Senior Internship Information Packet

for
Mentors, Students, and Parents

Summer 2019

Center for Information Technology
Deep Run High School
Henrico County Public Schools
4801 Twin Hickory Road, Richmond, Virginia 23059
(804) 364-8000

Introduction to the Internship

A student's internship represents the culmination of preparation and study in the Center for Information Technology (CIT). As rising seniors, CIT students have the opportunity to gain valuable experience and perspective in a specific IT career or IT profession. During the internship, students are expected to acquire and apply knowledge gained through observation and participation in a professional setting. Students are encouraged to seek activities that expand areas of personal talent and interest and that can be beneficial to the mentoring organization as well. The internship requires students to spend *a minimum of 160 hours engaged in professional activities.* The **minimum** of 160 hours worked is in addition to the required classroom meetings hours. Students must begin their internship no earlier than June 1, 2019 and no later than June 24, 2019. Students may complete their internship no earlier than August 9, 2019 and no later than August 16, 2019. The expectation is that the student will be completing their internship hours while completing the associated course work. Exceptions to this will not be made.

This is a Summer School class. **The fee for this class is $150.00.** Classroom hours are an important piece of the overall internship experience. In the classroom, students will explore in greater depth the business world, professionalism, and many of the soft skills needed to be successful in today's global working environment. The classroom portion of the course is not optional and must be completed simultaneously with the work place portion.

Students are responsible for arranging their internships with the guidance of the CIT Director. Internship opportunities should be selected based on student background and interests. Family and business contacts are often the best resources for opportunities. *All internships must be approved by the CIT Director in advance.*

It is imperative that students and parents understand that internships may be paid or unpaid. HCPS, nor the CIT have an expectation that all internships will be paid.

Through the internship experience, students should:

- develop an understanding of organizational structures;
- participate in a professional environment;
- experience the practical application of their knowledge;
- gain valuable work experience;
- observe ethical and morality issues in a professional setting;
- work with leaders in various positions;
- observe the pursuit of specific visions;
- add skills to their resume;
- observe interpersonal behavior in a professional setting; and,
- secure valuable business contacts.

Employers of the 21st century are seeking motivated, educated, and experienced workers. This internship provides students with the unique opportunity to gain valuable work experience in conjunction with formal education. Students are encouraged to take seriously the relationship with the mentor, who is a significant contributor to the student's education.

This packet provides all participants with information about and expectations of the internship experience. The Internship Contract and intern evaluation forms are included in this packet.

Mentor Responsibilities

In addition to serving as a professional role model for the student intern, the mentor assists the intern with:

- becoming familiar with the department and the overall organization sponsoring the internship;
- guidance with respect to appropriate attire, professional behavior, and the need for confidentiality;
- suggesting activities that integrate the intern into the work setting;
- seeking challenging professional activities in which the intern can participate;
- providing verification of the number of hours the intern has worked;
- reviewing and signing both the intern's weekly reports, final evaluation and his or her final report

A mentor holds unique responsibilities in the internship process. Through supervision and guidance, mentors assist in the professional growth of the student. Often, internship experience provides students with their first contact with the "real world."

Parental Responsibility

Parental support is vital to the success of the internship program. Parents are encouraged to take an active part in this process by *frequently discussing with the student his or her progress*, encouraging the student to value the benefits of the *experience whether or not the position is paid* and ensuring the students has appropriate transportation and business attire.

Student Responsibilities

Attendance

Students are expected to arrive *on time* to their internships and stay the agreed upon amount of time. If something unanticipated arises causing absences or tardiness, students are expected to call their mentor AND the Internship Coordinator. Students briefly state why they will be tardy or absent and when they will contact the mentors to arrange a new time. Missed time must be made up at the convenience of the mentors and within the constraints of the student's academic schedule. Frequent absences or tardiness will result in failure of the internship credit.

Professional Behavior

Student interns are expected to conduct themselves in a mature manner and exhibit professional behavior at all times. Students must remember that their performance in the field is considered a good indicator of their ability to succeed as a leader, and mentors are excellent sources for letters of recommendation for scholarships and college admissions. Additionally, student behavior reflects not only on themselves, but on their family, the Center for Information Technology, Deep Run High School, and Henrico County Public Schools.

Appearance

Appropriate attire will depend on the type and location of experience selected. Students should seek advice from mentors and consider the dress of others to gain an idea of what is and is not acceptable attire. Students' dress shall be conducive to a professional business environment.

Attitude

Students are expected to approach their internship with a positive attitude which reflects a desire to learn. Students should perform tasks undertaken to the best of their ability and pay close attention to instructions given by the mentors. If instructions seem unclear or need clarification, students are encouraged to ask questions. Students are encouraged to share observations with their mentors without conveying a negative or critical tone. Mentors are extremely busy and are providing a learning experience for the student through this internship. Students are to maintain a **positive attitude at all times** and remember the value of this learning experience.

Confidentiality

Within most professional settings, occasions will occur when students will not participate in meetings or other activities due to standards related to confidentiality. Students are expected to respect the confidentiality of their situation. Student interns learn many things about both the sponsoring institution and the profession they work with during their internship and are expected to exercise discretion concerning what is shared with others. A misplaced comment has the potential to harm others as well as the student's integrity. However, if students feel their own safety or well-being is in jeopardy at any time, it is critical that they inform their parents, the Internship Coordinator, and mentors immediately.

Description of Internship Activities

Possible activities for students during an internship may include, but are not limited to:

- preparing reports or spreadsheets, particularly those requiring the use of SQL or other query tools;
- contributing to on-going research projects or development activities;
- developing or maintaining web pages, queries, databases, or applications;
- attending meetings, training sessions and other functions with their mentors or project team;
- project management activities;
- software development/programming
- reviewing recent professional literature; and,
- exploring new computer software applications or evaluating new uses of existing applications.

Possible activities related to a student project might include:

- researching and analyzing articles relating to a project;
- using instrumentation appropriate for a project;
- using computer software for data analysis and presentation;
- learning techniques specific to a research area;
- presenting information to peers or project teams;
- participating in research group discussions; and,
- designing test cases or experiments.

Activities may vary from day to day. Students should keep this in mind and remain flexible. As with any work experience, individuals often find themselves doing a number of tasks. Consider this internship as an opportunity to gain as many varied experiences as possible.

It is important that an internship is selected based on the interests and abilities of the student. Doing so will help ensure the enjoyment and success of the experience. If you need assistance on determining your interests, talk to your parents, teachers, friends, guidance counselor, and your Internship Coordinator.

<div align="center">**LEARNING GOALS AND OBJECTIVES**</div>

Goals are broad statements of the learner's expectation for the learning experiences. Objectives are specific statements of intended learning outcomes. A major goal of the internship is to become proficient at the functional and adaptive skills listed on the Internship Assessment Form. Mentors, parents, and students should familiarize themselves with these goals.

Requirements for Successful Completion of the Internship Course

To successfully complete the internship experience and receive credit, student interns will submit the following products:

<div align="center">**Written Verification**</div>

A written verification from the mentor stating that the student has completed ***a minimum of 160 hours*** of internship experience and that the student has successfully completed assigned tasks.

<div align="center">**Weekly Activity Report and Time Sheets**</div>

A daily online work log will be completed to include the following information for each day worked: date and time of each arrival and departure, total hours worked, a brief description of activities and observations, questions to ask the mentor at the next meeting, responses to learning from activities and observations and a section with personal reflections for each entry in journal fashion. Students must obtain mentor signatures each week verifying they have reviewed the activity report and agree with the entries.

<div align="center">**Final Paper**</div>

A final written paper which provides an overview of the internship experience is required. This paper includes background information about the organization, detailed information about the internship project, and a personal response to the internship experience.

This project shall include:

- an oral presentation;
- a typed, double-spaced summary of the activities and personal reflection of the knowledge acquired from the total internship experience; and
- the mentor's signature

Class Requirements

Due to the changing nature of workplaces and the work force, this course will be completed through a hybrid of in class and online participation. Students must meet the minimum number of class hours (20) and class meetings (3) required. Students shall actively participate in classroom and online discussions, activities and assignments. These will be graded and account for 30% of the student's course grade.

Date	Type of Meeting	Topics
Week of 6/24/19	In person	Introduction to course, business etiquette, online forum, work log
Week of 7/1/2019	Online	HR topics – non disclosure, confidentiality, sexual harassment, effective communication, conflict resolution
Week of 7/8/2019	In person	Guest speaker, Github, software development tools, professional development and reading
Week of 7/15/2019	Online	Ethics, MS Office Suite
Week of 7/22/2019	Online	Organizational structures, Role of IT in business
Week of 7/29/2019	In person	Guest speaker, IT Career Paths, interview skills, portfolio creation
Week of 8/5/2019	Online	Final Presentations
Week of 8/14/2019	In person	Final Presentations

Guidelines for Selecting an Organization and a Mentor

In order to maximize the benefits of the internship experience, the following guidelines in selecting a company and a mentor have been established. Exceptions may be made at the discretion of the Director of the Center for Information Technology on a case-by-case, but it is very unlikely any exceptions will be made.

- The intern must be working on IT related work at least 75% of their working hours
- The owner(s), directors, and officers of the organization must not be a close relative of the intern.
- The mentor may not be a close relative of the intern.
- The mentor may not be under any lines of authority or supervision of a close relative of the intern.
- All internship hours must be performed at the mentor's place of business (not a residence).

Disciplinary Actions

Integrity violations are a serious matter. Students who are enrolled in this course are held accountable for obeying all rules in the HCPS Code of Conduct while at their place of internship employment. Failure to do so will result in disciplinary action in accordance with the HCPS Code of Conduct.

Any student who is terminated from an internship position due to poor performance, absenteeism or any other violation of organizational policy will receive a failing grade in the Senior Internship course and will be expelled from the CIT. Any student who receives an Internship Final Evaluation of a 2 or below and has not been terminated from the internship, will fail the course with a 65.0 and subsequently be removed from the CIT for their Senior year. Both of these will result in the student being dropped from all CIT classes. Students will be placed in non-Center classes based on availability and the HCPS Add/Drop policy.

Mentor Contact Information Sheet

Please print   Please print   Please print   Please print   Please print

Intern _____

Mentor _____

Company _____

eMail _____

Phone _____ **Fax** _____

Street Address _____

_____

City _____ **State** _____ **Zip** _____

Company Web Site: _____

Other contact information:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Center for Information Technology
Deep Run High School
Henrico County Public Schools

Internship Contract

Intern's Name: _____

Mentor's Name: _____

Organization/Company: _____

Mentor Expectations of the Intern:

Days/Hours of Work (160 hours minimum): _____

Expected attire: _____

Intern's Responsibilities (Please be as a specific as possible):

- _____
- _____
- _____
- _____
- _____
- _____

Long Term Project/Assignment:

_____

_____

_____

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Mentor's Evaluation Guidelines for Intern

Please be as specific as possible. A CIT evaluation form will be completed by the mentor in conjunction with any other evaluation the mentor provides. Please review the CIT evaluation form before completing this section. Criteria specific to the mentor's organization and the intern's assigned project, roles and responsibilities and how the intern will be evaluated against those criteria should be stated here. Mentor's may use the organization's employee performance planning and evaluation form(s) in lieu of this section if desired.

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Intern Expectations of the Mentor

What can the intern hope to learn from the business/profession?

_____

_____

_____

_____

_____

What can the intern expect to learn from you about information technology and its practical uses?

_____

_____

_____

_____

_____

How can you help the intern learn each of the above listed answers?
Phrased differently, how can you be a good mentor to this student?

_____

_____

_____

_____

_____

Mentor's Signature: _____ Date: ____/____/_____

Intern's Signature: _____ Date: ____/____/_____

Coordinator's Signature: _____ Date: ____/____/_____

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Deep Run High School - Henrico County Public Schools
Intern Evaluation Form

Student: _____ Internship Company: _____

Mentor: _____ Evaluation Date:_____/_____/_____

Mentor's eMail: _____ Phone No: _____

Ratings

5 – Excellent   **4** – Good   **3** – Average   **2** - Below Average   **1** - Unacceptable

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I. SPECIFIC INTERNSHIP RESPONSIBILITIES   **RATING**

Willingly takes on the assigned tasks, duties, or responsibilities   _____

Is active in seeking out opportunities to learn more about his/her role and duties   _____

Attempts to maintain contact and rapport with the mentor/supervisor   _____

Accomplished assigned tasks   _____

Shows interest in the organization, its function and decision making processes   _____

Understands the business and its components/structure/organization   _____

Recognizes various leadership positions and their role within the business   _____

Mentor's Comments Regarding Intern's Performance of Specific Responsibilities

_____

_____

_____

_____

_____

_____

II. GENERAL INTERN CHARACTERISTICS RATING

Participates as a team member to accomplish goals   _____

Demonstrates enthusiasm for the internship   _____

Demonstrates appropriate writing skills   _____

Demonstrates appropriate speaking and listening skills   _____

Demonstrates business literacy   _____

Demonstrates reasoning, problem-solving and decision-making skills   _____

Demonstrates an understanding of the "big picture"   _____

Demonstrates a strong work ethic   _____

Demonstrates a positive attitude   _____

Demonstrates independence and initiative   _____

Demonstrates self-presentation skills   _____

Maintains satisfactory attendance   _____

Maintains satisfactory dress in relationship to internship setting   _____

Mentor's Comments on Intern's General Characteristics

_____

_____

_____

_____

_____

_____

III. OVERALL ASSESSMENT (circle one)

Excellent (5)   Good (4)   Average (4)   Below Average (2)   Unacceptable (1)

Mentor's Signature: _____ **Date:** ____/____/_____

Intern's Signature: _____ **Date:** ____/____/_____

Coordinator's Signature: _____ **Date:** ____/____/_____