

**The International School of the Americas
Internship Program
2009-2010**

Student Resource Packet



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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. Honor Moorman
ISA Internship Coordinator

The International School of the Americas
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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 Ning** (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. Moorman 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. Moorman *before beginning your internship*.
- ❑ Ms. Moorman 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. Moorman'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 2nd or 6th).
- 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. Moorman'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. Moorman'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. Moorman 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. Moorman'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. Moorman.

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. Moorman.

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

ISA Internship Program Coursework

Before Beginning Your Internship

- ❑ Sign up as a member of The ISA Internship Program’s social networking site (<http://isainternship.ning.com/>).
- ❑ Read the “Acceptable Use Policy for the ISA Internship Ning.”
- ❑ Write a professional introduction of yourself and your career interests; post this in the Text Box on your profile page (“My Page”) and attach your polished, up-to-date Resume.
- ❑ Join or create a group 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. Moorman.
- ❑ Make at least one additional contribution to the ISA Internship Ning (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. Moorman in August to determine your modified requirements for participating on the ISA Internship Ning 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.
- 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 Ning

- 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 Groups.

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

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.ning.com/>).
If you or your parents have any questions or concerns about this email address or about blogging, please contact Ms. Moorman.
2. Before adding content to the Internship Ning, please *be sure to read the "Acceptable Use Policy for the ISA Internship Ning" 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 Text Box on your profile page ("My Page") and attach your polished, up-to-date Resume.
4. Join or create a group related to your career interests. If you create a group, please choose the privacy setting that says "Anyone can join this group," check the box to "Allow members to send messages to the entire group," and use a Creative Commons licensed image with proper attribution.
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 Ning each month (do this weekly if you are doing your internship in the summer and completing lots of hours).***

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 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.
- 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.

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?
 - 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 Ning 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 Ning.*** (If your mentor prefers that you not publish the professional profile, you may turn it in to Ms. Moorman privately.)

Suggested Questions to Ask Your Mentor
<ul style="list-style-type: none">• 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 skills are needed for this job? What skills are in short supply at this company/institution?• 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?
<i>Choose 10 questions from this list; add 5-10 of your own.</i>

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. Moorman within one week of your evaluation conference.***

You may turn it in to the ISA Internship Office, put it in Ms. Moorman'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 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: _____



Internship Agreement Form – Unpaid Experience

This internship agreement is between _____ (intern) and
_____ (company/institution).

The participants agree to the following:

- The intern is not an employee of _____ (company/institution).
- The intern is not entitled to any compensation for the internship.
- Career exploration and training are the purposes of the internship.
- The intern will work under close supervision but will not displace regular employees.
- Because of the nature of an internship, the company/institution does not expect to derive immediate advantage from the intern’s activities.
- The intern is not promised any kind of employment at the conclusion of the internship.
- The internship period and scheduling of hours are to be mutually decided upon by the intern and the mentor (company/institution representative).
- All parties agree to the aforementioned internship guidelines.

Student Intern:

(Print) (Sign) Date

Mentor (Company/Institution Representative):

(Print) (Sign) Date

Mentor Contact Information:

Phone Number Fax Number Email Address

Company/Institution:

Name Street Address

Web Address City, State, Zip Code

Approved by: _____
Internship Coordinator Date



Internship Agreement Form – Paid Experience

This internship agreement is between _____ (intern) and
_____ (company/institution).

The participants agree to the following:

- The intern will be an employee of _____ (company/institution).
- The intern’s starting wage will be _____. This wage is subject to change based on the intern’s performance within this placement.
- Career exploration and training are the purposes of the internship aspect of the agreement.
- The intern will work under close supervision and will follow the rules of the company’s regular employees.
- The intern is not promised continued employment at the conclusion of the internship, but the company/institution may decide to keep the intern as an employee if the company and the intern see this as a successful arrangement.
- The internship period and scheduling of hours are to be mutually decided upon by the intern and the mentor (company/institution representative).
- The intern may be terminated from this position according to the company’s guidelines for termination of employment.
- All parties agree to the aforementioned internship guidelines.

Student Intern:

(Print) (Sign) Date

Mentor (Company/Institution Representative):

(Print) (Sign) Date

Mentor Contact Information:

Phone Number Fax Number Email Address

Company/Institution:

Name Street Address

Web Address City, State, Zip Code

Approved by: _____
Internship Coordinator Date



The International School of the Americas

Internship Program

Off-Campus Permission Form



In accordance with the requirements of the Internship Program at The International School of the Americas,
 _____ will be off-campus during the following class period(s),
 which meet(s) on the day(s) and time(s) indicated below:

Period (1, 3, 4, 5, 7, or 8)	Day (A or B)	From	Until

The student will be assigned to Internship class (“IS English Mentor”) and will be issued an off-campus pass for the designated class period(s). The student agrees to remain off-campus and to be at, or in transit to, his or her internship placement during this time. The off-campus pass should be on the student’s person when arriving on campus or departing from campus during the school day. The student must sign in or out at the ISA Internship Office daily when arriving from or departing for the internship location. If these conditions are not met, the off-campus privilege may be revoked.

Student Intern:

 (Print) (Sign) Date

Student Contact Information:

 Phone Number (Cell Phone) Email Address

Parent/Guardian:

 (Print) (Sign) Date

Parent Contact Information:

 Phone Number Email Address

Mentor (Company/Institution Representative):

 (Print) (Sign) Date

Mentor Contact Information:

 Phone Number Fax Number Email Address

Company/Institution Name and Address:

Approved by:

 Internship Coordinator Date

 Counselor Date



The International School of the Americas

Internship Program

On-Campus Permission Form



In accordance with the requirements of the Internship Program at The International School of the Americas, _____ will be in an on-campus internship placement during the following class period(s), which meet(s) on the day(s) and time(s) indicated below:

Period (1-8)	Day (A or B)	From	Until

The student will be scheduled as a student aide on the mentor’s roll for attendance purposes. The student will be assigned to the Internship class (“IS English Mentor”) as an independent study period for the purpose of earning course credit.

Student Intern:

 (Print) _____ (Sign) _____ Date _____

Student Contact Information:

 Phone Number (Cell Phone) _____ Email Address _____

On-Campus Mentor:

 (Print) _____ (Sign) _____ Date _____

Mentor Contact Information:

 Phone Number _____ Fax Number _____ Email Address _____

On-Campus Internship Location: _____

Approved by:

 Internship Coordinator _____ Date _____

 Counselor _____ Date _____

