

**The International School of the Americas  
Internship Program  
2010-2011**

**Mentor Resource Packet**



1400 Jackson Keller  
San Antonio, Texas 78213  
210.442.0404

**Table of Contents**

Letter from the Internship Coordinator	1
Course Description	2
Intern, Mentor, and Internship Coordinator Requirements	3
Step-by-Step Guide to Your Internship (for the student)	
➤ 120 Hours of Field Experience	4
➤ ISA Internship Program Coursework	5
Suggestions for the Mentor	6
Student Assignments	
➤ Blog Posts	7
➤ Learning Agenda	8
➤ Mentor Interview and Professional Profile	9
Evaluation Conferences (Student Guidelines)	10
➤ Intern Evaluation: Questions for the Mentor	11
➤ Intern Evaluation: Questions for the Intern	12
Sample Time Sheet	13
ISA Mission, Mission in Action, and Graduate Profile	15
ISA Internship Mentor Volunteer/Recommendation Form	16



*International School of the Americas*

1400 Jackson-Keller - San Antonio, Texas 78213 - 210-442-0404

August 23, 2010

Dear Mentor,

Thank you so much for agreeing to work with one of our students from the International School of the Americas. At ISA we believe strongly that allowing our students to explore potential careers and academic fields of interest prior to their high school graduation better prepares them for post-secondary life. We also believe strongly that adults and organizations offering internships to our students benefit from having young minds and fresh perspectives in the workplace.

In this resource packet you will find a variety of documents designed to help you understand the goals of our program and the goals we have for you as a mentor to one of our students. To highlight some of the basic ideas of the program, as a mentor we ask that you:

- Sign the “Internship Agreement Form” to begin the internship process
- Provide guidance for the student intern during his or her time in the internship placement
- Provide validation of the student’s completed internship hours by signing his or her Time Sheet
- Allow the student to conduct a 20-30 minute formal interview of you
- Complete written evaluations and participate in a 20-30 minute evaluation conference to discuss the student intern’s progress at the midpoint and at the end of the internship experience

Once you have reviewed the contents of this packet, please contact me if you have further questions. After all parties have signed the official “Internship Agreement,” the student may begin his or her internship placement.

I look forward to working with you as this internship progresses. If at any time you have questions, concerns, or suggestions about the internship program, about our expectations of you as a mentor, or about the students placed with you, please do not hesitate to contact me. Thank you again for giving our students at the International School of the Americas opportunities to explore their interests and to make important personal discoveries that will impact their futures.

Sincerely,

Victoria Norton  
Internship Coordinator  
210.442.0404, ext. 356  
210.442.0409 (fax)  
[vnorto@neisd.net](mailto:vnorto@neisd.net)

The Internship Program is one of The International School of the Americas' hallmark real-world learning experiences. This graduation requirement provides all students the opportunity to explore career interests and potential fields of study for post-secondary life.

The crucial element that distinguishes the internship experience from most other short-term jobs is that the internship involves a "Learning Agenda." The internship is a goal-oriented, monitored position related to a career field that is of interest to a student. Each senior designs his or her internship to suit his or her learning objectives and interests.

The design of each student's internship calls for collaboration between the student intern, the internship mentor, and the internship coordinator. Although the structure and location of each internship will vary, there are common requirements for all internships, no matter the placement.

The ISA Internship Program has two key components that work together—theory and practice. Students acquire the 120 hours of practical experience through their internship placements. They also participate in coursework designed by the Internship Coordinator to explore issues related to success in the working world.

All seniors at ISA will be registered for the Internship course, which will be listed as Independent Study in English ("IS English Mentor"). Students will earn credit for this course upon completion of the 120 hours of field experience as well as the required coursework.

**Ms. Vicki Norton**

*ISA Internship & Service Learning Coordinator*

The International School of the Americas  
1400 Jackson-Keller Rd.  
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Phone: 210.442.0404, ext. 356  
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## **Intern, Mentor, and Internship Coordinator Requirements**

### **The student's internship requirements include:**

- A polished up-to-date **Resume**
- **Internship agreement** between mentor, intern, and ISA
- Arrangement for **dependable transportation** to and from the internship placement
- **120 hours** of documented internship experience
- Regular **blog posts** describing and reflecting on the experience
- Additional **contributions to the ISA Internship Grouply site** (social networking website)
- **Midpoint and final self-evaluations**
- Communication with the mentor and internship coordinator to provide an **accurate schedule of attendance at the internship placement**
- **Completion of all field experience and coursework requirements** in order to graduate with an ISA diploma

### **The mentor's internship requirements include:**

- **Internship agreement** between mentor, intern, and ISA
- **Guidance** for the student intern concerning workplace expectations, duties and responsibilities, special projects, readings and other materials which may enhance the internship experience
- **Validation** of the completed internship hours
- **Granting an interview** to help the student learn more about the profession
- **Evaluation** of the student intern's progress to be communicated in writing and in midpoint/final conferences (possibly including a letter of reference at the conclusion of the experience)

### **The internship coordinator's requirements include:**

- **Internship agreement** between mentor, intern, and ISA
- **Creation of resources** for students finding and acquiring **internship placements**
- **Observations** of students in their internship placements, when possible
- Enhancement of the internship experience through the **development of Internship Coursework**
- **Evaluation** of student progress and assignment completion
- **Communication with mentors and student interns** regarding the student intern's progress and the relationship development between student intern and mentor
- **Certification for graduation** of satisfactory completions of senior student internships

**120 Hours of Field Experience**

**Before Beginning Your Internship**

- ❑ Meet with Ms. Norton to discuss potential internship placements.
- ❑ Meet with your prospective mentor; give him/her a copy of the Internship Course Description\* and your Resume.
- ❑ Determine your schedule with your mentor; ask him/her to sign the Internship Agreement Form.\*
- ❑ Turn in the Internship Agreement Form to Ms. Norton *before beginning your internship*.
- ❑ Ms. Norton will email him/her the Mentor Resource Packet.\*

For internships during the summer or outside of the school day

- ❑ Arrange for dependable transportation to and from your internship placement location.

For internships during the school day

*If your internship location is on-campus . . .*

- ❑ Sign and return the On-Campus Permission Form.\*

*If your internship location is off-campus . . .*

- ❑ Sign and return the Off-Campus Permission Form.\*
- ❑ Arrange for dependable transportation to and from your internship placement location.
- ❑ Keep your off-campus pass with you at all times.
- ❑ Initial the attendance list on Ms. Norton's office door before you leave or when you arrive from your internship.

Scheduling and Course Credit

- Students may use up to two class periods for Internship (not 2<sup>nd</sup> or 6<sup>th</sup>).
- Each student will earn one credit of Independent Study in English.
- Credit for the Internship course is earned on a Pass/Fail basis.
- On-campus interns will be listed as a student aide on the mentor's roll for attendance purposes.
- Off-campus interns will be listed on Ms. Norton's roll for attendance.
- Off-campus interns must sign in or out at the internship office daily; otherwise absences will accrue.

**Every Day**

- ❑ Keep a copy of your mentor's contact information and Ms. Norton's contact information with you at all times.
- ❑ Log your hours daily on your Time Sheet.\* Ask your mentor to verify your hours at the end of the month.
- ❑ Engage in the experience. Enjoy it! The more pro-active you are about asking your mentor for tasks and assignments, the more you will get out of the experience.
- ❑ Keep Ms. Norton informed about any changes in your internship plan or schedule.

**Every Month (School Year) / Every Week (Summer)**

- ❑ Turn in your Time Sheet.\* You may turn it in to the ISA Internship Office, put it in Ms. Norton's mailbox, or fax it to her attention at 210.442.0409.

For School-Year Internships: Time Sheets are due on the last day of each month that you attend your internship.

For Summer Internships: Time Sheets are due on Friday of each week that you attend your internship.

**Around the Middle of the Internship Experience (60 hours)**

- ❑ Schedule a Midpoint Evaluation Conference\* with your mentor, and ask your mentor to complete the Intern Evaluation: Questions for the Mentor.\*
- ❑ Complete your Intern Evaluation: Questions for the Intern.\*
- ❑ Submit your self-evaluation and your mentor's evaluation to Ms. Norton.

*Note: If you have more than one placement, you may simply ask each mentor to complete a final evaluation.*

**At the End of the Internship Experience (120 hours)**

- ❑ Schedule a Final Evaluation Conference\* with your mentor, and ask your mentor to complete the Intern Evaluation: Questions for the Mentor.\*
- ❑ Complete your Intern Evaluation: Questions for the Intern.\*
- ❑ Submit your mentor's evaluation and your self-evaluation to Ms. Norton.

\*Indicates that this document is available on Ms. Norton's Teacher Web (<http://tw.neisd.net/webpages/vnorto/>)

**ISA Internship Program Coursework**

**Before Beginning Your Internship**

- ❑ Sign up as a member of The ISA Internship Program’s social networking site (<http://isainternship.grouply.com/>).
- ❑ Read the “Acceptable Use Policy for the ISA Internship Grouply.”
- ❑ Write a professional introduction of yourself and your career interests; post this in the “Your Whiteboard” section on your profile page (“My Profile”).
- ❑ Join or create a subgroup related to your career interests. (See the Blog Post\* assignment sheet for further details.)

**Every Month (School Year) / Every Week (Summer)**

- ❑ Publish at least one Blog Post\* about your internship and/or career interests (see details below).  
*If you or your parents have any questions or concerns about blogging, please contact Ms. Norton.*
- ❑ Make at least one additional contribution to the ISA Internship Grouply site (see details below).

For School-Year Internships: Blog posts and additional contributions are due on the last day of each month, September-April.

For Summer Internships: Blog posts and additional contributions are due on Friday of each week that you attend your internship. *Summer interns, see Ms. Norton in August to determine your modified requirements for participating on the ISA Internship Grouply site during the school year.*

Expectations for All Blog Posts

- Length: at least 250 words, or 15 lines of text
- Content: related to your internship experiences and/or career interests
- Language: appropriate and professional
- Audience: peers, teachers, and mentors

Required Blog Posts

- ❑ Develop a Learning Agenda\* outlining your plans and goals for your internship experience.
- ❑ Interview your mentor and write a Professional Profile of him or her. (See the guidelines for the Mentor Interview/Professional Profile\* assignment, and share the profile with your mentor before posting it.)
- ❑ Upload at least one photo from your internship (only include images of yourself or other people with permission) and write about what is depicted in the photo.
- ❑ Read and respond to at least one career-related article from a scholarly journal or news source; include hyperlinks to the article in your post.

Suggestions for Additional Blog Posts

- Describe your duties and identify your most significant experiences “on the job.”
- Record your thinking about your experiences: comments, questions, concerns, connections, ideas, insights.
- Discuss how your experiences have contributed to your learning and growth as a person, a student, an intern, and/or a global citizen.
- Share the insights you are gaining about the career field you are exploring.
- Make connections between what you’re learning in the world of work and in your classes at ISA.
- Reflect on the nature of the organization where you’re working and how it fits into the “grand scheme” of organizations in this field—locally, nationally, and internationally.

Additional Contributions to the Grouply site

- Add a Comment to someone else’s Blog Post.
- Add a Reply to a Discussion.
- Start a Discussion in the Discussion Forum in one of the subgroups.

\*Indicates that this document is available on Ms. Norton’s Teacher Web (<http://tw.neisd.net/webpages/vnorto/>)

**1. Provide opportunities for the student intern to interact with adults.**

Oftentimes, job atmospheres for youth allow them to interact with other youth as customers and co-workers, but they do not have many chances to learn from adults or to develop healthy relationships with adult role models. We see the internship as an opportunity for student interns to explore the “adult workforce.” Also, consider inviting the student intern to “shadow” during business meetings or appointments; there is much for the intern to learn from observing your professional etiquette and interactions.

**2. Allow the student intern to interview you.**

One of the assignments for the intern during this experience is to try and gain some knowledge from you about the specifics of your profession and the schooling required in your profession.

**3. Suggest readings and resources related to the field.**

The students are required to read and respond to articles related to their fields of interest. Point the student intern toward readings and resources that are of help to you and others in the field.

**4. Ensure safe working conditions for the student intern, and help him or her to budget time.**

The student interns are excited to experience this opportunity, and they need guidance about setting limits for themselves. The senior year of high school creates many demands on a student’s time, and the mentor can help by having conversations with the student intern about not over-committing to more hours than he or she should.

**5. Ask the student intern for ideas on how to solve problems and increase productivity.**

A new set of eyes can offer a fresh perspective on a situation, but students often need urging from adults to actually give their opinions and observations.

**6. Seek new ways to make the internship position stimulating, challenging, and creative.**

Once the student intern has “learned the ropes,” it can be easy to let routine rule the time spent at the internship. As the student intern masters the tasks of a job and gains your trust, challenge him or her with new duties to expand responsibilities and opportunities within the internship.

**7. Design (or co-design with your intern) a project that will allow for the student intern to take some independent initiative.**

Perhaps there are some projects that your organization would explore if you had an extra pair of hands. Consider allowing your student intern to assist in the implementation of a project that would benefit the organization and the skill development for the intern. Also, you might ask your intern if there is a particular project he or she feels would enhance the internship experience.

**8. Participate in conversations about career interests and internship experiences on the ISA Internship Program’s social networking site.**

All student interns are members of the ISA Internship Grouply where they blog about their internships and exchange ideas through discussion forums and career-focused groups. After completing the North East ISD Volunteer Record Check (available online at <https://portal.neisd.net/vchrc/>), you are welcome to become a participating member of our site (<http://isainternship.grouply.com/>).

The purpose of this assignment is to 1) help you process, articulate, and analyze your experiences in order to become more aware of your own learning, 2) enable you to share your learning with others in a community of interested, supportive readers, and 3) enhance and extend your learning through written responses and online conversation with others.

1. Using a professional email address (some variation of your actual name), sign up as a member of The ISA Internship Program's social networking site (<http://isainternship.grouply.com/>).  
*If you or your parents have any questions or concerns about this email address or about blogging, please contact Ms. Norton.*
2. Before adding content to the Internship Grouply, please *be sure to read the "Acceptable Use Policy for the ISA Internship Grouply" very carefully*. There are many things you can do on the site, but there are also a few things you are not permitted to do. Prohibited activities include posting inappropriate content, posting photos of yourself or others without parental permission, and integrating third-party content, such as widgets or RSS.
3. Write a professional introduction of yourself and your career interests; post this in the "Your Whiteboard" section on your profile page ("My Profile").
4. Join or create a subgroup related to your career interests. Note: when you visit a message in a subgroup, you automatically become a "follower" and thus have joined the subgroup.
5. ***Publish at least one Blog Post about your internship and/or career interests, and make at least one additional contribution to the ISA Internship Grouply each month (do this weekly if you are doing your internship in the summer and completing lots of hours) for a total of at least eight Blog Posts and eight additional contributions. Blog posts can be posted under the general group "Blog" tab or in a subgroup.***

*Your Blog Posts will be read by your peers, teachers, and mentors. Therefore, it is important to make sure your language is appropriate and professional and your writing stays focused on your internship experiences and/or career interests. Each Blog Post should be at least 250 words, or 15 lines of text.*

Four of your eight Blog Posts **must be** as follows:

- Develop a Learning Agenda\* outlining your plans and goals for your internship experience.
- Interview your mentor and write a Professional Profile of him or her. (See the guidelines for the Mentor Interview/Professional Profile\* assignment, and share the profile with your mentor before posting it.)
- Upload at least one photo from your internship (only include images of yourself or other people with permission) and write about what is depicted in the photo.
- Read and respond to at least one career-related article from a scholarly journal or news source; include hyperlinks to the article in your post.

Here are some suggestions for the rest of your Blog Posts

- Describe your duties and identify your most significant experiences "on the job."
- Record your thinking about your experiences: comments, questions, concerns, connections, ideas, insights.
- Discuss how your experiences have contributed to your learning and growth as a person, a student, an intern, and/or a global citizen.
- Share the insights you are gaining about the career field you are exploring.
- Make connections between what you're learning in the world of work and in your classes at ISA.
- Reflect on the nature of the organization where you're working and how it fits into the "grand scheme" of organizations in this field—locally, nationally, and internationally.

\*Indicates that this document is available on Ms. Norton's Teacher Web (<http://tw.neisd.net/webpages/vnorto/>).

As with so many things in life, what you get out of your internship experience will be largely dependent on what you put into it. Therefore, it is important for you to determine your goals at the outset and develop your own Learning Agenda for your internship. The purpose of this assignment is to help you define for yourself what you hope to gain, and what you hope to contribute, through your internship.

1. Using the questions below to guide your thinking, ***create a list of at least 10 specific plans or goals you have for your internship experience.***
  - What drew you to this internship placement? Of all the different internships you might have pursued, why did you choose this one?
  - What are your career interests, and how do you think this internship experience will help you learn more about those careers?
  - What are your career interests, and how do you think this internship experience will help you learn and grow as a global citizen?
  - Based on your initial conversations with your mentor and the information you gathered in your Mentor Interview, what do you expect to be doing day to day at your internship?
  - What are some specific areas of knowledge or skill you hope to gain through your internship?
  - What kinds of contributions do you feel you could make to the company or institution where you are doing your internship?
2. Based on your answers to these questions, develop a Learning Agenda of at least 10 plans or goals for your internship. These should be clear, concrete, and specific. For example, “I would like to interact with patients daily,” “I hope to get experience answering the phone professionally and transferring callers to the appropriate department,” or “I plan to create a flyer to publicize an upcoming event at the theatre.”
3. Share your Learning Agenda with your mentor and ask for his or her input.
4. ***Publish your Learning Agenda to the ISA Internship Program Grouply site as one of your Blog Posts.***
5. Refer to your Learning Agenda periodically as you reflect on and blog about your experiences.
6. Discuss your progress in relation to your Learning Agenda at your Midpoint and Final Evaluation Conferences with your mentor.

Your mentor is a potential wealth of information, and this assignment is designed for you to tap into what he or she knows. You should ***conduct your mentor interview as early as possible***, since it will be a good chance for you and your mentor get to know one another, and the information you gather will help you add to your personal Learning Agenda for your internship experience.

1. Make an appointment to interview your mentor. Schedule a time when you can both sit down together for *at least 20-30 minutes*.
2. *Create a list of 15-20 questions* you would like to ask your mentor. Choose 10 questions from the list of suggested questions below, and develop 5-10 additional questions specific to your career interests, your mentor, and your internship placement.
3. Please choose and develop your questions thoughtfully. Some of the suggested questions are similar to others, and some may not be relevant or interesting to you. The questions you ask in the interview should all be things you genuinely want to know about your mentor, his or her profession, and the company or institution where you are doing your internship.
4. Bring your list of questions to the interview, along with pen and paper or a laptop for taking notes. You might also want to bring a voice recorder if your mentor gives you permission to record the interview.
5. Based on what you learn in the interview, ***write a professional profile of your mentor and his or her company, institution, and/or career field***.
6. ***Share the profile you've written with your mentor, and given his or her permission, publish it as a Blog Post on the ISA Internship Program Grouply site.*** (If your mentor prefers that you not publish the professional profile, you may turn it in to Ms. Norton privately.)

**Suggested Questions to Ask Your Mentor**

- What led you to this career? Why did you decide to pursue this line of work?
- What is your educational background? How did you get started in this profession?
- How has your education and training been significant to your success in this career?
- What are your primary duties and responsibilities?
- How do you spend your time? What does your daily/weekly schedule look like?
- What do you like most/least about your job?
- What do you find to be the most challenging aspect(s) of the job?
- What kind of person do you think is a good fit for this line of work?
- What impact do you think your profession has on a local, national, and global level?
- What skills are needed for this job? What skills are in short supply at this company/institution?
- Is your profession specific to this location, or are their opportunities in other cities, states, countries? If so, how would your profession changes in these different locations?
- How many hours a week do you expect exemplary employees to put in?
- How are employees evaluated, and how is that evaluation communicated to them?
- What person, event, or idea has greatly influenced you professionally?
- How can I learn more about the profession? What professional journals or websites should I be reading?
- What professional organizations should I consider joining?
- Whom else would you recommend I speak with to learn more about this field?
- What is the best way to get started in this field once I have graduated from high school?
- What keeps you in your job?
- What else would it be helpful for me to know about you, your profession, or your place of work?

*Choose 10 questions from this list; add 5-10 of your own.*

At least twice during your internship experience—once in the middle and once at the end—you will meet with your mentor to discuss your performance and your progress and set new goals.

*If you have more than one placement, you may simply ask each mentor to complete a final evaluation.*

These evaluation conferences are very important because they provide structured opportunities for you and your mentor to talk about how things are going, share insights with one another, celebrate your accomplishments, and set new goals.

1. Schedule an evaluation conference with your mentor. Find a time when you and your mentor can sit down together for *at least 20-30 minutes* for a thoughtful discussion. Provide your mentor with the **Intern Evaluation: Questions for the Mentor**, and ask your mentor to record his or her initial responses in preparation for the conference.

Note: If the company or institution where you are doing your internship has its own evaluation instrument, and your mentor is able to share it with you, feel free to use the questions or criteria from that evaluation to supplement or replace the ISA Internship Program's evaluation forms.

2. Evaluate yourself using the **Intern Evaluation: Questions for the Intern**, and record your initial responses in preparation for the conference.
3. Bring your Learning Agenda and your self-evaluation to the conference.
4. Your evaluation conference should go beyond simply reading your written evaluations to one another. This is your chance to share your observations, elaborate on your ideas, discuss specific examples, and ask follow-up questions. Take advantage of this opportunity for an in-depth conversation with your mentor about the progress of your internship.
5. At the conclusion of the conference, ask your mentor to sign and date his or her written evaluation and give it to you so you can turn it in.
6. Be sure to thank your mentor for his or her time and feedback.
7. ***Turn in your self-evaluation and your mentor's evaluation of you to Ms. Norton within one week of your evaluation conference.***

You may turn it in to the ISA Internship Office, put it in Ms. Norton's mailbox, or fax it to her attention at 210.442.0409.

## Intern Evaluation: Questions for the Mentor

Intern's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

Please check one:  Midpoint Evaluation (the intern will continue in this placement)  
 Final Evaluation (the intern is finished/finishing with this placement)

What's going well? What are the intern's greatest strengths? What has the intern learned?

What areas should the intern improve on or learn more about?  
How would you suggest the intern go about doing so?

How would you describe or evaluate the intern's professionalism?  
Please consider some of the aspects of professionalism listed in the box at the right.

How has the intern's participation and performance compared with your expectations?  
What seems to have been challenging for the intern? What advice can you offer him/her?

What are the intern's greatest accomplishments so far?  
What additional goals would you recommend the intern work towards from this point forward?

What additional questions, comments, feedback, or suggestions would you like to share with your intern?

- attendance
- punctuality
- appearance
- attire
- attitude
- enthusiasm
- manners
- etiquette
- diplomacy
- motivation
- initiative
- dependability
- persistence
- responsibility
- resourcefulness
- flexibility
- creativity
- conduct
- maturity
- judgment
- ethics
- integrity
- consistency
- organization
- time management
- ability to prioritize
- problem solving skills
- interpersonal skills
- collegial relationships
- customer service
- acceptance of criticism
- oral communication
- written communication

Mentor Signature: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Conference Date: \_\_\_\_\_

## Intern Evaluation: Questions for the Intern

Intern's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

Please check one:  Midpoint Evaluation (the intern will continue in this placement)  
 Final Evaluation (the intern is finished/finishing with this placement)

What's going well? What are your greatest strengths? What have you learned?

What areas do you need to improve on or learn more about?  
What is your plan for doing so?

How would you describe or evaluate your professionalism?  
Please consider some of the aspects of professionalism listed in the box at the right.

How has the internship experience compared with your previous expectations?  
What is most satisfying to you about your internship? What is most challenging?

What plans or goals from your Learning Agenda have you accomplished?  
What additional goals would you like to work towards from this point forward?

What additional thoughts, observations, questions, or ideas would you like to share with your mentor? Is there anything else you would like to ask him or her to give you feedback on?

- attendance
- punctuality
- appearance
- attire
- attitude
- enthusiasm
- manners
- etiquette
- diplomacy
- motivation
- initiative
- dependability
- persistence
- responsibility
- resourcefulness
- flexibility
- creativity
- conduct
- maturity
- judgment
- ethics
- integrity
- consistency
- organization
- time management
- ability to prioritize
- problem solving skills
- interpersonal skills
- collegial relationships
- customer service
- acceptance of criticism
- oral communication
- written communication

Intern Signature: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Conference Date: \_\_\_\_\_



# **The International School of the Americas**

## **Mission**

The mission of the International School of the Americas (ISA) is to challenge all members of the school community to consistently reflect on and question what it means to be acting at one's fullest potential as a learner, leader, and global citizen. Students and teachers are asked to use their education to improve themselves, their school, and the local and global community.

## **Mission in Action**

ISA's small size and structure provide the sense of not just community but family. Relationships are fostered through intentional practices to build deep learning, real support, and honest dialogue. Students and teachers feel supported, valued, and empowered.

Teachers and students value relationships, appreciate diversity, accept differences, take risks, and help students set and achieve individualized goals for learning. Students are known and individual accommodations are made for learning styles, differences, talents, and interests.

Teachers design curricular and pedagogical experiences, enact grade-level teaming, integrate curriculum within and between the disciplines, facilitate communication with families, and lead students in travel. Through authentic, performance-based learning, students grapple with complex questions, look at multiple perspectives, make judicious decisions, and find solutions not only for themselves but also for the world community.

Students are provided equal access to ISA via an open application process with lottery selection, heterogeneous grouping, and the expectation that all students will meet a high academic standard. Enrichment experiences including travel, field trips, internships, and community service are available to all students regardless of socioeconomic constraints. The doors of learning are open to all students at ISA.

## **Graduate Profile**

ISA graduates will demonstrate the following knowledge, skills, and values:

### **Academic Preparation**

- Meet all requirements for the recommended diploma set by the State of Texas, the North East Board of Trustees, and the International School of the Americas
- Cultivate rigorous habits of mind such as intellectual curiosity, a desire for life-long learning, critical thinking, and effective organization of their efforts to learn
- Prepare to engage successfully in college coursework or other post-secondary pursuits

### **Technological Proficiency**

- Use appropriate technological tools to facilitate critical research, analytical thinking, problem solving, effective communication, and professional presentations
- Communicate and work across national and regional boundaries

### **Problem Solving Proficiency**

- Understand the complexity of the “big picture” and component parts of an issue
- Collect, analyze and synthesize information from a range of sources
- Evaluate media and sources of information for bias, validity, and scholarly integrity
- Demonstrate mathematical analysis, scientific processing, and logical reasoning
- Challenge assumptions and tolerate ambiguity
- Reason morally and make decisions ethically
- Think creatively to generate new ideas, outcomes, products and ways of viewing the world
- Transfer knowledge and problem-solving skills across domains and articulate connections between disciplines

### **Effective Communication**

- Demonstrate mastery of reading, writing, listening, and speaking for a variety of modes and purposes
- Present information and express opinions in a literate, persuasive, and appropriate manner: orally, visually, in writing, and through electronic communication tools
- Use the arts to express ideas and emotions
- Develop proficiency in an additional language
- Understand the importance of math and science in expressing ideas and transferring information across cultures and throughout history

### **Personal Wellness**

- Practice habits of personal wellness including mental, emotional and physical health
- Prioritize and manage multiple demands and tasks
- Cultivate productive relationships in school, community, and personal lives
- Develop senses of identity, self-esteem, personal value, individuality, and life direction
- Demonstrate self-control and responsibility

### **Collaboration and Leadership**

- Understand that individuals can make a difference
- Appreciate and foster diversity in groups and communities
- Show sensitivity and empathy to the lives, needs and feelings of others to promote humanity and preserve human rights
- Complete at least 120 hours of documented service to the community
- Complete at least 120 hours of career exploration through the internship program

### **Global Awareness**

- Understand multiple perspectives of global dynamics—how economic, political, technological, environmental, and social systems work within and across nations and regions
- Possess the knowledge and skills to understand global issues, concerns, and events on an in-depth level
- Understand the historical development of major world cultures and their contemporary characteristics, beliefs, and values
- Recognize the role of language within a culture
- Travel in order to promote knowledge and tolerance of multiple regions and cultures, and to recognize patterns that are common among all cultures
- Understand the contributions of different cultures to ways of life in the United States
- Recognize that resources are limited, consider environmental and economic theories of resource use and conservation, and articulate points of view on resource usage

**ISA Internship Mentor Volunteer/Recommendation Form**

If you would like to volunteer as a potential internship mentor or recommend someone else who might be interested in working with an ISA student intern, please complete this form and return it to the ISA Internship Coordinator:

Victoria Norton  
The International School of the Americas  
1400 Jackson Keller San Antonio, TX 78213

Phone: 210.442.0404x356  
Fax: 210.442.0409  
Email: vnorto@neisd.net

**Potential Mentor:** \_\_\_\_\_  
Name Occupation

\_\_\_\_\_  
Phone Number Fax Number Email Address

**Potential Internship Placement:** \_\_\_\_\_  
Name of Company/Institution

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Web Address

**Match with a Student Interested in:** \_\_\_\_\_

Self-Nomination  Recommended by: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Contact Information

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