

WCPSS School to Career Internship Program

ELECTRONIC SUMMARY

As part of the final exit project, student interns must put together an electronic summary of their experience. Students can use PowerPoint, Prezi, Animoto or some type of video presentation. Parents, teachers and internship supervisors are welcome to attend the presentation.

The Presentation must include the following:

- Picture of student on the job and student's name
- Picture of facility and the name of the organization
- Description of the organization and what the organization does
- What you gain from this experience
- Picture of supervisor and/or others who were influential in the experience
- List of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work"
- Relationship of internship experience to student's classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills)
- Include examples of work if possible
- How the internship affects future plans after high school
- Minimum of 7 slides

Other suggested topics can include:

- Include examples of your experience such as:
 - What was the best thing that happened to you during the internship?
 - What did you find to be challenging?
 - What influence, if any did your supervisor or co-workers have on your plans for the future?
- Summarize overall experience
- Be creative



INTERNSHIP RUBRIC

NAME: _____

Final Exit Project Requirements

Each student must complete a final presentation in lieu of a final exam.

GRADING RUBRIC – Note: turning items in late will count against your grade.

Requirements	Excellent 100 - 90	Above Average 89 - 80	Average 79-70	Below Average < 69
<p>A. Internship Documentation– 15%</p> <p>Timely completion and turn in of:</p> <ol style="list-style-type: none"> 1. Internship application (1) 2. Two teacher recommendations (1) 3. Pre-requisites for an internship (.5) 4. Student’s resume (1) 5. Learning objectives (1) 6. Code of conduct (.5) 7. Internship agreement (1) 8. Signed Checklist of Internship Assignments (1) 9. Time sheet(s) (2) 10. Setting up a date and participating in CDC’s visit of the intern site (1) 11. Three periodic check-ins with CDC (3) 12. Student evaluation (1) 13. Copy of thank you note (1) 				
<p>B. Journal – 25%</p> <ul style="list-style-type: none"> • Begin journal at the beginning of the internship • Complete one blog or journal entry every 5 – 10 hours of work with one final entry for a total of 10 entries. • Use the format provided in the Journal Requirements document • All Journal entries must be typewritten <p>The journal format should be followed with emphasis on reflection. Please follow these guidelines in your blog/journal entries below:</p> <ul style="list-style-type: none"> • Only use first names • Do not include any personal information such as email addresses, phone numbers, addresses, etc. • Follow all school guidelines • Follow any guidelines provided by your supervisor 				

<p>C. Presentation -- 30%</p> <p>Presentation must include:</p> <ul style="list-style-type: none"> • A picture of student on the job and student's name • A picture of facility and the name of the organization • A description of what the company does • A picture of supervisor and/or others who were influential in the experience • A description of experience gained through internship • A list of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work" • Describe the relationship of internship experience to student's classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills) • Include examples of work on the job, if possible • Describe how the internship affects future career plans • Minimum of 7 slides • The slides should be developed with bullet items, not paragraphs • The student should present without reading the slides word-for-word • The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner) • There should be no grammatical errors in the presentation • Students should wear business casual attire when giving their final presentation • Two (2) completed enhancement lessons for honors credit 				
<p>D. Internship Supervisor's Evaluation – 30%</p> <p>See the Internship Supervisor's Evaluation form for details</p>				