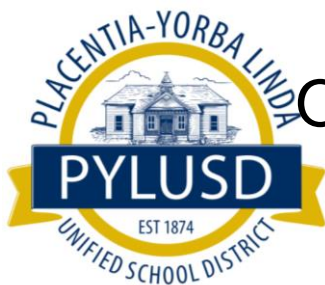# Valencia High School

Val Tech
Internship Program

Student Handbook

Placentia Yorba Linda Unified School District

~~Current Edition~~

OUTDATED VERSION

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Every effort has been taken to provide accurate and consistent information in this manual.

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Thanks for taking the time to learn more about the Val Tech Program.

Special thanks to:
Mrs. Carol Holst, (ret.) Val Tech Founder
Mr. Wendell Bainter, (ret.) Val Tech Coordinator Emeritus
Mr. James E. Bell, Principal (ret.) and Academy Director Emeritus
Rick Lopez, Academy Director 2014-2016

Table of Contents

The Val Tech Internship Program (V-TIP)

The Val Tech Internship Program (V-TIP) is the capstone of Valencia High School's four-year Val Tech program. The purpose of V-TIP is to allow students to gain valuable experience and advanced technological skills as they explore potential career opportunities of interest to them. Each student—working with parents and the Val Tech Coordinator—will design, schedule, and complete an unpaid 150-hour internship compatible with their career interests. This program is intended for highly self-disciplined students who can and will take responsibility for developing, planning, and successfully completing the V-TIP.

The Val Tech Internship Program is offered only to Val Tech seniors in good standing.

ELIGIBILITY CRITERIA FOR REMAINING IN & COMPLETION OF V-TIP

- 240 credits with overall GPA of 2.5 or better
- (any student whose cumulative GPA falls below a 2.5 at the end of any semester will be placed on probation for one semester and must raise their cumulative GPA to at least 2.5 or they may be dropped from the Val Tech Program)
- 50 credits in technology pathway electives with a cumulative GPA of 3.0 or better in those courses
- Successful completion of 150 hour Internship which includes a research project, reflective essay, and final presentation
- Successful completion of an electronic portfolio—including all quarterly verifications (all 4 years) and internship verifications, etc. (junior and senior year)
- Successful completion of all other district graduation requirements
- Acceptable citizenship grades reflecting good behavior—receipt an unsatisfactory (U) will result in student being put on probation. Two consecutive U's may result in a student being dropped from the program.

Students must also get approval from the Val Tech teacher in their area of interest (i.e., a Val Tech student interested in an accounting internship would need the approval of the accounting teacher; see page 32). If students don't have a specific area of interest but are interested in computers in general, they will need the approval of the Val Tech Coordinator. This teacher support will help ensure success in the internship program. Students can complete this project during the summer prior to their senior year or during the senior year. All Val Tech seniors who plan to earn a Val Tech diploma must regularly meet with the Val Tech Coordinator, monitor Canvas (the Val Tech student information system), and read their emails to get the information necessary to successfully complete the V-TIP program.

V-TIP students must meet these requirements:

- Students must have developed the skills necessary for the internship they design (i.e., knowledge about web pages if the internship will involve web pages; completion of the Computer Networking class if the internship involves computer networking, etc.).
- Students will obtain permission from their parents, the Val Tech Coordinator, and the internship mentor prior to starting the internship.

- Students must provide the Val Tech Coordinator with a schedule of their internship hours before starting their internship. **No credit toward the required 150 hours will be given for hours spent working at the internship before that schedule is turned in and approved.** Also, every intern can expect unannounced visits or phone calls by a V-TIP representative to verify that hours are being logged and the work is worthwhile.
- As representatives of Valencia High School and the Val Tech program, students will act, dress, and work in a professional manner.
- Students must work productively as they perform real-life tasks under the supervision of their internship mentor.
- All internships must be completed at a legitimate organization/business.
- Upon completion of the internship, all V-TIP students will present to the Val Tech Committee their research paper, their reflective essay, their electronic portfolio, and a PowerPoint presentation describing their internship experience.

To establish an internship, students may contact professionals whom they or their family knows personally. Others may directly contact organizations using the technology of interest to them. Still others will want to partner with one of the area schools to assist with the technological development at that particular site. Many students will have completed the Day on the Job in their freshman Academic Studies/Career Planning class. That valuable contact may be used again if it matches the student's current career interest.

The Val Tech student is responsible for every aspect of this internship. If a student is unable to find a suitable internship site, then he/she must contact the Val Tech Coordinator in a timely manner (at least prior to the end of March prior to his/her senior year) for assistance. Students are, however, strongly encouraged to plan their own internship and make the necessary contacts themselves.

Internships may be completed at almost any legitimate business/organization where the students will be able to significantly use their technology knowledge and skills that they gained from the Val Tech Program. Students who do not gain substantial technology experience will not receive credit for this program and will therefore not be eligible to graduate with a Val Tech diploma. Internship hours may NOT count as Community Service hours. (See page 17.)

Students must also meet certain deadlines during the V-TIP experience in order to ensure their proper progress toward a Val Tech diploma. No late work will be accepted for full credit. Students who are absent from school on a due date must make arrangements to get the required paperwork to the V-TIP Coordinator either before the deadline or somehow on that date.

Only Val Tech students who successfully complete every V-TIP requirement and earn a grade equal to or higher than 80% on each assignment are eligible for a Val Tech diploma. These Val Tech Internship students will also receive a letter grade of "A" or "B" and ten credits. Students who do not meet each one of these requirements will not receive: (1) a Val Tech diploma; (2) a letter grade; or (3) ten credits from the Val Tech program. Students must complete 100% of every V-TIP assignment to earn a Val Tech diploma. Any missing assignment will prevent the student from receiving a Val Tech diploma. No partial credit will be given for incomplete work; no "forgotten" assignments can be made up. Both the grade and the credits will be on the students' final report card in June of their senior year for those students who successfully complete the program.

How to Complete the Val Tech Internship Program

Students must follow the steps outlined below in order to successfully complete the Val Tech Internship:

1.   Val Tech Internship Booklet: Every Val Tech 11th-grader will receive this booklet outlining the Val Tech Internship Program and its requirements. This booklet—which needs to be shared with parents—offers a thorough description all that V-TIP involves.

2.   V-TIP Forms: V-TIP forms will be available to all Val Tech 11th-graders in February. These forms must be signed and returned by the specified days (See page 7). (Forms may be obtained from the Val Tech Coordinator's office or online.) A student's V-TIP cannot begin until the signed form is returned and approval is granted.

3.   Selecting a Business or Organization: V-TIP requires technology-based work in the students' career interest area, work for which they are not paid. **Val Tech students cannot use Community Service hours to fulfill the internship requirement.** Also, service performed for family members will not count toward the internship requirement without the express written consent of the Valencia Academy Director and/or Val Tech Coordinator. The best internship opportunities are usually found by parents and students working together. Completing a Val Tech internship with a family member is generally not allowed. In all cases, students must obtain the approval the Val Tech Coordinator (a form will need to be completed, signed, and returned).

4.   Contacting the Business or Organization: Students are responsible for contacting the business or organization and setting up the internship. Students are also responsible for determining the days and times of the internship hours. (See the "How to Get Started" section of this handbook for specifics.)

5.   Internship Verification Form: V-TIP students should complete the top half of the three Internship Verification forms. Periodically throughout the internship, students will be required to submit verification of their attendance and their work at the Internship program. The bottom half of the form will be completed and signed by the individual who supervises the student. The student should then return the completed forms to the Val Tech Coordinator by the specified deadlines.

6.   Miscellaneous:
▪ The internship hours may be logged anytime (including vacation days) beginning in the summer before 12th grade and continuing through the student's senior year. The 150 hours, however, must be completed by April 1st in order for students to have enough time to complete the remaining V-TIP requirements.
• Any student who has a personal problem relative to this requirement should contact the Internship Coordinator prior to the end of their junior year or, if a problem arises later, in a timely fashion.

7.   Falsifying documents: The falsification of any V-TIP documents will result in a student's removal from the Val Tech Program and will prevent the student from earning a Val Tech diploma. Under certain circumstances, the student's graduation from high school may also be in jeopardy.

Timeline for Completing V-TIP

Internship Approval	Summer Internship	School-Year Internship
Obtain V-TIP book & forms	Parent meeting in February (Junior year)	Parent meeting in February (Junior year)
With parents discuss and decide on site	During the month of February (Junior year)	During the month of February (Junior year)
Submit resume & Internship Interest form (Yellow paper)	Due on or before the last school day in February (Junior year)	Due on or before the last school day in February (Junior year)
Submit the Pre-Approval form to V-TIP Coordinator	Due on or before the last school day in March (Junior year)	Due on or before the last school day in March (Junior year)
Obtain final approval and the Internship Application form from V-TIP Coordinator	Due on or before the last school day in April (Junior year)	Due on or before the last school day in April (Junior year)
Turn in Internship Application form, all DMV, liability and medical waiver forms, Parent Acknowledgment form, and Host Agreement form	Due on or before the last school day in April (Junior year)	Due on or before the last school day in April (Junior year)

Internship Evaluations	Summer Internship	School-Year Internship
Goals and Objectives	By the 25th hour	By the 25th hour
Verification/Performance Evaluation # 1 (50 hour)	By the 50th hour (or within 5 days of completion of these hours)	End of 1st quarter progress report (or within 5 days of completion of these hours)
Verification/Performance Evaluation # 2 (100 hour)	By the 100th hour (or within 5 days of completion of these hours)	Before 2nd quarter progress report (or within 5 days of completion of these hours)
Verification/Performance Evaluation # 3 (150 hour)	By the 150th hour (or within 5 days of completion of these hours)	Before 3rd quarter progress report (or within 5 days of completion of these hours)
All other papers (forms & pictures, too)	Within 5 days of completing V-TIP (150 hours)	

Note: All Internships must be completed by April 1 of the senior year (except students interning at VHS.)

Research Paper/Reflective Essay	Assigned during the senior year

Electronic Portfolio	Summer Internship or School-Year Internship
Electronic Portfolio Checks	In addition to submitting quarterly electronic portfolio verifications, seniors must submit four (4) additional electronic portfolio checks during the school year

Presentation	Summer Internship or School-Year Internship
Pre-presentation check	Students must submit their first PowerPoint verification by the due date in February
Final Presentation check	Students must submit their final PowerPoint verification in April/Early May—prior to the presentation

Students who miss any deadline may earn a failing grade for that quarter/semester. Students who miss more than three (3) deadlines may be subject to removal from V-TIP. (If any of the above dates falls on a weekend or school holiday, the last school day immediately prior to the listed date will be the actual deadline.) **It's the student's responsibility to notify the Val Tech Coordinator in advance in the event of any circumstances beyond the student's control.**

How to Get Started

Many students start thinking about their internship the day they commit to the Val Tech program. That awareness may influence their choice of classes that they take during their four years in the program. In turn, the classes they succeed in will impact where they might be able to complete their Val Tech internship.

The actual internship selection process does not begin until the second semester of the student's junior year. (This internship book offers students and their parents an idea of what to expect.)

The first official communication about V-TIP to the Val Tech student/parent typically occurs sometime in early December of the student's junior year: all Val Tech juniors and their parents are invited to attend the mandatory Val Tech Internship Orientation meeting that will be held sometime late in January or early February. An RSVP is required.

Everyone on the Val Tech distribution list will receive this email. If you're not sure you're on the list, email the Val Tech coordinator.

After the internship orientation meeting, the internship selection process officially starts.

Prior to beginning the V-TIP process, all Val Tech Students must meet *all* eligibility requirements. (See page 4.) Students who do **not** meet these requirements are ineligible to complete a Val Tech Internship *and* earn a Val Tech diploma.

For those students who **do** meet the Val Tech eligibility requirements:

1. **Decide what kind of internship you would like to participate in. Asking yourself the following questions might help you:**
   - What were the results of the career assessments that I took in the Academic Studies/Career Planning class?
   - Are those results still consistent with my career goals?
   - Should I retake these career assessments to see if my interests, abilities, and core work values have changed?
   - If my career goals have changed, what have I done to confirm my new interest? (Did I take another assessment?)
   - What Val Tech classes have I taken?
   - Which technology classes have I found especially interesting?
   - What are some activities I enjoy doing?
   - What jobs/activities can I imagine doing for the next thirty or forty years?
   - What technology would I like additional experience in?
   - How will I get to the site of my internship?
     - Car?
     - Bike?
     - Bus?
     - Get a ride?
   - When am I available to work my 150 internship hours?
     - Summer?
     - After school?
     - During the school day?
     - Evenings?
     - Weekends?
   - What do I want/expect to gain from V-TIP?

2. **Contact at least one organization/business that is a possible site for an internship and get its tentative approval as well as the V-TIP Coordinator's tentative approval.**

As stated earlier, most students will contact a family-friend or neighbor who is directly involved in their specific area of interest. Completing a Val Tech internship with a family member is generally not allowed. Other students will need to be creative and/or bold as they contact an organization new to the Val Tech program.

A review of the organizations listed in the Community Service booklet (you received it as a freshman) might prompt ideas for an internship. **The 150 hours of the internship, however, must be completely separate from any and all community service hours.** The same hours cannot count for both programs. Students may, however, perform community service hours (40 or more) per the PYLUSD graduation requirement and then perform an additional 150 hours for the Val Tech internship. The Community Service Coordinator and the V-TIP Coordinator must first approve this option. Additionally, the student must have taken an appropriate Val Tech class prior to the internship, and the internship must involve technology that matches the student's career interest.

Students still unsure about whom to contact for an internship may need to take some time researching the various opportunities available in the community.

- Contact a family member or trusted neighbor.
- Ask your school counselor or V-TIP Coordinator for ideas.
- Use the Internet to locate and contact established organizations to see if they're interested in high-school interns.
- Contact your religious institution, youth club, or school service groups for suggestions.

Remember that internships must be technology related.

3. Once students have found a potential internship**, they need to set up an appointment to meet their contact person.**

Before making any commitments to an internship, students will find it helpful to make an appointment and visit the organization to get a feel for both the place and the people there. It is important that students arrive at this appointment on time. If they are going to be late or cannot make the appointment, they should contact the organization. The contact person will appreciate the student's being responsible.

Students should share with their contact the letter of introduction that describes V-TIP (p. 31). Taking this packet along to the appointment might also help their contact better understand the specifics of the Val Tech Internship Program.

4. **Visit the business/organization.**

Before they make a commitment, students would be wise to find out all they can about what they will do as an intern. Below are some questions to ask. It will be helpful to bring this list.

- What does your business/organization do?
- What kinds of services/products do you provide?

- What tasks would you want interns to do?
- What work will I be doing?
- What are the job descriptions for the available positions?
- What type of initial and ongoing training is provided?
- When (which days, hours) do you need the intern?
- What kind of time commitment is required?

5. Make your decision.

If, at the appointment, students are unsure about choosing it as a site for their internship, they should tell the contact that they would like to think about it and they will get back to them. Students must then let their potential host know either way as soon as the decision has been made. If students know right away after the initial interview that they don't want to work at the agency, it's quite appropriate to be honest and say so: "Thank you very much for taking the time to talk with me, but this isn't the kind of work I had in mind." No internship is right for every person. Students should give themselves time to explore a variety of opportunities and different organizations. One particular job may not be ideal, but dozens of other internship opportunities may nicely fit the students' needs and expectations.

6. Get final approval from the Val Tech Internship Coordinator.

Once students receive final approval from the V-TIP Coordinator, they may begin their internship as soon as they finish their junior year. However, the hours will only count once the student has provided the V-TIP Coordinator with an accurate work schedule. Any changes to this schedule must be communicated to the V-TIP Coordinator. All interns can expect unannounced phone calls and/or visits by the V-TIP Coordinator or other VHS staff person. Also, **hours spent working at the internship will not count toward the required 150 hours unless students provided the V-TIP Coordinator with proper verification of their work schedule *before* they started working.**

7. Write a thank-you letter.

Upon completion of the internship, students are to **write and type a thank-you letter to their host.** Students must also provide the Val Tech Internship Coordinator with a copy of this thank-you letter. This letter must be typed in proper personal-business style format and mailed (USPS) or hand delivered to their host (not emailed).

Checklist

Congratulations! You have almost completed Valencia High School's Val Tech Program! Now it's time for the internship. We are confident that you will find the internship a very rewarding and worthwhile experience. Good luck in your pursuit of the perfect internship for you!

Have you done the following?

❑ Have you meet the eligibility requirements for the Val Tech program?

❑ Is your Electronic Portfolio updated? (Your portfolio must be updated regularly—several times a quarter—for all four years of high school.)

❑ Reviewed this entire packet in order to better understand the expectations and requirements of the Val Tech Internship Program (V-TIP)

❑ Updated your resume and described what your career interests are

❑ Considered which Val Tech course best matches your career/internship interest

❑ Determined what kind of internship you're interested in

❑ Contacted agencies/organizations/businesses you are interested in

❑ Arranged appointments and gathered information on their programs

❑ Decided what internship position would be best suited for you

❑ Gotten final approval from the Val Tech Internship Coordinator

❑ Submitted a work schedule to the V-TIP Coordinator

❑ Filled out—and submitted to the V-TIP Coordinator—all the necessary forms

❑ Written a thank-you note to your internship host (at the conclusion of the internship). Be sure to follow the proper formatting you learned in Computer Technology.

❑ Given a copy of the thank-you note to the Val Tech Coordinator

Just the FAQs*!
*Frequently Asked Questions

AN OVERVIEW OF V-TIP
What does the Val Tech Internship Program (V-TIP) involve?

V-TIP is a ten-credit, 150-hour, unpaid on-the-job experience that serves as the capstone of Valencia High School's Val Tech program. The Val Tech Coordinator and/or the Director of the Valencia Academy must approve every internship.

Students make arrangements for their internship in the technology area of their own interest and choosing. Val Tech students may also arrange an internship at VHS or another local school. Students may schedule their internship during the summer between their junior and senior years or during their senior year. Completing a Val Tech internship at a "home-based" business or with a family member is generally not allowed.

The internship will culminate in a research project, reflective essay, and an oral presentation before an interview committee comprised of PYLUSD personnel, Valencia teachers, and community members.   To be eligible for a tech diploma, the Val Tech student must also construct an electronic portfolio. This internship book and a separate special seminar conducted during the spring semester of the junior year (outside of the regular school day) will help prepare students for a successful internship experience. Students learn how to complete an electronic portfolio in their Computer Technology class. The required research paper and reflective essay is assigned by the Val Tech Coordinator during their senior year. Additionally, during their senior year, students must meet with the Val Tech Coordinator regularly (after school) to prepare for their final presentation.

What will I have to do to participate in V-TIP?

V-TIP requires the following:
- Meet and maintain the minimum Val Tech Eligibility Requirements (See page 4.)
- Arrange and complete an approved internship (150 hours)

You should also plan to spend approximately thirty hours on the following V-TIP requirements:

- electronic portfolio
- PowerPoint presentation describing your overall V-TIP experience (internship, research paper, reflective essay, your electronic portfolio, etc.) and to be incorporated in your defense of your internship (see last bullet below)
- research paper (prompt to be provided by the Val Tech Coordinator)
- reflective essay based on your Valencia High School experience (assigned by the Val Tech Coordinator)
- defense of the internship to the Val Tech Presentation Committee (approximately 2 hours total time). See page 18 for details.

What are the expectations for the research paper, reflective essay, electronic portfolio, and other aspects of V-TIP?

The Val Tech Coordinator will outline the specific requirements for the research paper and the reflective essay. Pages 20 through 27 of this booklet outline the specific requirements for the other elements of V-TIP (electronic portfolio, PowerPoint presentation, oral presentation, and the V-TIP internship).

What do I do to get started on V-TIP?

You must have successfully completed Computer Technology at Valencia as well as taken a minimum of one additional Val Tech class (or an approved technology class at another institution). This class will indicate your interest in technology and provide you with skills to offer in an internship program. That Val Tech teacher will serve as your Val Tech Internship Advisor and help determine whether you should proceed with the internship. (Also see "How to Get Started" on page 8 of this booklet.)

What is the deadline for declaring interest in V-TIP?

All Val Tech 11th-graders must submit their Internship Interest Verification form (see page 29) to the Val Tech Coordinator by the last school day in February of their junior year. The Pre-Approval form (see page 32) must be completed and turned in according to the schedule outlined in this booklet. (The last school day in March of their junior year. See page 7.)

What if I miss a V-TIP deadline (internship, electronic portfolio verifications, research paper, reflective essay, PowerPoint, final presentation, etc.)?

Punctuality is critical to V-TIP and it will impact the student's grade for the Internship class. Specific deadlines are established to encourage the students' progress and to ensure that they successfully complete the program. ANY **missing** assignments will result in a 200 points reduction for each incomplete item—minimum. Students who are not able to keep on schedule must contact the Val Tech Coordinator immediately. Students who miss more than three deadlines or who fail to contact the coordinator about their inability to meet a deadline are subject to removal from V-TIP as well as from the Val Tech Program. The coordinator will, however, discuss possible dismissal from the program with the Academy Director and the Val Tech Counselor before taking any action.

How will my final V-TIP grade be determined?

The Val Tech internship class is a 10-credit course during the Val Tech student's senior year. This 10- credit class is similar to any year-long class. In most classes students receive 5 credits per semester and therefore 10 credits for the entire course. For the Val Tech Internship class, students will receive all 10 credits at the end of the Spring semester—if they successfully complete all requirements of the Val Tech Program. (Zero credits are earned in the fall. Ten credits are earned in the Spring. Unfortunately, receiving one semester's credit is not an option.)

During all four years of the Val Tech Program, you can monitor your progress on Canvas, the V-TIP student information system. Additionally, during the senior year, you can also monitor your progress on Aeries—just like any class. Also, in your senior year, you will see the Internship class on your report card. The grade during the entire first semester of the senior year will be a "NM" (no mark). Then, starting in the second semester, you will start noticing an actual grade for each grading period.

V-TIP grades will be calculated as follows:

Internship (150-hours plus related assignments)	= 30%	
Research Paper & Reflective Essay	= 30%	
Electronic Portfolio Verifications (4 years)	= 20%	
Presentation	= 20%	
Total	100%	

V-Tip Grading Scale:

90% -100% of total	= A
80% - 89.99%	= B
70% - 79.99%	= C
60% - 69.99%	= D
Below 60%	= F

A total grade of **greater** than 80% is required to pass V-TIP, earn ten credits, and receive a Val Tech Diploma. Unfortunately, scores below 80% (79.999999%) will not earn a Val Tech diploma.

CHOOSING AN INTERNSHIP
With whom and/or where will I do my internship?

All internships must be done at a legitimate organization or business. (No home-based business, hobbies, inappropriate endeavors, etc. will be approved.) To be considered a legitimate internship mentor, that person must be over 25 years old and have a minimum of five years of experience in the field. Completing a Val Tech internship with a family member is generally not allowed. Select someone who is generally interested in working with you, who has the time to help you, and who will be fair and honest with you. Most students do their internship with a previously established contact. Some students will have a family member, friend, neighbor, or another contact person help them find an acceptable internship. Other students will research their career interest and then contact an organization that matches. Still other students will complete their internship at a local PYLUSD school (typically a feeder school to Valencia) or even at VHS. Talk to the Val Tech Coordinator about these opportunities.

If you have trouble finding a place for an internship working with the technology you are interested in, contact the Val Tech Internship Coordinator as soon as possible. In general, however, it is the Val Tech student's responsibility to establish an internship according to the timeframe shown on pages 6 and 7. No exceptions can be made without the express written consent of the Valencia Academy Director.

The Val Tech Internship Committee as well as the participating organization/business must approve the internship before a student can begin to log hours. **Hours spent working at the internship will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

What if I really don't know where to do my internship?

It is the student's responsibility to establish an internship. If you're having trouble finding an internship site, contact the Val Tech Coordinator immediately—prior to March 15 of the junior year.

Who can help me select a good site for an internship?

Parents should assist students in selecting appropriate organizations or agencies for V-TIP. It is hoped that the internship will be beneficial to the organization and meaningful for the student. Verification of completion must be submitted to the Val Tech Coordinator as outlined in this booklet. Valencia High School is not responsible for finding internship sites for students.

Are internships available at PYLUSD schools?

Yes. Talk to the Val Tech Coordinator about opportunities.

What if the person I contact about an internship says no?

Don't be discouraged if the first person you contact is unable to participate in V-TIP, but do ask that person to recommend someone—perhaps in another organization or business—who may be able to offer you an internship. If, after several attempts to arrange an internship, you still haven't succeeded, contact the Val Tech Coordinator for assistance.

What is the deadline for selecting an internship site?

Generally, additional time to meet any Val Tech deadline is not allowed. All Val Tech 11th-graders should have arranged their internship and turned in the necessary paperwork to the Val Tech Coordinator by the last school day in April. Students who have not decided on an internship site by March 15th must contact and request an extension from the Valencia Academy Director prior to April 1st. Depending on the circumstances, a one-time one-month extension may be granted.

THE INTERNSHIP

How will I get to the internship site?

Valencia High School will not be providing transportation. All transportation, the liability associated with transportation, and the cost of transportation are the responsibility of the student and student's family. The V-TIP student must resolve any transportation problems.

Parents should help students arrange transportation, and they may purchase accident insurance through the school if they desire. Some internship opportunities may be available on the VHS campus as well as at other feeder schools to the Valencia High School.

When will I actually do my internship?

Students will contact their host to schedule the internship hours for mutually convenient times. Students may begin their internship anytime during the summer prior to their senior year. Some students will log their 150 internship hours after 3:00 on schooldays; on the weekends; or during any other non-school time (vacations, holidays, or non-student days). Students who work at Valencia or Kraemer can log their hours during the school year and, depending on their schedule, even during regular school hours. Needless to say, students must attend school every day. **Hours spent working at the internship site will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

1.   **Students should avoid taking "vacations" over the internship program.**
2.   **Students must note that all 150 hours must be completed prior to April 1 of the senior year.**

What do I have to wear at the internship site?

You must dress appropriately for your specific job at the internship site. If possible, wear your collared Val Tech shirt as your uniform. Your site may, however, require dressier clothes. Whatever the dress code at that site, you will be representing Valencia High School and are therefore expected to look professional.

Can the internship be terminated by the organization, the student, and/or the Valencia Academy?

Yes. The student will submit regular reports submitted by the student to the Val Tech Internship Coordinator after 50 hours, after 100 hours, and after 150 hours. If for any reason the organization is less than satisfied with the performance of the Val Tech student, the organization may terminate the internship. At this point, the student must meet with the Val Tech Internship Coordinator and the Director of the Valencia Academy to determine whether another internship can be started or if the student should withdraw from the Val Tech program.

Can I make any changes in my internship during the 150 hours?

Ideally, you will work all 150 hours at the same location. However, with approval of the Val Tech Coordinator, you may make one move. You will not be allowed to work for more than two organizations. Again, you must complete and resubmit *all* Val Tech internship paperwork and get approval from the Val Tech Coordinator before making any change. Changes in internship sites over the summer are not allowed by the district, the school, or by Val Tech. Students will have to wait until school resumes in September to make arrangements for another internship site.

How are students held accountable during the internship program?

Performance reviews are required after 50 hours, 100 hours, and 150 hours of the internship. Students will fill out review forms—as well as the hours worked form—and have them signed by their internship mentor. Interns will have five (5) work days to submit each document immediately after that portion of the internship is completed.   Failure to complete this requirement will result in termination of the internship program and removal from the Val Tech Program.

Students will submit these reports to the Val Tech Internship Coordinator in a timely manner. Mandatory electronic portfolio verifications must also be regularly submitted during the senior year for all other aspects of V-TIP (electronic portfolio, presentation, report, and the essay). Students who miss deadlines or fail to comply will be warned once and then their parents notified before, as a last recourse, students are removed from the Internship program. Removal from V-TIP also means removal from the Val Tech program.

How will my internship hours be verified?

All V-TIP hours are subject to verification. Interns must be able to produce evidence of the tasks they are performing. Photo verification, confirmation phone calls by the V-TIP Coordinator, actual projects, or other evidence will be used to verify the intern's activities. This evidence must be provided in a timely manner. In addition, interns must regularly complete an internship log and turn it in to the V-TIP Coordinator. A V-TIP representative's unannounced phone calls and/or periodic visits to the internship site will also help verify the intern's activities. Consequently, it's very important that students keep the V-TIP Coordinator informed of their weekly schedule. Finally, **hours spent working at the internship site will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

What if I don't complete or do well at the internship?

V-TIP is a required part of the Val Tech Program. Students who do not properly meet this requirement will not earn a Val Tech diploma. If, however, they satisfy all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

What if I am unable to complete all the components of the Val Tech Internship Program?

To earn a Val Tech diploma, you must successfully complete V-TIP.   Students who don't do so will not earn a Val Tech diploma. If, however, they meet all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

Can Internship hours count towards Community Service or CAS?

Internship hours are separate from Community Service or CAS hours. Contact the Val Tech Coordinator for additional information.

THE RESEARCH PAPER AND REFLECTIVE ESSAY

What do I need to know about the research paper and the reflective essay?

All Val Tech students will complete *both* of these assignments independently. All students will be emailed the writing prompt and the official *Val Tech Style Guide* to assist in the writing projects. (The research paper prompt is typically emailed in early November and the reflective essay prompt is mailed early in the second semester.) Copies of the research paper, as well as the reflective essay, must be included in the student's electronic portfolio. Both papers and essays must be corrected and resubmitted after they are graded by the Val Tech Paper Grader.

Will I have an advisor to help me with the paper and the essay?

The Val Tech Paper Grader will serve as your advisor. Email the Val Tech Coordinator and your email will be directed to the Val Tech Paper Grader.

Who will grade my research paper and the reflective essay?

The Val Tech Paper Grader will grade both papers.

What are the deadlines for the research paper and the reflective essay?

The Val Tech Coordinator will establish deadlines for both papers.

What if I don't complete or earn a passing grade on the research paper or reflective essay?

The Val Tech Program requires the research paper **and** the reflective essay. Val Tech students must earn at least a B- (80%) on the research paper and the reflective essay to be eligible for a Val Tech diploma. Any Val Tech student who doesn't complete these requirements will not earn a Val Tech diploma.

THE ELECTRONIC PORTFOLIO

What needs to be in the electronic portfolio?

Your electronic portfolio is a collection of your work from **all** classes taken during your four years in high school. It will also contain everything you've done in your technology classes, as well as all your work from V-TIP, your research paper, your reflective essay, your PowerPoint presentation, and all other appropriate work that you did as a student at Valencia High School and in the Val Tech program. It must be a reasonable collection of **all** your work while you were enrolled during your entire **4-year** high school experience.

The goal is to have a minimum of three assets/files each quarter for each class (*ALL* classes even PE, Band, Athletics, etc.). That adds up to 12 assets—minimum—for each class taken in the year. Typically, most students take 6 classes per year. So in any one year, the students will have somewhere in the range of 72 items in their electronic portfolio. (Six classes times (x) 12 assets/files…where 12 assets/files came from 4 quarters times (x) 3 items.)

What if I don't complete or earn a passing grade on the electronic portfolio?

The electronic portfolio is a fundamental requirement of the Val Tech Program. Students who do not properly fulfill this requirement will not earn a Val Tech diploma. If, however, they satisfy all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

How often should the electronic portfolio be updated?

As tech students, all electronic portfolios must be **regularly** updated throughout the 4 years of the Val Tech program. At the very minimum, all portfolios must be updated four (or more times) each school year. (Progress will be monitored prior to the end of each quarter's grading period.)

Students who do not regularly update their portfolios will not earn a passing grade.
Students will be required to submit an Electronic Portfolio Verification form four times each school year (once a quarter). All verification forms are available on Canvas—the Val Tech student information system. (https://canvas.instructure.com) The due dates are also posted on Canvas. In general, the due dates are around the end of each quarter grading period:

- **First Quarter**: The school week on or before **November 1**
- **Second Quarter**: The school week on or before **January 20**
- **Third Quarter**: The school week on or before **April 1**
- **Final Quarter**: The school week on or before **June 1**

ANY **missing** Val Tech assignments will result in a 200 points reduction for each incomplete item—minimum. Students can not earn a Val Tech diploma if they are missing **any** assignments.

THE INTERNSHIP PRESENTATION

What materials are required at my post-internship presentation?

You will prepare the following for the Val Tech Presentation:
- an overview of your internship, including an explanation of how your VHS classes prepared you as well as how the 150 hours related to both the career and the technology you're interested in
- Val Tech memories,
- Future educational and career goals

What should I wear when I make my presentation?

Dress professionally. You want to look your best as you represent Valencia High School and in order to make the best possible impression.

When are presentations held?

Students will make their presentations before they graduate, either in late May or early June. Students who do not present will not earn a Val Tech diploma.

Where are presentations held?

Presentations will be held at Valencia High School.

Who will be listening to my presentation?

You will present to a Val Tech Presentation Committee consisting of but not limited to the following: Val Tech faculty, Valencia High School administrators and staff members, PYLUSD personnel, members of the Placentia community, and local business leaders. While we don't limit family members from watching the presentations, unfortunately, due to space constraints, there is insufficient room in the VHS Cafeteria for others to attend.

How long is the Val Tech presentation?

The Val Tech Presentation is scheduled at the end of the school day. All students must arrive 45 minutes before the scheduled start time and allow for an additional 15 minutes after their presentation to answer questions or complete other end-of-the-program activities. The entire process generally takes approximately 2 to 3 hours.

What if I don't satisfactorily complete my internship presentation?

The presentation is required for completion of the Val Tech Program. Students who do not complete the 150-hour internship as outlined in this manual are not eligible to do a presentation and will not earn a Val Tech diploma. Any Val Tech student who does not complete the internship presentation will not earn a Val Tech diploma.   If, however, they meet all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

EARNING A VAL TECH DIPLOMA

What if I'm not academically eligible to graduate with a Val Tech diploma?

Val Tech students who do not have the required cumulative GPA of 2.5 or better, or do not have the required courses, or have not properly maintained their electronic portfolio—or are not on schedule to complete the 240 credits necessary for graduation—will not be eligible to complete the internship program and graduate with a Val Tech diploma. Depending on their GPA and acquired credits, they may be eligible to graduate with a regular high-school diploma.

What grade do I need to earn on all aspects of V-TIP to receive a Val Tech diploma?

In order to receive a Val Tech diploma, students must earn at least an overall grade of 80% on all parts of the V-TIP requirements: 150-hour internship, PowerPoint, electronic portfolio, research paper, reflective essay, and oral presentation.   (Meeting deadlines, mandatory electronic portfolio verifications, and submitting paperwork are part of the final Val Tech grade. Missing deadlines and not submitting paperwork on time will result in significant point reduction or removal from V-TIP. Please see the rubrics on pages 20 through 27 for specifics.)

Students who do not earn a score of 80% (minimum) will not receive a Val Tech diploma nor will they receive 10-credits. Partial credit (5-credits) will not be given for students participating only in the first semester. **The Val Tech Program does NOT round scores, grades, or percentages.**

We appreciate your support of this valuable program. If you have any other questions, please contact Val Tech Coordinator Mike Guest at mguest@pylusd.org or (714) 996-4970 ext. 10045.

Appendix A
V-TIP Rubrics

General Guidelines:
The Val Tech Research Paper/Reflective Essay Coordinator and the Val Tech Coordinator expect all V-TIP papers (research papers and reflective essays) to be well written and handed in on time. Students must use the Val Tech Style Guide and follow all instructions. Your grade will suffer if you do not meet these criteria. You are strongly encouraged to contact the Val Tech Coordinator in a timely manner if you have any questions or concerns.

Research Paper (First Semester)
All Val Tech students (taking regular, AP, or IB LA-4) will receive information through email outlining the assignment. Research papers are due during the first semester as determined by the Val Tech Research Paper Coordinator and the Val Tech Coordinator.

Reflective Essay (Second Semester)
All Val Tech students (taking regular, AP, or IB LA-4) will receive a packet through email outlining the assignment. Reflective essays are due during the second semester as determined by the Val Tech Reflective Essay Coordinator and the Val Tech Coordinator.

The following questions suggest the kind of information to be included in both the reflective essay and the final V-TIP presentation (see page 24 for presentation specifics):

Which Val Tech classes did you take during your four years at VHS?

What other classes helped prepare you for the future?
1. What was your favorite/most helpful class?
2. What was your least favorite/hardest class?

Describe your internship experience.
1. Why did you choose your internship?
2. In what ways did your VHS classes help prepare you for your 150-hour internship? Give two or three specific examples.
3. Why are you better prepared for your career as a result of doing this internship? Again, give two or three specifics.
4. What did you learn about your career of choice during your internship? Address the following topics:
   - What kind of technology do you need to know how to use?
   - What skills and abilities are required?
   - What responsibilities/tasks are involved?
   - What is the outlook for the future job market and what are the potential earnings (starting salary as well as career path)?
   - What kinds of education, training, and/or licenses are required?
   - What advice did your internship host offer?
   - What steps to success did your host outline for you?

What aspect of your internship experience most surprised/challenged/ interested/ motivated you? **Share your reaction to your time in the business world**.

Rubric for Val Tech Research Paper

STRUCTURE   25 points
    Develop thesis statement
    Draft topic sentences (minimum of 3)

CONTENT   100 points
    Respond to the prompt!!!!
    Introduction contains thesis statement
    Paragraphs begin with a topic sentence
    Paragraphs develop the topic sentence
    Flow of ideas is logical
    Ideas in thesis statement are supported

MECHANICS   15 points
    Spelling
    Grammar
    Sentence structure (no fragments or run-ons)
    Punctuation

FORMAT   5 points
    Header: full name/teacher's name/class title/date
    Title
    Pagination with last name (upper right-hand corner)
    Double-spaced with no extra space between paragraphs
    Neat, clean, 12-point legible font

DOCUMENTATION   5 points
    In-text citations where necessary: author's last name/page #
    No plagiarism
    Works Cited page: correct format and items listed match the items cited in the text
                                150 points possible

Rubric for Val Tech Reflective Essay

STRUCTURE   25 points
    Develop thesis statement
    Draft topic sentences (minimum of 3)

CONTENT   100 points
    Respond to the prompt!!!!
    Introduction contains thesis statement
    Paragraphs begin with a topic sentence
    Paragraphs develop the topic sentence
    Flow of ideas is logical
    Ideas in thesis statement are supported

MECHANICS   15 points
    Spelling
    Grammar
    Sentence structure (no fragments or run-ons)
    Punctuation

FORMAT   10 points
    Header: full name/teacher's name/class title/date
    Title
    Pagination with last name (upper right-hand corner)
    Double-spaced with no extra space between paragraphs
    Neat, clean, 12-point legible font

                                150 points possible

Rubric for PowerPoint Presentation by _____

This PowerPoint is part of the Val Tech Senior Celebration.
(Students must submit their presentation verification to the Val Tech Coordinator twice during the spring semester. The first draft is due in February and the final verification is due in early May. Due dates will be announced in advance.)

Using PowerPoint, create a three (3) slide presentation that summarizes your Val Tech high school experience, your internship experience, and any other components of V-TIP.

1. Freshman picture and senior portrait
2. Use digital photos of you and three significant teachers who made a difference in your education while attending Valencia High School
   Use digital photos to illustrate your V-TIP experience. This slide must include photos of your favorite high school memories including:
   (A) Val Tech Internship picture of you and your host
   (B) Val Tech internship memory
   (C) A memory from academics or other school activities.
3. List your future college plans and career plans.

Inappropriate use or overuse of backgrounds, colors, fonts, sounds, transitions, text, or other animation could result in a poor grade. Include your name on each slide.

Does the PowerPoint presentation incorporate the following?
See other side for more specifics:

Feature Proper use of:	Comments
Name on each slide	
Background	
Custom Animation	
Links—if appropriate	
Fonts—Big and Bold?	
Contrast?	
Bullet points on slides (No sentences)	
Clear, concise writing	
Correct spelling and grammar	
Val Tech, PYLUSD *and* VHS logos	
Balanced slides?	
Consistency?	
Freshman photo	
Senior (current) photo	
Digital photos of internship	

Overall PowerPoint Presentation Grade: _____

THIS PAPER WILL BE USED TO VERIFY COMPLETION OF EACH ITEM FOR YOUR POWERPOINT CHECK

Overall Presentation:

	Moderate, appropriate use of backgrounds, colors, fonts, effects, transitions, text, etc.
	Custom Animation for each item on each slide (placeholder, image, bullet point, etc.)
	Sentences reduced to bullet points
	Readable, bold, sufficiently large fonts
	Balanced, properly filled slides
	Val Tech, VHS, PYLUSD logos—with white background removed—if necessary.
	Digital photos: of you at internship; photos of all other Val Tech and VHS activities (clubs, band, athletics, etc.)
	PowerPoint file added to electronic portfolio

Slide #1   Intro

	Freshman picture and senior portrait on same slide

Slide #2   Val Tech Memories

	The top half of the slide:
	Pictures of you and three of your significant VHS teachers (Identify with captions) (3 separate pictures of you and one of your significant teachers—standing together.)
	The bottom half of the slide:
	Three pictures of your favorite memories as a Val Tech/VHS student
	• Val Tech internship picture of you and your host (Identify *where* you completed your internship and *why* you chose that site.)
	• Val Tech internship memory (Identify with captions)
	• Academic/Activities memory (Identify with captions)

Slide #3   Future Plans

	The top half of the slide (or left side):
	• Future plans (**college** w/ the school's logo. Pictures of the campus are required)
	The bottom half of the slide (or right side):
	• Your future career plans. (Pictures or logos are required)

Val Tech Oral Presentation by _____
Rubric for the Val Tech Senior Celebration

Overall	Comments
Proper use of multimedia (PPT)	
Appropriately dressed for presentation	
Interacted well with audience	
Obviously prepared	

Presentation	Comments
Proper introduction of self (gave first and last name)	
Proper speaking posture	
Good volume and speed	
Movement, gestures and proper eye contact	
Word choice and grammar	
Transitions and animations	

Visual Aid: PPT	Comments
Overall impression of PPT	
Bullet points with minimal words	
Contrast and color	
Font: Big and bold?	
Pictures from internship, etc.	
Spelling and grammar	

Completeness	Comments
Freshman picture and senior portrait	
Three pictures of the student's significant VHS teachers	
Where the student completed their internship	
Why the student chose this Internship/internship site	
Favorite memories as a Val Tech/VHS student	
Wow Factor	
Future college plans	
Future career plans	
Other	

Overall Oral Presentation Grade: _____

Val Tech Electronic Portfolio Rubric for _____

Students will be required to improve their portfolio if something is incomplete—or wrong.

Was the electronic portfolio updated regularly during the four years of the Val Tech Program?

Does the portfolio contain an adequate selection of all the work the student completed during both the four-years of high school and the four-year Val Tech Program?

Are the work samples organized and properly catalogued to help viewers move through the portfolio quickly and easily?

Were all Electronic Portfolio verifications submitted on time?

	Organization	Comments
	Electronic Portfolio:	
	Neat; followed a logical plan	
	Catalogued by year (Sr. Jr. So. Fr.)	
	All files have proper naming convention	
	Notebook (3-Ring Binder)	
	Is the Val Tech notebook organized?	
	Completeness (Are all assets catalogued?)	
	Electronic Portfolio:	
	Updated regularly during the entire 4 years?	
	Minimum of 12 Assets/files in each class per year	
	Updated 4-year plan (Highlight Val Tech classes)	
	All EP Verifications	
	All Internship Verification Papers	
	Internship Pictures	
	Final Val Tech Internship Papers	
	Research Paper: First draft and final (corrected) draft	
	Reflective Essay: First draft and final (corrected) draft	
	May: Wow Factor	
	PowerPoint Presentation—Check 1 & 2	
	Notebook (3-Ring Binder)	
	Is the Val Tech notebook complete?	
	Timeliness (Were are all verifications submitted on time?)	
	Internship Paperwork	
	All other Val Tech Requirements	
	Quality of Work (All work demonstrated outstanding pride, tradition, and excellence?)	
	Internship Paperwork	
	All other Val Tech Requirements	

Overall Electronic Portfolio Grade: _____

Val Tech Internship Rubric for _____

The Val Tech Internship: Pride, Tradition, and Excellence in the Business World

Note: Any one thing missing or late can result in a loss of at least one letter grade—or more.

| Did the intern…	Comments
Keep the V-TIP coordinator updated on hours?	
Act responsibly or require excessive attention?	
Turn in completed evaluation progress reports within five days?	
Finish all 150 hours of the internship?	
Complete all the V-TIP forms, including a resume?	
Fill out all four evaluations and hour logs?	
• 50-hour evaluation	
• 100-hour evaluation	
• 150-hour evaluation	
• V-TIP Student evaluation	
Provide photo verification that he/she was on site?	
Obtain a business card from the organization?	
Email the V-TIP coordinator when approximately 20 hours remained?	
Write a thank-you note within one week of completing the internship?	
Use proper personal business letter formatting, etc.?	
Provide the Val Tech Coordinator with a hard copy? (Print out a clean copy of the letter.)	
Regularly arrive at the site on time?	
According to the three evaluations, did the organization find the intern's work acceptable?	
Attention to detail	
Attitude	
Effort	
Attire	

Overall Internship Grade: _____

Val Tech—Check List*

This document is only used for general information. Specific information will be available throughout the school year.

Freshman	Four quarterly Electronic Portfolio Verifications
Sophomore	Four quarterly Electronic Portfolio Verifications
Junior	
	<mark>1st quarter EP Verification: Due the school week on or before November 1</mark>
	2nd quarter EP Verification: Due the school week on or before Mid-January
	RSVP for Val Tech Internship orientation—Mid January
	Val Tech Internship orientation—Late January (Student and parents) Evening meeting
	Internship Interest Verification (Yellow Paper, Resume, etc.) Due last school day in February
	Internship Pre-Approval Verification (Blue Paper, Answers, etc.) Due last school day in March
	<mark>3rd quarter EP Verification: Due the school week on or before April 1</mark>
	Final Internship Paperwork Verification (6 White Papers) Due last school day in April
	Val Tech Internship training seminar (after school) Students only (Early June)
	4th quarter EP Verification: Due the school week on or before June 1
Senior	NOTE: **All Val Tech paper work is due within 5 days of completion of each segment of the internship**
	Submit all summer paperwork—or within 5 days of completion—including the Internship Hour Verification spreadsheet — Due early September
	Val Tech Transcript check—Due early September
	End of Internship--All Evaluations--Paperwork Verification (Final Seven Papers) Due early September unless completing internship during the school year.
	<mark>1st quarter EP Verification: Due the school week on or before November 1</mark>
	Research paper thesis statement approval—Due mid-November
	Research paper topic sentences approval—Due early December
	December--Val Tech Course Verification—Due early December
	Val Tech research paper—list of sources—Due early January
	2nd quarter EP Verification: Due the school week on or before January 20
	Val Tech research paper—Due end of January
	PPT Presentation verification—Due late February
	Reflective essay thesis statement approval—Due early March
	Reflective essay topic sentences approval—Due Mid-March
	Val Tech Internship Pictures in EP Verification—Due Late March
	Reflective essay—Due prior to Spring Break or early April
	<mark>3rd quarter EP Verification: —Due the school week on or before April 1</mark>
	Final Val Tech Eligibility Check and Diploma Verification—Due mid-April
	Research Paper and Reflective Essay—All corrections due May
	Wow Factor & PPT EP Verification—Due early May
	Final Val Tech check & Senior Celebration Sign ups—mid-May
	Final PPT Verification & Schools of acceptance verification—Due mid-May
	4th quarter EP Verification: Due the school week on or before June 1
	Senior Celebration: Rehearsal (Practice) & Presentations (Real) (Late May/Early June)
	Val Tech Group Pictures and Graduation Ceremony—See Official District schedule

*Subject to change
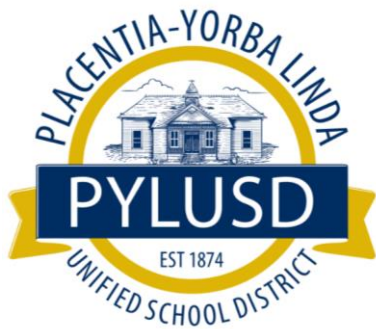
Appendix B

Dear Parent or Guardian:

In Fall 2001, the Valencia High School and the Placentia-Yorba Linda Unified School District Board of Education founded the Val Tech Program. The program is designed to both provide quality academic instruction and allow the students to gain technological skills required in further academic studies and/or specific careers. The Val Tech Program requires all students, either before or during their senior year, to complete a 150-hour internship with an approved organization.

Although students can learn much about technology in a classroom, we feel that real-life experience in the community is the only way for students to fully understand how technology is used in various businesses and organizations. We hope to facilitate the development of an educated workforce by encouraging students to participate in the Val Tech Internship Program.

We encourage Val Tech parents to help students select an appropriate organization or agency for the internship, sites where the internship is beneficial to the organization as well as meaningful for the student.   The internship must bring together the student's area of technology interest with his/her career interest.   Students also must have taken appropriate Val Tech classes that prepared them for an internship in that particular area of technology. Verification of participation in and completion of the internship must be submitted to the Val Tech Internship Coordinator.

Parents should also help students arrange necessary transportation. The school will not provide transportation. (Parents may purchase additional insurance through the school if they so desire.) Some internship opportunities may be available on the Valencia campus or at other PYLUSD schools, but students may choose to travel greater distances to complete their internship. We appreciate your cooperation and support of this valuable program.

If you have any questions, please contact me at (714) 996-4970, ext. 10045.

Thank you,

Mike Guest
mguest@pylusd.org
Val Tech Coordinator
(714) 996-4970, ext. 10045

Dr. Nancy Watkins, Asst. Principal
nwatkins@pylusd.org
Valencia Academy Director
(714) 996-4970, ext. 10003

PYLUSD VAL TECH INTERNSHIP INTEREST VERIFICATION FORM
To be completed by the student and parent

DUE ON OR BEFORE THE LAST SCHOOL DAY IN FEBRUARY

Student Name _____ Grade _____
(PLEASE PRINT)

This form is to verify the above named student is interested in participating in the Val Tech internship program. **Each student must submit an updated resume along with this form.**

We understand that one hundred-fifty (150) hours of a technology-related internship is a Val Tech graduation requirement and must be completed prior to the specified deadline. We understand **our student will provide his/her own transportation while completing this service**. In the event of an injury while performing the internship program/work experience, we hereby waive, release, and hold harmless the Val Tech Intern Program Host Organization, the PYLUSD and its personnel from any liability. Internship documents that have been falsified in any way will result in school suspension and may also include the loss of Val Tech graduation privilege or school transfer.

This Val Tech class helped prepare me for my internship: _____

I plan to complete my Val Tech Internship at: _____
(if known)

Student signature_____

Parent/guardian signature_____

Telephone_____ Date _____

Parent's valid email address: _____

OR: My son/daughter is **not interested in doing an internship**, and I understand that in doing so he/she is **forfeiting a Val Tech diploma**.

Parent/guardian signature_____

Note: Changes can **only** be made with written permission of the Val Tech Coordinator or the Valencia Academy Director.

Contacting a Business
A sample conversation

"Hello, my name is _____.

Is_____ [contact person] available?"

If yes:

"Hi, my name is _____.

I'm a student in Valencia High School's Val Tech program, and I'm interested in learning about internship opportunities in your organization. May I make an appointment to talk with you about a possible internship?" Or "Who should I talk with to discuss the possibility of establishing an internship between your organization and the Val Tech Program?"

If you arrange an appointment:

"Thank you. I'll see you _____.

                                        (Date,   time,   place)
Goodbye."

If you aren't able to arrange an appointment:

If the contact person is not available, ask the person who answered the phone if you can leave a message: "I'm _____, and I'm interested in internship opportunities in your organization. I can be reached at _____ after 3:00 p.m. Thank you."

If they don't even want to talk with you:

Ask them if they know of another business/organization that's willing to help students learn how to become good future employees. Thank them for their time and start the process all over again.

To a Potential Val Tech Intern Host:

The Valencia Academy/Val Tech Program has been established to help students learn more about technology, to see that the use of technology is central to many organizations, and to gain a better understanding of the world of jobs and careers.

Before or during their senior year, Val Tech students are required to provide technology assistance/work to an organization for a minimum of 150 hours. Afterwards they complete a comprehensive research paper, develop an electronic portfolio, and make a presentation to a committee of school personnel and members of the community.

In this unpaid internship, students are expected to benefit from real-world experience, while at the same time providing the participating organization with an eager young adult who's anxious to apply school knowledge and technology skills to the world of work. Whatever their duties, students are expected to work professionally and responsibly.

If at any time this internship program does not meet the expectations of either the student, the host organization, or the Valencia Academy, it can be terminated with or without cause.

The Val Tech Internship Program provides insurance coverage for student interns. Some students are also covered by their parents' insurance. Another way for parents to protect their student is to purchase the Student Accident & Health Insurance, which is available at any time during the school year. If you need verification of insurance from the Placentia Yorba Linda Unified School District, please contact the Risk Management office, 714-985-8776.

For additional information, please see "Internship Program" on the Valencia High School/Val Tech web site (www.vhstigers.org), or contact Mike Guest at 714-996-4970, ext. 10045.

Thank you for your participation in this program. We trust that the internship will be beneficial for you as well as for the intern.

Mike Guest
Val Tech Coordinator
Valencia High School
500 North Bradford Avenue
Placentia, CA 92870
714-996-4970   x 10045
mguest@pylusd.org

Placentia-Yorba Linda Unified School District

Val Tech Internship
Pre-Approval Form

This pre-approval is required before beginning the internship.
Students must complete this form to receive pre-approval from the Val Tech Coordinator.
(The potential host will complete the Internship Application Form to indicate his/her approval.)

DUE ON OR BEFORE THE LAST SCHOOL DAY IN MARCH

Student: _____   Class of _____

Organization: _____   Website: _____

Intern's contact:_____   Phone: _____
(Host's Name)   (Host's Office Phone Number)

Intern's supervisor:_____   Phone: _____
                       (If different than above)   (Supervisor's Office Phone Number—if different than above)

Email address:_____   Address: _____
        Contact's email address: Must be a *business* email address   (Business Address of the Internship Site)

Approximate dates of the internship: _____
_____   (City   State   Zip)

This Val Tech class helped prepare me for my internship: _____

The teacher's signature: _____

Teacher signature is only required for students who have NOT taken a formal course while attending Valencia—or for grades below a "B". For instance, if you're doing an internship that involves photography, but have NOT taken a Photo class in high school, then the Photo teacher must confirm that you have the necessary skills to properly complete the internship.

On a separate piece of paper, **type the answers** to the following seven questions:

1. What is the business/organization's purpose?

2. Why would you like to work for this business/organization?

3. Describe the activities and the tasks involving technology that you will be involved in during your internship.

4. Describe how the class(es) you took at Valencia helped prepare you for this internship.

5. When do you plan to complete this internship? In the summer before your senior year? During school hours in your senior year? After school and on weekends?

6. How many hours do you anticipate working each week/day?
        Hours per week: _____   Hours per day: _____

7. In what extracurricular activities are you currently involved (sports, band, drama, church, etc.)? In what ways, if any, might this internship impact your schoolwork or these activities?

_____   _____
      Student Signature   Date   Parent Signature   Date

Placentia-Yorba Linda Unified School District
Internship Application Form
(To be completed by the Val Tech student and his/her potential host and then submitted to the Val Tech Coordinator **ON OR BEFORE THE LAST SCHOOL DAY IN APRIL**)

Student _____   **Class of** _____

Organization _____   **Website** _____

Intern's Contact _____   **Phone** _____
<small>(Host's Name)</small>   <small>(Host's Office Phone Number)</small>

Supervisor _____   **Phone** _____
<small>(If different than the Contact above)</small>   <small>(Supervisor's Office Phone Number—if different than above)</small>

Signature _____   **Address** _____
<small>(Supervisor's Signature—If different than Host's Signature (See below)</small>   <small>(Business Address of the Internship Site)</small>

Email address _____   _____
<small>Host's or Supervisor's Email address (or both): Must be a *business* email address</small>   <small>(City, State, Zip)</small>

Proposed dates of the Internship _____

Summarize the goal of the organization _____

Describe the activities and tasks involving technology that you want the Val Tech intern to complete _____

_____

How many hours per week do you expect the intern to be at your place of operation? _____

How many hours per day do you expect the intern to be at your place of operation? _____

How long do you expect the intern to be at your place of operation? (150 hours or fewer than 150 hours? If fewer than 150 hours, how many hours?) _____

We (the Parent, the Val-Tech Student, the Host Organization and Valencia High School of PYLUSD) understand that any party may terminate this internship at any time for any reason or for no reason, with or without cause, and with or without notice.

_____   _____
Parent Signature   **Date**   **Potential Internship Host**   **Date**
                                                    Signature

                                                    Mike Guest
_____   _____   Val Tech Coordinator
Student Signature   **Date**   mguest@pylusd.org
                                                    (714) 996-4970 x 10045

Please attach a business card to the top of this form.

Parent Acknowledgment Form

Dear Parent or Guardian:

Your student has asked to participate in the Val Tech Internship Program (V-TIP). In addition to the approximately 30 hours necessary for completing the research paper, reflective essay, electronic portfolio, etc., this program requires a 150-hour unpaid internship. Your son/daughter is interested in doing an internship with the following agency:

_____
 (Name of Organization)

_____
 (Address of the Organization)

_____
 (City   State   Zip)

Your student will be involved in the following duties/responsibilities:

These forms verify that you have full knowledge of the Val Tech Internship Program. We have read and fully understand the Val Tech Internship Program Student Handbook. If you approve of your student's involvement, please sign and date the statement below.

"We understand that our son/daughter has requested the opportunity to complete Val Tech Internship Program at _____, and we have given our approval."
(Name of Organization)

We understand that one hundred-fifty (150) hours of technology-related internship is a Val Tech graduation requirement and must be completed prior to April 1 of the senior year. We understand that this is an unpaid internship that receives ten-units of academic credit at the successful completion of the V-TIP program. We understand that our student will provide his/her own transportation to and from the site of the internship. We understand that Val Tech Internship hours do not count for Community Service hours.

In the event of our child's injury while performing the internship program/work experience, we hereby waive, release and hold harmless the Val Tech Intern Program Host Organization, the PYLUSD, and its personnel from any liability.

Internship documents which have been falsified in any way will result in school suspension and may also include the loss of Val Tech graduation privilege or school transfer.

Medical Insurance

Placentia-Yorba Linda Unified School District does not provide accident/medical insurance or reimbursements for school related injuries. But the District does provide medical insurance for your student while enrolled in the Val Tech Internship Program. The plan provides accident-only medical expense, death and dismemberment coverage for injuries which occur to participating students:

1.   While at the approved worksite and under direct supervision,
2.   While traveling between school and the worksite and between worksite and the student's home. Such travel must be direct and without interruption and must be arranged by, and be at the direction of, the school.

Medical Expense Benefits are paid on an excess basis at 100% of Usual, Customary and Reasonable charges up to a $25,000 maximum per person, per injury ($5,000 for Motor Vehicle; $10,000 for a School Vehicle). There is also an Accidental Death and Dismemberment Benefit which pays $10,000 for loss of life; $20,000 for loss of sight in one eye or single dismemberment; $30,000 for loss of sight in both eyes, double dismemberment or paralysis.

This coverage is secondary to the student's medical coverage provided by his/her parents or any state/federal agency. This coverage is primary if the student has no other medical insurance.

If you wish to purchase additional insurance for your student, brochures are available at the school office (714-986-4970) or Risk Management (714-985-8476).
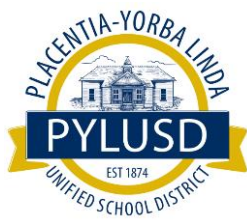
If you have any questions about the plan, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695 or (949) 348-0656.

_____
Please print the parent's name here

_____
Please print the student's name here

_____   _____
     Parent's signature   Date

Placentia-Yorba Linda Unified School District
WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

Student's/Child's Name: _____   School Year: _____

School Site: _____Valencia High School_____

Name of Class or Activity: _____Val Tech Internship Program_____

Waiver: In consideration of being permitted to participate in any way in the Val Tech Internship Program beginning at the end of the Student's Junior year and ending no later than April 1 of the Student's Senior year:

Hereinafter called the "Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Val Tech Intern Program Host Organization and the Placentia-Yorba Linda Unified School District, its officers, employees, and agents from liability **from any and all claims including the negligence of the Placentia-Yorba Linda Unified School District, its officers, employees and agents,** resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activity.

Assumption of Risks: Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD the Val Tech Intern Program Host Organization and the Placentia-Yorba Linda Unified School District from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California including Education Code Section 72640 and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read all previous paragraphs, including the waiver of liability, assumption of risk, and indemnity agreement, know, fully understand its terms, acknowledge these and other risks that are inherent to the Activity, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge my participation is voluntary, that I knowingly assume all such risks, and that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the extent allowed by law.

In the event of any illness or injury, I give full authority to the district staff to obtain such medical treatment and/or surgery from a licensed physician/surgeon, paramedic or hospital as deemed necessary for the welfare of my child. I acknowledge that I fully and completely understand the potential risks that may be associated with this Activity and that my child's participation is strictly voluntary.

_____   Participant's Date of Birth (if minor) _____
Signature of Participant   Date

_____   (_____)_____
Parent or Legal Guardian Signature   Date   Day Phone: Area Code and Number

_____   (_____)_____
Please Print Parent or Legal Guardian Name   Night Phone: Area Code and Number
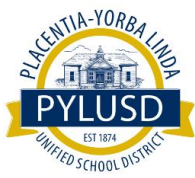
_____
Name of Health Insurance Company   Policy/Group Number
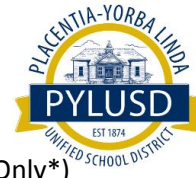
Medical Problems/ Necessary Medications
Check one: _____None   _____Yes, Please Explain:_____

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
PARENT PERMISSION, EMERGENCY MEDICAL AND WAIVER OF CLAIMS
FOR TRANSPORTATION OF STUDENTS DURING THE VAL TECH INTERNSHIP (Senior Year Only*)

Education Code Section 35350 prohibits the school district from transporting any student without the written permission of the parent or guardian unless it is an emergency arising from illness or accident to the student. During the school year your child may wish or be asked to participate in certain field trips and extracurricular activities which may necessitate him/her to be transported. Such transportation may be provided by school district owned vehicles, chartered vehicles, or by privately owned vehicles.

PARENT 0R GUARDIAN, PLEASE COMPLETE THE FOLLOWING:

TO: **Valencia High School (Val Tech Internship Program)**
SUBJECT: PARENT PERMISSION, EMERGENCY MEDICAL AND WAIVER OF CLAIMS FOR TRANSPORTATION OF STUDENTS

I request that _____ be permitted to participate in the **Val Tech Internship Program**
                               (full name of student)
requiring him/her to provide his/her own transportation to on from the intern site.

He/She is in good physical condition. Should he/she become ill or injured while traveling to or from or during this activity:
He/She MAY -MAY NOT (circle one) receive necessary first aid.
He/She MAY -MAY NOT (circle one) receive medical attention by a duly licensed physician.
He/She MAY -MAY NOT (circle one) be admitted to a hospital in case of emergency.

RELEASE NOT TO FILE A CLAIM/AUTHORIZATION TO TREAT A MINOR

For and in consideration of permitting the above-named child to participate in the activity described above, I/we the undersigned, for him/herself and personal representatives, assigns, heirs, and next of kin, as well as for any minor for whom this Release and Covenant Not to File a Claim is executed, or that minor's personal representative, assigns, heirs and next of kin, hereby voluntarily RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO FILE A CLAIM against the Val Tech Intern Program Host Organization or the Placentia-Yorba Linda Unified School District, its agents or employees, or the State of California for any injury, accident, illness or death occurring during or by reason of the activity, or any activities incidental to the field trip or excursion that is the subject of this authorization (Education Code Section 35330). The undersigned hereby acknowledges that he/she has been advised of all rules and safety regulations pertaining to this activity and the use of protective equipment by all participants. I/we understand these safety regulations will be enforced during all games and practices. I/we fully understand that participants are to abide by all rules and regulations governing conduct during this activity.

I/We the undersigned parent, parents, or legal guardian of the above-named child, a minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient but that any of the above treatment will not be withheld if the undersigned cannot be reached. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. I/We agree to assume financial responsibilities for injuries sustained by my child.

I/We understand this field trip, activity, or event may be canceled at any time for security reasons. Such trips are subject to modification or cancellation when the U.S. Dept. of Homeland Security announces either High Condition (Orange) or Severe Condition (Red). In the event of such cancellation by the District, I/we accept any and all financial risks or penalties imposed by any of the vendors providing services for travel, accommodations, or other trip-related services as a result of cancellation.

EMERGENCY MEDICAL INFORMATION
Note: The information below in no way limits or modifies the authorization given.
Doctor or Christian Science Practitioner _____   Phone _____
(Name and City)
Date of last Tetanus shot _____   Allergic to _____
Current medical condition(s) or special needs _____
Current medication(s) _____
It is the responsibility of the parent to notify the school, in writing, of any changes to their child's medication(s).
If you wish to purchase student accident, medical, and hospitalization insurance, please contact your school office.

Signature of Parent/Guardian _____   Date: _____
Address _____   Daytime Phone: _____   Cell Phone: _____
If I/we cannot be reached in case of an emergency, please call _____   Phone: _____

*Val Tech Internships are done only during the student's Senior year. This waiver is valid only during the student's Val Tech Internship. Internships can start any time after the student finish their Junior year. After the student completes their 150-hour Val Tech Internship Program, this Transportation Waiver form is no longer valid.

SPS-188/6-91 91601 REV. 11/2014
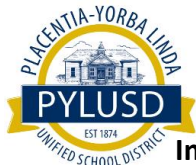
PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT
DMV/Risk Management/PYLUSD Rules & School Driver Registration Form
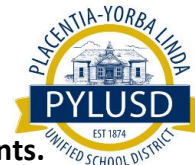
Important – This form must be filled out each school year for anyone driving students.
Please complete a separate form for each driver.
Driving is strictly voluntary.

District Employees & Parents:

District employees and parents driving their own vehicles to transport students are required to fill out this form annually or whenever any changes occur regarding the vehicle being driven.

Proof of car insurance is verified via your signature on the School Driver Registration Form. Drivers are responsible for all damages and losses to persons and property.

Vehicle capacity is limited to 10 seats or less. If your vehicle capacity is greater than 10 seats, your may transport your children only.

All Drivers must be at least 21 years of age in order to drive students. Parents may never drive a District vehicle.

All drivers will be required to allow PYLUSD to obtain an official copy of their driving record and to place them on the DMV pull notice service. All accidents and violations will be reported to PYLUSD.

Student Drivers:

Students may not drive any other students in their vehicle at any time.

Students holding a provisional driver's license may not drive between 11 p.m. and 5 a.m.

For additional information please refer to http://www.dmv.ca.gov/teenweb/dl_btn2/dl.htm

School Driver Registration Form

School: Valencia High School

Driver (check one)   ☐ Employee ☐ Parent/Guardian ☐ Student ☐ Volunteer

Name_____   **Date of Birth**_____

Student's Name_____   **Telephone Number**_____

Address_____   **Driver's License Number**_____

City State_____ **ZIP**_____   **Expiration Date**_____

Vehicle Information
Name of Owner_____

Address_____   **City**_____

Make_____   **Year**_____

Model_____   **License Plate No.**_____

Seating Capacity (including the driver)_____   **Registration Expires**_____

Driver Statement

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I, hereby, give Placentia-Yorba Linda Unified School District permission to obtain my official driving record from the Department of Motor Vehicles. I understand that if an accident occurs, my insurance shall bear primary responsibility for any losses or claims for damages. I, the undersigned, for him/herself and personal representatives, assigns, heirs, and next of kin, hereby voluntarily RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO FILE A CLAIM against the Val Tech Intern Program Host Organization, the Placentia-Yorba Linda Unified School District, its agents or employees, or the State of California for any injury, accident, illness or death occurring during or by reason of the activity, or any activities incidental to the field trip or excursion that is the subject of this authorization (Ed. Cod Sec. 35330).

Driver's Signature_____**Date**_____

Parent's Signature (if student is under the age of 18)_____**Date**_____
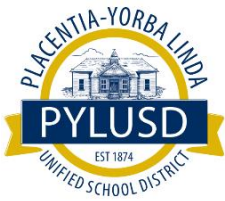
Val Tech Intern Host Agreement Form

Re:_____
(Val Tech Student's Name)

Dear Friend of the Val Tech Internship Program,

Thank you for participating in Valencia High School's Val Tech Internship Program. We trust that your time with a Valencia student will be positive for both of you.

Ideally, we would like our students to gain a clearer picture of how technology is used in the workplace. As a host, you are agreeing to assist and guide this student through 150 hours of unpaid technology-based work experience in a career of interest to this student. All internship hours must be completed prior to April 1 of the student's senior year. Your role is to direct and guide the student in a manner that will help the student use and sharpen technological skills as well as better understand the chosen career and his/her career goals.

You can do this by showing the student the role of technology in your field. Please feel free to offer your suggestions about how to pursue a career like yours. Specifically, for instance, you might share information you wish you had known as a young adult, information that will make it easier for the intern to get to where you are today.

Please contact us at 714-996-4970, extension 10045, if I may answer any questions about your role in the Val Tech Internship Program or if you have any suggestions about how we can improve the program.

Feel free to make a copy of this document for your records. Thanks for your support.

Sincerely,

Michael S. Guest
Val Tech Coordinator
mguest@pylusd.org
(714) 996-4970 x 10045

Val Tech Internship Program Host Agreement

I agree to host the above-named Val Tech student throughout the 150-hour Val Tech Internship Program required by the Val Tech Program.

Val Tech Host's Name: _____

Job Title: _____   **Company Name:** _____

Address: _____   **City:** _____   **Zip:** _____

Host's Signature: _____   **Date:**_____

Val Tech Internship
Goals and Objectives Form
The host and the intern are to work together to complete this form.
To be submitted to the Val Tech Coordinator by the 25th hour of the internship.

Student's Name: _____   **Number of hours already logged:** _____

Host's Name: _____   **Organization:** _____

Host's Signature: _____   **Student's Signature:** _____

In answering these five questions, please refer to the projects the student will be working on as well as to the specific technology and skills the student will be using.

What does the host/organization expect the student to accomplish during the 150-hour internship?

What does the Val Tech student expect to learn from this internship experience?

In order to reach the goals listed in response to the first two questions…

What goal(s) do both the host and the intern have for the first 50 hours?

What goal(s) do both the host and the intern have for hours 51-100?

What goal(s) do both the host and the intern have for the last 50 hours?

Please return completed form to the Val Tech Coordinator—by giving it back to the intern on or before the 25th hour. The Val Tech intern must bring the original document back to school and include this item in their Val Tech Electronic Portfolio. Thank you very much.

Placentia-Yorba Linda Unified School District
Val Tech Internship Verification Form
(Evaluation # 1: 1- 50 hours evaluation)

Student: _____ **Class of** _____

Organization: _____ **Number of hours:** _____

Intern's Contact: _____ **Phone:** _____

Supervisor: _____ **Phone:** _____

Signature: _____ **Address:** _____

Email address: _____ _____

                                                  (City   State   Zip)

Evaluation	Satisfactory			Unsatisfactory			Comments
Punctuality	5	4	3	2	1	0	
Quality of work	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

Describe the activities and tasks involving technology that you want the Val Tech intern to complete in the next 50 hours: _____

_____

Please return completed form within five (5) days of completing these hours to the Val Tech Coordinator—or contact by email: mguest@pylusd.org

Val Tech Internship Hours Log (1 – 50 hours)

Date	Start/Finish Time	# of Hours (Use quarter-hour increments. Fifteen minutes= .25, etc. Also, 55-minutes =.75 hours, etc.)	Brief Description of Your Tasks	Internship Mentor Signature (Required after every 10 hours—unless the student is working 40 hours per week. Then one signature per week is sufficient.)
				Please return completed form to the Val Tech Coordinator—by either giving it back to the intern, or by email (mguest@pylusd.org) within five (5) days of completing these 50-hours. Thank you very much.
	Total Hours: 50 hours			

_____   _____

Supervisor's Signature   **Student's Signature**

Placentia-Yorba Linda Unified School District
Val Tech Internship Verification Form
(Evaluation # 2: 51 to 100 hours evaluation)

Student: _____ **Class of** _____

Organization: _____ **Number of hours:** _____

Intern's Contact: _____ **Phone:** _____

Supervisor: _____ **Phone:** _____

Signature: _____ **Address:** _____

Email address: _____ _____
(City   State   Zip)

Evaluation	Satisfactory			Unsatisfactory			Comments
Punctuality	5	4	3	2	1	0	
Quality of work	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

Describe the activities and tasks involving technology that you want the Val Tech intern to undertake in the next 50 hours. _____

_____

_____

_____

Please return completed form within five (5) days of completing these hours to the Val Tech Coordinator—or contact by email: mguest@pylusd.org

Val Tech Internship Hours Log (51 – 100 hours)

Date	Start/Finish Time	# of Hours (Use quarter-hour increments. Fifteen minutes= .25, etc. Also, 55-minutes =.75 hours, etc.)	Brief Description of Your Tasks	Internship Mentor Signature (Required after every 10 hours—unless the student is working 40 hours per week. Then one signature per week is sufficient.)
	Total Hours: 50 hours		**Please return completed form to the Val Tech Coordinator—by either giving it back to the intern, or by email (mguest@pylusd.org) within five (5) days of completing these 50-hours. Thank you very much.**	

_____   _____
Supervisor's Signature   **Student's Signature**

Placentia-Yorba Linda Unified School District
Final Val Tech Internship Verification Form
(Evaluation # 3: 101-150 hours evaluation)
(Page 1)

Student: _____ **Class of** _____

Organization: _____ **Number of hours:** _____

Intern's Contact: _____ **Phone:** _____

Supervisor: _____ **Phone:** _____

Signature: _____ **Address:** _____

Email address: _____ _____

(City   State   Zip)

Evaluation	Satisfactory			Unsatisfactory			Comments
Punctuality	5	4	3	2	1	0	
Quality of work	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

Intern's Supervisor: Use this space to list any other information that the Val Tech Coordinator needs to know about these hours. **(If necessary)**

_____

_____

_____

Please return completed form within five (5) days of completing these hours to the Val Tech Coordinator—or contact by email: mguest@pylusd.org

Val Tech Internship Hours Log (101 – 150 hours)

Date	Start/Finish Time	# of Hours (Use quarter-hour increments. Fifteen minutes= .25, etc. Also, 55-minutes =.75 hours, etc.)	Brief Description of Your Tasks	Internship Mentor Signature (Required after every 10 hours—unless the student is working 40 hours per week. Then one signature per week is sufficient.)
	Total Hours: 50 hours		**Please return completed form to the Val Tech Coordinator—by either giving it back to the intern, or by email (mguest@pylusd.org) within five (5) days of completing these 50-hours. Thank you very much.**	

_____   _____
Supervisor's Signature   **Student's Signature**

Val Tech Student Evaluation Form
(To be completed by the organization at the end of 150-hours)

If possible, please return completed form to the Val Tech Coordinator) within five (5) days of the intern completing their 150-hours—by either giving it back to the intern, or by email (**mguest@pylusd.org**).   You may also leave a voicemail evaluation at (714) 996-4970 x 10045.   Or, if it's more convenient, you can FAX this form to (714) 996-3159.
Thank you very much.

Person completing this evaluation: _____

Name

_____   _____

Title   **Phone**

Signature: _____

Date

Student's name: _____

Describe the greatest benefit of having this Val Tech student participate in the Val Tech Internship Program at your site.

What can Valencia High School do to improve the Val Tech Internship Program?

Would you be interested in having future Val Tech interns help you at your place of work?

If so, in what areas are you interested?

Val Tech Student Evaluation Form
(To be completed and submitted by the student within five (5) days of the intern completing the 150-hours)

Student's name: _____ Last day of Internship _____

Internship site: _____ Date Form Completed _____

Students must submit this form within five (5) days of completing the 150-hours.

Describe the greatest benefit of this internship program.

Would you encourage a future Val Tech student to complete an internship at this same site? Why or why not?

What words of advice about the internship program do you have for future Val Tech interns?

What words of advice do you have for future Val Tech interns if they decide to complete their internship at this same site?

By the way, did you write and send a thank-you note to your host and submit a copy to the Val Tech Coordinator within 1 week of completing your internship?