulfill 20 hours at their internships for that week.

When will the presentation fair be?

- Tuesday, June 18, 2019

If the internship is graded pass/fail, how does that count?

- A "P" or "F" will be noted on the student transcript, but an internship "grade" is not calculated into the student GPA.



SENIOR INDEPENDENT EXPERIENCE

Student Responsibilities

Students must fulfill the following requirements listed below in order to receive a PASS on their transcript for their internship experience.

1. Submit all required forms by deadlines and attend all Student Independent Experience meetings.
2. Attend contracted internship for 25 hours/week (unless otherwise negotiated with School Advisor)
 - Internships begin on Monday, May 13th and end on Friday, June 14th.
3. Keep a daily journal. (See attached forms on the rationale for journaling as well as a list of prompts and ideas).
4. Maintain a weekly time log
 - Your time log must be verified and signed weekly by your Internship Supervisor and submit to your JJHS school advisor
5. Maintain weekly contact with your School Advisor (You and advisor will make arrangements about how this contact will occur.)
 - Your daily Journal is to be submitted weekly to your School Advisor
 - Your weekly signed time log verifying when you worked at your internship must be submitted weekly to your School Advisor
6. Create a culminating presentation/project that shows/explains highlights of your internship.
7. Attend the Senior Internship Experience Fair on Tuesday, June 18th in order to present your culminating project.



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JJHS Advisor Responsibilities

1. Maintain weekly contact with the student intern
 - Student intern is required to connect with you each week to submit their weekly, signed time log as well as their weekly journal entries. How you “connect” is up to your discretion. They may submit their materials to you electronically, or they might stop by school once a week to meet with you, or drop off their materials for you. You and the intern can make that decision.

2. Read and monitor the students journal
 - The student journal provides a chance for students to reflect on their internship and document their experiences and learning. Students have received a two-page document highlighting attributes of a “good” journal and including a list of journal prompts/ideas. Students are required to write a journal entry after each day of their internship.

3. Check Students time log
 - Interns are responsible for completing a time log that documents the hours they are attending their internship. This weekly time log must be signed by the onsite Internship Supervisor, verifying that the students fulfilled their time commitment.

4. Advise/assist students to create a culminating presentation/ project:
 - Interns are required to attend the Senior Independent Experience Fair at which they will present their culminating project. The Senior Independent Fair will take place Tuesday, June 18th. You might brainstorm ideas with your advisee about how best to present their internship experience: a multimedia presentation, a poster board, a photo-montage, a video, etc.

Finally, PLEASE communicate any concerns regarding the internship (student failing to meet responsibilities, complaints of on-site conditions etc.) to Susan Tewksbury or Lucy Liberatore.



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Internship Supervisor Expectations

1. Help nurture the student's skills (communication, time-management, cooperation, problem solving, technology use, etc.)
2. Supervise and guide the student throughout the internship
3. Provide the student with relevant tasks and opportunities for observing and shadowing
4. Share any pertinent knowledge and experience with the student
5. Contact the student's JJHS advisor if needed
6. "Sign off" on students weekly time log
7. In addition to the above, we would appreciate if you would complete a reflection/evaluation of your experience working with the student.



Medical Release and Transportation Form

To be returned to the Counseling Center no later than March 22, 2019

Student Name	Student Cell Phone No.:
School Advisor Name:	Email:
Internship Supervisor:	Email:

Emergency Medical Treatment and Insurance Coverage

Student Name: _____ Date of Birth: _____
 Parent/Legal Guardian: _____ Relationship: _____
 Address: _____ Telephone: _____

In case of emergency, if unable to contact parent/guardian, please contact:

- | | | |
|-------|--------------|-------|
| _____ | _____ | _____ |
| Name | Relationship | Phone |
- | | | |
|-------|--------------|-------|
| _____ | _____ | _____ |
| Name | Relationship | Phone |

Student's Physician _____
 Physician's Name _____ Phone _____

If student is taking any regularly prescribed medication, uses an inhaler, is allergic to any medication or substance, or if there is any other emergency information we need to know, please indicate below:

Daily Medication? No Yes

EXPLAIN _____

Uses an inhaler? No Yes
 Known allergies? No Yes

EXPLAIN _____

In the event of an accident, illness, or other emergency, I hereby grant permission to authorized personnel of _____ organization / Internship to provide first aid to my child under my legal care if reasonable attempts to contact those named above prove unsuccessful. I hereby give consent for the same authorized personnel or Emergency Medical Services to transport Student to the Emergency Medical Department of the nearest hospital or medical facility. If the designated physician cannot be reached, medical treatment deemed necessary by the attending licensed physician or dentist may be administered.

I understand that certain businesses or organizations may be legally exempt from providing Worker's Compensation coverage. In the event the student chooses to intern at such a business or organization, I affirm the student has sufficient medical insurance to cover any accidents or injuries sustained by student during the internship. I understand that the District has accident and injury insurance that may cover certain expenses not covered by student's medical insurance, but such coverage, to the extent it applies, shall be secondary to student's insurance.

Parent or Guardian Signature

Date



REQUIRED FORM
DUE MARCH 22, 2019

Transportation Permission and Release/Waiver of Liability

Student will utilize the following modes of transportation to and from their internship
(check all that apply)

- Student will drive personal vehicle, use bicycle or walk
- Student will take public transportation, specifically _____
- Parent/guardian will transport student
- Other, specifically _____

I hereby give permission for my child to abide by the above transportation for the duration of the Internship

I, on behalf of myself, my personal representatives and all other parties having interest, voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify the Katonah-Lewisboro Union Free School District, its Board of Education and employees from any and all claims, actions or losses arising from the agreed upon mode of transportation and vehicle utilized by Student in connection with the internship. I understand that the transportation provider is responsible for all transportation services and liability therein. I also understand that I am releasing and waiving any claims or actions that I may have presently or in the future against the Katonah-Lewisboro Union Free School District, its Board of Education and employees arising from the mode of transportation and vehicle utilized by Student in connection with the internship.

I have read the above Permission and Release/Waiver of Liability and Indemnity Agreement and by signing it agree to all the terms stated therein.

PRINT: Parent or Guardian Signature

Date

SIGNATURE: _____

Please return signed form to the Counseling Center

No later than March 22, 2019



REQUIRED FORM

Due March 22, 2019

STUDENT INDEPENDENT EXPERIENCE STUDENT CONTRACT

PLEASE FILL-IN LEGIBLY AND SUBMIT TO THE COUNSELING CENTER NO LATER THAN MARCH 22, 2019

Student Name: (PRINT)		PERSONAL Email: _____	
Student Cell Phone No.:		Will you be 18 by May 13 th ? <input type="radio"/> Yes <input type="radio"/> No	
*If you will be 18 after May 13th you will need to obtain your working papers/See Ms. Binns			
JJHS High School Advisor:		Email: _____	
Internship Info: Company/Organization Name		Address _____	
Internship Supervisor Name:		Phone Number: Email: _____	
Brief Description of internship duties: 			

START DATE IS MAY 13, 2019

PROPOSED STUDENT WORK SCHEDULE (25 hours are required/estimates are allowed)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Student Signature:		X			Date:	
Parent Signature:		X			Date:	
School Advisor Signature		X			Date:	
Site Supervisor Signature		X			Date:	

RETURN TO THE COUNSELING CENTER BY MARCH 22, 2019



REQUIRED FORM

DUE March 22, 2019

Student Agreement

Student hereby agrees to abide by all regulations set forth by participating organization. Failure to do so can cause immediate removal from the site (i.e., dress code, behavior). Student is also expected to follow the School District's Code of Conduct and is subject to discipline for any violations therein. Student is expected to attend the work site per the agreed upon schedule and inform the organization and the school mentor/contact by telephone of all unexpected absences. Student must keep a Daily Journal and a weekly time log according to school criteria. Students will be evaluated during the internship by school and organization and must maintain satisfactory performance to continue in the internship. Student's responsibilities are set forth more fully in the packet.

Signature of Student: _____

Signature of Parent: _____

Date: _____

Parent Signature Form

I am aware of my child's Senior Independent Experience proposal. I know where my child will be interning and understand and agree to what she/he will be doing. I acknowledge that my child is not working for a family member in any capacity and is not receiving a salary, as this will result in failure of the program. Also, I understand that the Katonah-Lewisboro School District has not pre-approved the potential internship sites or placements on behalf of my child. The choice of potential internship site or placement is the student's and his/her parents' alone.

Student Name (Print)

Internship Supervisor Name

Parent Name (print)

* Parent Signature

Parent Telephone

Parent Email

Please return signed form to Counseling Center no later than March 22, 2019



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Time Log

Student Name: _____

Internship Name and Address: _____

Internship Site Supervisor: _____

Internship Site Email Address: _____

JHS Advisor: _____

INTERNSHIP HOURS

(Minimum of 25 hours at site per week)

Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun	Total Hours	Supervisor's Initial
May 13									
May 20				May 23, 2019 *Senior Seminar Day					
May 27	*Memorial Day								
June 3									
June 10					June 14, 2019 Last Day of Internship				

**Week of May 20 and May 28 is a 20 hour week for Senior Seminar*

**If school is not in session, we do not require that student attend their internships, however, this should be negotiated with internship supervisor*

REMEMBER: Tuesday, June 18th is the Mandatory Internship Fair. You must participate to receive credit for the program.



SENIOR INDEPENDENT EXPERIENCE
JOURNAL GUIDELINES

Student interns are required to keep a journal, a personal reflection of their experience and learning. Students must submit their journals, along with their signed time logs, to their school advisors every Friday

Why keep a journal?

It is a place for you to collect ideas and information

It helps you develop your own questions regarding your work, goals, and objectives

It allows you to express your feelings about work, or your responses to the advice or suggestions made by your sponsor, mentor or others.

It helps facilitate two kinds of conversation: your interior monologue – the conversation you have with yourself -- and your exterior dialogue – the conversation you have with others about your work

A journal provides you with a personal map of your progress, of the development of your ideas

It encourages your exploration of ideas or information, as well as your working through problems/issues that you are in the process of solving.

The Senior Internship Journal – expectations

Record something each day

Include your reactions to your experience, to the people with whom you are working, to your daily schedule

Include your accomplishments and suggestions for change and improvement

Include your perception of how this experience is affecting relationships. If you are working with another intern, have you had issues? How did you resolve them? How have they affected you?

What problems are you encountering? How are you solving or dealing with them? If there are no problems, why is it going so well?

Are you meeting your goals and objectives?

What are your perceptions of your own growth as a result of this experience?

Informal language is fine – just let your thoughts flow – your thoughts, observations, questions, speculations

Write about your own thinking; wonder aloud on paper about ideas, issues, and problems to do with your internship

Share information: your journal should give evidence that you have attained your internship goals and objectives

JOURNAL IDEAS

1. What are your goals and expectations for this internship? What do you hope to learn and/or achieve?
2. What are your first day impressions of the internship?
3. Describe the type of business or organization for which you are working. How would you explain what takes place to an outsider?
4. Describe the person with whom you have worked most closely
5. How do you assess your internship so far? What do you like best? What do you like least? What is frustrating? Satisfying?
6. What personal qualities does one need for success in this job?
7. Are you finding it easy or hard to maintain non-internship commitments, such as theater, sports, student government? Is it a good break from the internship or does it get in the way?
8. Describe your relationship with your Site Supervisor. How much interaction do you have, and how is that time spent? Does your Supervisor treat you like an employee, a teenager, a colleague...?
9. Write about something you have done well.
10. How is your internship so different from school? Which world do you prefer and why?
11. What do you think your Supervisor would say about the job you are doing up to this point? Why would he/she say it? Would a co-worker of yours (other than your Supervisor) say the same or different things?
12. What education and/or other credentials does one need in order to hold a major position at your site? For example, what type of degree, how much schooling, how much experience? Would you choose this as a possible career based on these requirements?
13. What do you feel is your biggest weakness as an intern? Write in detail about one thing you feel you have failed at or would like to have done better.
14. FINAL ENTRY: What skills have you learned in your internship? What attitudes of yours have changed or new attitudes formed because of this experience? Have you met your goals? How are your feelings now different from your first impression?



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SUPERVISOR - Internship Evaluation Form

Student's Name _____

Organization _____

Address _____

Email _____ Phone _____

Student's Position _____

Student's Duties _____

Please rate the categories listed below according to the following scale:

1 = Unacceptable

2 = Acceptable

3 = Outstanding

Attitude _____

Quality of Work _____

Attendance _____

Follows Instructions _____

Punctuality _____

Initiative _____

Reliability _____

Overall Performance _____

Remarks: Please add any comments you have about your experience working with the student(s) in this program

On-Site Supervisor's Name _____ On-Site Supervisor's Signature _____ Date _____

Please email Lucy Liberatore @ liliberatore@klschools.org or Susan Tewksbury @ stewksbury@klschools.org

If you prefer to mail your evaluation the address is John Jay High School, 60 North Salem Road, Cross River, NY 10518



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STUDENT - Internship Evaluation Form

Student Name _____

Name of Internship Organization _____

Internship Address: _____

Internship Email: _____ STUDENT'S COLLEGE EMAIL: _____

PLEASE WRITE LEGIBLY

Internship Duties: _____

1. In considering your overall experience in the past 4 weeks, please comment on how your SIE internship was valuable to you either personally or professionally.

2. Would you recommend this internship to other students? Why or why not?

Please hand deliver or email to Ms. Liberatore at lliberatore@klschools.org or Ms. Tewksbury stewksbury@klschools.org

If you prefer to mail your evaluation the address is John Jay High School, 60 North Salem Road, Cross River, NY 10518



Sign up for important updates from Ms. Liberatore.

Get information for John Jay High School right on your phone—not on handouts.

Pick a way to receive messages for SIE 2019:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/8c9e36a

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @8c9e36a to the number 81010.

If you're having trouble with 81010, try texting @8c9e36a to (914) 574-2862.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/8c9e36a on a desktop computer to sign up for email notifications.