

## Aurora High School

### Program Description:

Senior Internship Project is an opportunity to participate in an exploration of a possible career path. Seniors can gain authentic experiences in an area which interests them, and/or an area which they may be considering as a future profession. The program takes place during the last three weeks of the school year.

### Requirements for Qualification:

*Please read the following information carefully.*

The following requirements will be in effect for all students participating in Senior Internship Project. If the requirements are not met, the student will not be able to participate and/or complete the Senior Internship Project. All requirements take effect **beginning the first day of the second semester** (January 7, 2019).

1. **Six days or fewer excused absences and "0" unexcused absences for 2<sup>nd</sup> semester.**
2. **Six tardies or fewer to school for 2<sup>nd</sup> semester. No more than 2 unexcused tardies.**
3. **Student must be passing all classes** (regardless of whether or not they are necessary for graduation) **with a minimum GPA of 2.0** (3rd nine weeks and up to Tuesday, April 23, 2019).
4. No **four-hour** Saturday Schools have been assigned for second semester.
5. **No out-of-school or in-school suspensions** for the 2nd semester.
6. **No truancy** (school, class, study hall) for the 2nd semester.
7. All school material and financial obligations must be met.
8. **Commencement Participation Form** filed.

Appeals for exceptions to the above should be submitted to the AHS administration.

## AURORA HIGH SCHOOL

### Student Responsibilities:

1. The **student** must design a program, which will enable him or her to pursue professional interests in an educational and practical way. The work must be voluntary and there may be no monetary or other compensation.
2. The time required for the project must be a minimum of ninety (90) hours over the designated three-week period.
3. The **student** must arrange for a community advisor to sponsor a daily work experience during the project period of three weeks. An immediate relative cannot be chosen as a community advisor.
4. The **student** must arrange for a school (faculty) advisor to provide guidance, feedback and assure accountability regarding fulfillment of the project guideline requirements. We encourage students to use a teacher of senior students as their first choice.
5. The student must complete the preliminary application form and return it to Mr. Brookhart by **Thursday, March 21, 2019. There will be no extensions for this date.**
6. All Senior Internships involving Pre K - 12 classroom teaching must take place outside of Aurora City Schools.
7. Students on Internship are not permitted on school grounds during the school day unless arrangements have been made with a faculty advisor or the student is reporting for an academic class or extra-curricular activity.
8. The student will meet with both the faculty and community advisors and plan the formal project proposal.
9. Once the final project is approved, the student will be given formal notification by the administration. The participating senior will be provided with a personal letter to the community advisor from the school stating arrival date and expectations.
10. Students enrolled in AP classes must attend those classes on a regular basis until after the AP exam. Hours spent in class can be counted in the 30 hours per week required for the internship. AP students may opt to start their Internship the day after AP testing.

11. The student must maintain communication with the faculty advisor (**at least once a week**). The advisor must be aware of the student's progress and any problems encountered.
12. **The student must keep both a written daily journal reflective of his/her experience and a timesheet to share with the faculty advisor. The timesheet must be signed by the community advisor on a weekly basis. The required journal template is provided on page 5, and the required timesheet template is provided on page 7. The journal and timesheet will be submitted to and kept by Aurora High School during the Senior Symposium.**
13. The student is required to make a formal presentation at the end of the project during the **Senior Internship Symposium**. The student is also encouraged to complete a formal rehearsal of the presentation for the faculty advisor, at which time the advisor may require certain modifications.

**Guidelines for student presentations at Senior Symposium:**

- The purpose of the presentation is to share your experience with your classmates, family, and faculty members. Discuss the various roles you learned about, tasks you completed, lessons you learned about the field. Your presentation should be engaging, informative, and should include your reflection of how internship has influenced your future career path. You should include pictures, visual aids, and/or demonstrations which are great elements to give your audience a clear idea of what you learned.
- Dress appropriately and professionally.
- Remember to submit your timesheet and journal entries!

**Senior Symposium will be held on Wednesday, May 15, 2019 at 7:00 pm. Failure to attend the Symposium will result in the senior not being permitted to participate in Commencement. Seniors are required to be on time for the Symposium.**

14. As decided by the Internship Committee, students will receive a mark of "S" (Satisfactory) or "U" (Unsatisfactory) upon completion of the symposium presentation. This mark will appear on the student's transcript listed under *Senior Internship*. This mark does not affect GPA nor graduation eligibility; it is available to college admission review boards which require final transcripts.
15. If, at any time, either the faculty advisor or the community advisor determines that the minimum expectations for the Senior Internship are not being met, the student will be dropped from the program and be required to attend school for the remainder of the school year. **Students who fail to complete the entire Internship, including Symposium, will not be permitted to participate in Commencement.**
16. All school rules and AHS Code of Conduct apply throughout the Internship.

## AURORA HIGH SCHOOL

The remaining pages of this packet are the necessary documents for the application and completion of the Senior Internship Project. This page is a useful checklist and a reminder of the function for each page.

Pages 5-6: The **required** weekly time sheet. This sheet must be completed and signed by the student, community advisor, and faculty advisor, and submitted at Senior Symposium.

Pages 7-8: The **required** written journal. The student must provide a **minimum 120-word journal entry for each day they attend internship**, in which they describe and reflect upon each day's activities and lessons learned. Students can either print this page out and hand-write their journal, or use the page as a template to type their journal. **A printed, hard-copy** of the journal will be due at Senior Symposium.

Pages 9-10: **The application, due no later than March 21, 2019.** Make sure to obtain **ALL** signatures needed.

Page 11: This is a list of the responsibilities of the faculty advisor. **Give this sheet to your faculty advisor** when you obtain their signature for the application.

Page 12: This is a list of the responsibilities of the community advisor. **Give this sheet to your community advisor** when you obtain their signature for the application.

Pages 13-14: This is the community advisor evaluation form. **Give these pages to your community advisor** when you obtain their signature on the application, and ask them to complete and mail this form to Mr. Brookhart so the program can continue to improve with their input.

# Senior Internship Project

2019

## OFFICIAL TIMESHEET – page 1

(note: each AP class attended is rounded up to counting as a full hour)

### Week One: April 24 through April 30, 2019

Day/Date	Time In	Time Out	Intern Hours	AP/Excel Class Hours	TEC	Total Hours
Wednesday, April 24						
Thursday, April 25						
Friday, April 26						
Saturday, April 27						
Sunday, April 28						
Monday, April 29						
Tuesday, April 30						

Total Hours for the Week: \_\_\_\_\_

Signature of Community Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Week Two: May 1 through May 7, 2019

Day/Date	Time In	Time Out	Intern Hours	AP Class Hours	Total Hours
Wednesday, May 1					
Thursday, May 2					
Friday, May 3					
Saturday, May 4					
Sunday, May 5					
Monday, May 6					
Tuesday, May 7					

Total Hours for the Week: \_\_\_\_\_

Signature of Community Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## AURORA HIGH SCHOOL

### OFFICIAL TIMESHEET- page 2

**Week Three: May 8 through May 15, 2019**

Day/Date	Time In	Time Out	Intern Hours	AP Class Hours	Total Hours
Wednesday, May 8					
Thursday, May 9					
Friday, May 10					
Saturday, May 11					
Sunday, May 12					
Monday, May 13					
Tuesday, May 14					
Wednesday, May 15					

**Total Hours for the Week:** \_\_\_\_\_

**TOTAL PROJECT HOURS:** \_\_\_\_\_

Signature of Community Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS TIMESHEET, COMPLETED, BOTH PAGES, IS DUE AT SENIOR SYMPOSIUM!**

**AND SPEAKING OF SYMPOSIUM...THE TIME HAS COME!**

**Wednesday, May 15, 7:00 p.m. at Aurora High School  
 Community Advisors are encouraged to attend!  
 Faculty Advisors are encouraged to attend!  
 Parents/Family members are encouraged to attend!**

**OFFICIAL DAILY JOURNAL**

**This is the Senior Internship Daily Journal of:** \_\_\_\_\_

**Day/Date:** \_\_\_\_\_

**Reflection (120 word minimum):**

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**(Reminder: the completed daily journal, 1 entry per day spent at internship, 120 words minimum each, is due at Senior Symposium.)**

**OFFICIAL DAILY JOURNAL**

**This is the Senior Internship Daily Journal of:** \_\_\_\_\_

**Day/Date:** \_\_\_\_\_

**Reflection (120 word minimum):**

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**(Reminder: the completed daily journal, 1 entry per day spent at internship, 120 words minimum each, is due at Senior Symposium.)**



# Senior Internship Project

2019

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## Application (Please Type or print clearly)

### 1. Personal Information

Student Name \_\_\_\_\_ First Period Teacher \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### 2. Faculty Advisor

Name \_\_\_\_\_ Position \_\_\_\_\_

### 3. Community Advisor

Name \_\_\_\_\_ Name of Company \_\_\_\_\_

Position \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Business e-mail \_\_\_\_\_

### 4. Project Summary **\*\*\*TYPE AND SUBMIT WITH APPLICATION!\*\*\***

- A. Location of Internship
- B. Title of Profession/Area of Employment
- C. Purpose and objectives (This should include a complete description of the project, your future goal(s), and how the project will benefit you.) (At least two paragraphs)
- D. Describe anticipated activities/job duties (At least one paragraph)
- E. Please list your in-school obligations, including a list of your AP courses, long-term assignments, and on-going extracurricular activities.
- F. List your out-of-school obligations, including employment and volunteer work (with days and times).

## 6. Signatures

I agree to abide by the rules established by the Senior Internship Committee and to fulfill all requirements within the allotted time. I understand that I am expected to continue all curricular and extra-curricular obligations to which I am presently committed.

\_\_\_\_\_

*Signature of Student*

\_\_\_\_\_

*Date*

Our son/daughter/student has our permission to participate in the Senior Internship Program under the conditions outlined in the program packet.

\_\_\_\_\_

*Signature of Parent/Guardian*

\_\_\_\_\_

*Date*

The project described herein meets with my approval, and I agree to supervise the applicant in its preparation and execution.

\_\_\_\_\_

*Signature of Faculty Advisor*

\_\_\_\_\_

*Date*

The project described herein meets with my approval, and I agree to supervise the applicant in its preparation and execution. I understand the work must be voluntary and there may be no monetary or other compensation. The time required for the project must amount to 90 hours total during the three-week period (AP and Excel TECC classes/exams count toward that total).

\_\_\_\_\_

*Signature of Community Sponsor*

\_\_\_\_\_

*Date*

## 7. Senior Project Committee Approval

Upon review by the Senior Internship Committee, the Senior Internship Proposal submitted by

\_\_\_\_\_ has \_\_\_\_ has not \_\_\_\_\_ been approved.

\_\_\_\_\_

*School Administrator*

\_\_\_\_\_

*Date*

**FINAL DEADLINE FOR APPLICATION:  
THURSDAY, MARCH 21, 2019**

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## Role of the Faculty Advisor

The staff is invited to participate in Senior Internship as advisors to the students. The role of advisor is extremely important in maintaining student accountability. Should you choose to accept an advisorship, please be aware of the following guidelines and responsibilities:

1. The acceptance of an advisorship is optional. It should be based on your judgment of the merit of the project presented to you by the student. You should also consider the student's ability to coordinate the project with the community leader.
2. The advisor **MUST** have at least one formal meeting with the student before the project is approved. The purpose of this meeting is to sign the student's application, assist them with any questions they may have about the application process, and establish expectations.
3. If the committee accepts the student's project, the advisor must meet with the student at least once a week.
4. The faculty advisor will make contact with the community advisor before or during the first week of the internship project, to establish a line of communication in case the community advisor has any questions or concerns about the internship project or about the student.
5. The advisor is expected to require the student to conduct a formal rehearsal of the Symposium presentation, and assist them in developing an effective and engaging presentation. Here are the guidelines students should follow:

### **Guidelines for student presentations at Senior Symposium:**

- The purpose of the presentation is to share your experience with your classmates, family, and faculty members. Discuss the various roles you learned about, tasks you completed, lessons you learned about the field. Your presentation should be engaging, informative, and should include your reflection of how internship has influenced your future career path. You should include pictures, visual aids, and/or demonstrations which are great elements to give your audience a clear idea of what you learned.
  - Dress appropriately and professionally
  - Remember to submit your timesheet and journal entries!
6. The advisor is strongly encouraged to attend the Symposium, which will take place on May 15, 2019, at 7:00 pm.

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## Role of the Community Advisor

The role of the Community Advisor is essential to the success of the Aurora High School Senior Internship Project. Through the experiences provided by you, students should gain significant and in-depth understanding of your professional world.

### Responsibilities

1. Assisting the student in developing their project through the development of goals, objectives and activities consistent with those objectives.
2. Advise and guide the student throughout the project and sign a weekly time sheet indicating the student has fulfilled expectations for that week.
3. Assign a variety of responsibilities that would be considered “real” to the job environment. (Answering phones and scheduling appointments for a lawyer probably does not give the student an in-depth look at the legal profession.)
4. Evaluate student upon project completion.
5. Maintain contact with school advisor as necessary.

### Relevant Information

1. Senior Internship Project begins on Wednesday, April 24, 2019 and ends with a Senior Symposium on May 15, 2019 at 7:00 pm. The last day of the project is May 15, 2019.
2. Students should be “on the job” daily throughout the project.
3. Seniors having AP exams or who participate in extra-curricular activities, should have schedules that would allow them to take part in those activities
4. Attendance and punctuality are essential. Absences must be made up. If this becomes a persistent problem, please contact the school advisor.
5. Students **may not** be paid for their project work.
6. No relative may be in a direct line of supervision for the internship. The student may not work at a relative’s place of business or at a place of business where the student has been previously employed.
7. Each student will have a faculty advisor who will act as a consultant for the student. The advisor will serve as the liaison between the school and the Community Advisor.

**AURORA HIGH SCHOOL  
SENIOR INTERNSHIP PROJECT  
SENIOR INTERNSHIP COMMUNITY ADVISOR EVALUATION FORM**

(To be given to your Community Advisor by the Student upon project completion)

Student name: (please print) \_\_\_\_\_

Community Advisor name: (please print) \_\_\_\_\_

Company's name: \_\_\_\_\_

Community Advisor Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

To the Community Advisor: Please respond to the following questions. Thank you for your cooperation.

Did the student meet your expectations? (Please check one) **YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

Comments(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Strengths of Student: \_\_\_\_\_  
\_\_\_\_\_  
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Recommended Areas of Growth For Student: \_\_\_\_\_  
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**COMMUNITY ADVISOR EVALUATION FORM (continued)**

What are the strengths of the Senior Internship Program?

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What suggestions do you have for improving the Senior Internship Program?

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Would you be willing to be a Community Advisor for another Senior Internship Project?

**YES:**\_\_\_\_\_ **NO:**\_\_\_\_\_

May this information be shared with the student?:

**YES:**\_\_\_\_\_ **NO:**\_\_\_\_\_

*Please return by June 1, 2019 to:*

**Aurora High School  
Attn: Brian Brookhart  
Senior Internship Project Coordinator  
109 W. Pioneer Trail  
Aurora, OH 44202**