Internship Handbook for Students

Tips for Creating and Maintaining Successful Internships
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INTERNERSHIP OVERVIEW

WHAT IS AN INTERNSHIP?

An internship is a well-defined short-term work/learning experience to help you, the student, prepare for a chosen career field. You will be applying the skills you learned in your classroom to a career experience. Typically, you will be working on projects while working alongside practicing professionals.

An internship is not a part-time job. It is an extension of the Grand Prairie ISD Career and Technical Education Intern Program. Most importantly, it is an opportunity for you, the intern, to increase your knowledge in a career choice by being challenged in a business environment. Business leaders in a real-world setting will supervise you.

HOW LONG IS THE INTERNSHIP?

Most internships will be at least 50 hours and will vary by career pathway. You are expected to complete at least 50 hours over the time of your internship experience. Your commitment to the internship requires your flexibility in the work hour schedule. You may be scheduled during the school day, after school, or on weekends.

COMPLETION OF THE INTERNSHIP

At the end of the internship, you will be expected to integrate your internship experiences into your senior project. Your teachers will give you the criteria for completing this project.

INTERNSHIPS BENEFIT STUDENTS, TEACHERS, SCHOOL, AND EMPLOYERS

Students benefit from working and learning in a high-skill environment. They observe all aspects of the company's operations and discover how the knowledge they gain in high school is applied in the workplace. Teachers benefit from a better understanding of what business and industry expect. By observing student interns, teachers can adjust curricula and instruction to the needs of the work site. Educators and employers work together in preparing students for success in the workplace.

High schools benefit because they can assure students and parents that graduates will be well prepared for post-secondary education and promising careers opportunities. Close ties with the local employers enable schools to connect youths with career opportunities in numerous fields.

Employers benefit from the strong, long-term relationships with local schools, which will produce, following post-secondary education, qualified job candidates for the companies.

Other employer benefits:

- Obtain assistance with project needs
- Meet staffing needs
- Base permanent hiring decisions on knowledge and observation of candidate's work
- Increase awareness of your organization on campus to attract additional qualified full-time and internship candidates; and
- Avoid a long-term budget commitment necessary for permanent hires
REQUIREMENTS

The intern program is offered to qualified seniors attending Dubiski Career High School.

Requirements:

1. Your CTE teacher must recommend you.
   a. Satisfactory classroom performance in your CTE program (80 or above verified from grade recorded prior to internship).
   b. Satisfactory attendance (no more than 2 unexcused absences verified from grade recorded prior to internship).
   c. Satisfactory classroom discipline

2. Your "Statement of Agreement" signed by you and your parents must be on file.

3. You must attend intern training as arranged by your CTE Practicum teacher.

4. You must develop a resume.

5. You must attend the mock interview.

6. You must agree to attend job interviews dressed in a professional manner.

7. You must agree that this intern experience is for an academic grade in your CTE class.

8. You must agree to prepare a presentation as outlined by your CTE teacher at the completion of your intern experience.

9. You must keep up with all course work and due dates during the internship. Intern related absences DO NOT extend coursework deadlines.
CONGRATULATIONS! YOU ARE AN INTERN!

You have completed the requirements of the GPISD Career & Technology Education Intern Program. You have successfully completed the interview training and the mock interview. You have prepared your resume and interviewed for your intern position. You have been accepted as an intern with a company. Now, you need to figure out what will be expected of you in this intern experience.

STRATEGIES FOR A SUCCESSFUL INTERN EXPERIENCE:

Show your employer you are a good intern:
- Be on time! Make sure you have reliable transportation.
- Use your time efficiently,
  - Limit socializing with other co-workers
  - Do not abuse your lunch hour and break time
  - Do Not Gossip!
- Follow the dress code of the company or program. Always be neat and clean.
- Learn as much as you can about the company. Look at the company's website. Ask questions. When you are unsure of something, be sure to ask the supervisor assigned to you.
- Alert your employer or teacher of any potential problem.

Go Above and Beyond:
- You will receive favorable reviews if you are willing to exceed your employer's expectations.

Display Energy and Enthusiasm
- Smile!
- Show enthusiasm, the most successful interns are those who display an upbeat attitude and a genuine interest in performing their role.

Network
- This is your opportunity to meet people who can assist you in your career choice. This is your opportunity to learn what skills, education are necessary for this field.
- This is your opportunity to learn more about this industry.

Portfolio
- Be sure to list your intern experience in your portfolio.
- List summaries of projects completed.
- List positive feedback from your employer.

Thank You
- Upon completion of your intern experience, be sure to write a thank you to the company and supervisor for giving you this opportunity. **THIS IS REQUIRED** as part of your academic grade earned during the internship.
WHAT CAN YOU EXPECT AS AN INTERN?

1. **Real work!**
   Some amount of clerical work comes with any internship, but you will find good learning experiences.

2. **The employer will give directions.**
   Your employer will discuss the company’s expectation in the beginning in order to avoid miscommunication.

3. **Expect feedback**
   The employer will help you, the intern, by communicating with you.

4. **Company events**
   You may be included in the daily life of the company.

5. **What if I don't understand the task assigned to me?**
   The company will work with you. Don’t be afraid to ask questions.

6. **Who will assist me?**
   The company will assign a staff member to mentor and guide you.

7. **Will I get paid?**
   No. This activity is designed to assist you in determining your career path by giving you "real world" experience.

8. **Will I get a grade on my report card based on this intern opportunity?**
   Yes, your teacher and the intern coordinator will be in contact with your employer, and your performance on the job will determine your grade in your CTE course.

9. **Will Grand Prairie School District be in contact with my employer and me?**
   Yes, personnel from the district will visit you and your employer at your job site.
   If you need to contact the school, you may contact:
   Your career and technology education teacher or your internship coordinator.

10. **Will I be evaluated?**
    Yes, look at the evaluation on the following page. Your employer will complete this and give it to school personnel. Remember, this is a MAJOR part of your 9 weeks grade.
Frequent evaluation of interns is necessary to see improvement in performance. In a training situation, it is essential for the student to receive feedback for growth to occur.

Interns will be graded weekly by their performance in ten (10) competency areas. For each competency, a continuum of descriptors of behaviors (performance measures) expected at each level of performance is shown. This will aid in rating the student. It will help the student see where performance is necessary or provide positive feedback for excellent performance.

The performance evaluation will be assigned a point value from 1 to 10 for each of the ten competencies under each week an intern is at the internship. Total points will not exceed 100.

**Grading Scale: Total Points**

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Student is Outstanding</td>
</tr>
<tr>
<td>80-89</td>
<td>Student Exceeds Expectations</td>
</tr>
<tr>
<td>70-79</td>
<td>Student Meets Expectations</td>
</tr>
<tr>
<td>60-69</td>
<td>Student Needs Improvement</td>
</tr>
<tr>
<td>0-59</td>
<td>Student is Unacceptable</td>
</tr>
</tbody>
</table>

**Performance Measures**

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Outstanding</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Quality and Productivity</td>
<td>Excellent organizational skills. Focus on identifying priorities. Work is of excellent quality. Tasks are completed on or before deadlines.</td>
<td>Organizational skills are good. Priorities are set and followed for routine tasks. Work is completed to exceed expectations. Tasks are completed on time.</td>
<td>Looks organizational skills, even with some routine tasks. Priorities are set and followed for routine tasks. Work is completed to exceed expectations.</td>
<td>Work is not acceptable. Unable or unwilling to prioritize. Task is not completed.</td>
</tr>
<tr>
<td>Technical Skills</td>
<td>Continually seeks the most up-to-date information. Integrates technology into a task. Demonstrates the ability to use current technological knowledge and develops new competencies.</td>
<td>Demonstrates the ability to use current technological knowledge and develops new competencies.</td>
<td>May recognize problems, but stops at job completion. Does not report problems or suggest solutions.</td>
<td></td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Anticipates problems. Identifies and implements appropriate and effective solutions.</td>
<td>Identifies and implements appropriate and effective solutions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity and Innovation</td>
<td>Continually works to expand knowledge of opportunities.</td>
<td>Continually works to expand knowledge of opportunities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Demonstrates strong, effective oral and written communication skills in a clear, concise, and professional manner.</td>
<td>Demonstrates effective oral and written communication skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>Consistently respects and respects the views of others.</td>
<td>Consistently respects and respects the views of others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility and Adaptability</td>
<td>Consistently demonstrates willingness and ability to successfully adapt to changing demands.</td>
<td>Consistently demonstrates willingness and ability to successfully adapt to changing demands.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountability and Integrity</td>
<td>Consistently understands policies and procedures.</td>
<td>Consistently understands policies and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Is punctual. Absent at least 5% of the time.</td>
<td>Occasional lateness. Absent at least 5% of the time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scale:**

- **90-100:** Student is Outstanding
- **80-89:** Student Exceeds Expectations
- **70-79:** Student Meets Expectations
- **60-69:** Student Needs Improvement
- **0-59:** Student is Unacceptable
PROGRAM EVALUATION TO BE COMPLETED BY THE STUDENT INTERN

NAME OF COMPANY

1. Do you consider this intern experience a success for you? Why? Can you share a memorable experience?

2. Do you consider this intern experience a success for the company you worked for? Why?

3. What were some of your responsibilities?

4. How has working for this company prepared you for the workforce?

5. Were you sufficiently prepared for the Internship Program?

6. Have you been able to apply the knowledge gained in your CTE class to your internship experience?

7. Were you able to communicate concerns and successes with the employer as needed?

8. Have your experiences given you a foundation for completing your goals?

9. What recommendations do you have to improve this program?

10. Do we have your permission to quote your comments from this evaluation and publish them in our marketing materials?

Name

Signature

Return this form to your practicum teacher
Statement of Agreement for Student Interns

Student Name:______________________________________________  Career Pathway:___________________________________

Home Address:________________________________________________ City:______________________________________________

State:________  Zip Code:________  Home Phone:_______________  Cell Phone:_______________

Date of Birth:__________  Student ID Number:__________  Graduation Year:__________  MM/DD/YR

Student E-Mail Address:________________________________________________________________________________________________

Emergency Contact Information

Name:________________________________________  Phone Number:________________________

Relationship to Student:__________________________

Health Insurance Company:______________________  Policy Number:________________________

Physician’s Name:__________________________  Phone Number:__________________________

As a member of the GPISD Student Intern program, I understand that:

1. I am making a commitment to complete the courses outlined in the curriculum sequence and I am committed to complete my entire internship assignment.

2. I understand that I must achieve the following requirements:
   A. Satisfactory completed my CTE course work with a GPA of 3.0.
   B. Must not acquire more than 2 unexcused absences.
   C. No discipline/behavioral referrals while in my course.
   D. Professional behavior towards teachers and all superiors while in the classroom and all outside activities.
   E. Successful completion of the interview process and development of a professional resume.
   F. Must have a signed Agreement for Student Interns by you and your parents/guardian.
   G. If possible, a student will be given two good faith interview opportunities (If a student is not hired after the first interview, a second will be arranged with an alternate employer) as long as the student meets the above requirements.

3. Any current or past drug use or criminal conviction will jeopardize my placement.

4. By signing this agreement, my parent/guardian is giving their permission to take class trips.

5. I must report to the job site on time and appropriately dressed in business attire.

6. Once I receive my placement, I am responsible for tasks that are assigned to me. If I have a question about the appropriateness of a particular task, I will contact the Internship Coordinator.

7. I must notify my practicum teacher at least a week in advance or as soon as possible if I have to miss my internship.

8. I understand that I will turn in a weekly timesheet to my practicum teacher.

9. I must check in for attendance with my practicum teacher before I get on the internship bus.
10. I understand if I miss the internship bus that I must report back to my practicum class and notify my practicum teacher. Failure to do so would lead to dismissal from the program at the CTE Coordinator’s discretion, and disciplinary action listed in the Grand Prairie ISD Student Handbook.

11. This Internship opportunity is a result of the partnership between Grand Prairie ISD and the employment entity; therefore, I agree to follow all the Grand Prairie rules and policies outlined by the employer. I understand that failure to follow any rules or policies will result in termination at the employer’s discretion, dismissal from the program at the CTE Coordinator’s discretion, and disciplinary action listed in the Grand Prairie ISD Student Handbook. I also understand that termination will affect my academic grade in my CTE course. You may receive a scoring of unacceptable for each week remaining for your internship assignment.

12. I understand that completion of my internship assignment is a requirement for completion of my program expectations at my high school, and if I am not eligible for an assignment with business provider, or I have not been terminated from employment, I will be assigned an alternate internship program.

13. I will adhere to the Grand Prairie ISD computer acceptable use policy at school and on the job site.

14. I understand that during my participation in this program, I will be responsible for completing course work and will maintain contact with all of my teachers.

15. Any questions or concerns I have about the Career and Technical Education Internship Program need to be directed to the instructor and CTE Coordinator.

16. All Medical students and guardians will have to sign a statement of Confidentiality.

17. All Medical students must attend HIPPAA training as required by the employer.

Medical Authorization

In order for your child to participate, The Medical Authorization Form will need to be completed.

The parents or guardian of each student attending school related events hereby grants the sponsor or other persons in charge permission to obtain medical help if needed and release the school and sponsor from liability for any occurrence in the relation to said activities.

Photo Release

I ___ Do or ___ Do Not give the school permission to publish my child’s photo in any publications.

_____________________________________________  _________________________________
Student’s Signature                      Date                      Parent’s Signature                      Date

_____________________________________________  _________________________________
Instructor’s Signature                     Date                      Coordinator’s Signature                     Date
**Medical Authorization**

In order for your child to participate, this form must be filled out and returned to his or her teacher before the day of the event. Should it be necessary for my child to have medical treatment while participating in the Internship program, I hereby give the Grand Prairie Independent School District and the workplace personnel permission to use their best judgment in obtaining medical service for my child. I give permission to the physician selected by the school district personnel to render whatever medical treatment he/she deems necessary and appropriate. Permission is also granted to release necessary emergency contact/medical history to the attending physician, or to the workplace, if needed.

________________________________________________________________________

Student Name

Address

Date of Birth

Home Phone

Daytime Phone Contact Information for Parent/Guardian

Contact, Other than Parent/Guardian Relation to Student Phone

Family Doctor Phone

Preferred Hospital Phone

Does your child require any special accommodations because of medical limitations, disability, dietary constraints or other restrictions? Please explain.

________________________________________________________________________

________________________________________________________________________

I hereby agree to all of the above authorizations and permission.

______________________________________________ __________________________
Signature of Parent/Guardian Date
CONTACT INFORMATION

CHIEF OF CAREER AND TECHNICAL EDUCATION OFFICER
Mike McSwain
Education Center
2602 South Belt Line Road
Grand Prairie, TX 75052
972-343-7809 michael.mcswain@gpisd.org

COORDINATOR OF CAREER AND TECHNICAL EDUCATION
Winston Minix
Dubiski Career High School in Grand Prairie I.S.D.
2990 S. Hwy 161
Grand Prairie, TX 75052
972-343-7923 winston.minix@gpisd.org
RESUMES

Submitting your resume for review is the initial step in obtaining a new job.

Since an employer's review of a resume almost always precedes an interview, it is critical that the information you wish to convey is properly constructed.

The purpose of a resume is not to get the job, but to get the interview. You should consider the job interview to be like a locked room and your resume as a key to that room. Before you can enter this room, it must be unlocked. Many keys will be tried; only a few will unlock the door.

Your career centers provide guidance and counseling on matters of resumes and cover letter construction.

Your library is also full of wonderful examples of resume writing resources.

Check out the Bridges website: http://www.bridges.com -User name: 0088517, Password: wunsche

Points to Consider

- Keep your resume brief (1-2 pages)
- Use only 8 1/2” x 11” paper
- Use white or off-white quality paper
- Emphasize your skills and accomplishments
- Don’t use abbreviations
- Arrange the resume so it's pleasing to the eye
- Avoid fancy fonts, exotic colored paper, photographs and graphics, unless you are applying for a graphic art position
- Clearly define your objective
- Provide a summary of qualifications at the top using key words or phrases
- Use clear concise bullet statements to describe your pertinent experience
- List all related educational achievements or completed courses, starting with the most recent
- List extra-curricular and after school activities as they relate to your career or leadership goals.
- Offer to provide professional and personal references at the bottom
THE INTERVIEW

Preparation
Preparation is the key to success. Preparation will help win the interview and will improve chances of success.

Points to Consider
Gather all information and documents you may need for the interview.
Bring extra copies of your resume, typed list of references and letters of recommendation.
Bring school report cards and/or transcripts.
Bring copies of any awards or certifications.
You may want to bring work samples.
Bring pen and pad for taking notes.
Research the job and the employer. The more you know about the industry the better prepared you will be.
Think about some standard interview questions and how you might respond.

And…
Personality - People hire people, not paper. The personality you display in your interview will greatly influence how people react to you. In an increasingly team-based work world, most employers are looking for people who will fit in and are flexible and adaptable.
Attitude - For recent graduates and people with little experience, attitude may be the most important job qualification. Many employers have suggested they are willing to take a chance on someone who doesn't have skills but has a great attitude.
Time - Get a good night's sleep before the interview and plan your travel to arrive in plenty of time. Present yourself no more than 15 minutes early.
Appearance - Your appearance is one of the main avenues for expressing your personality and attitude. It is best to dress in a professional manner.

Additional Tips
Maintain good eye contact.
Don't be a clock watcher.
Don't discuss illegal or discriminatory subjects such as race, religion, etc.
Be aware of nonverbal body language.
Dress a step above what you would wear on the job.
Ask for a business card in order to send a thank you note.

After the Interview
Write a thank you note to each person who took part in the interview. Thank the employer for their time, restate your interest in the job, and remind them of your intent to follow-up. Mail the letter the day of the interview.
JOB SUCCESS SKILLS

Employer Expectations

• Positive attitude, do not carry negative feeling into your new workplace.
• Time – Always be on time.
• Good attendance - if you are going to be unavoidably late or out sick, ask your supervisor the proper method of informing them.
• Follow all office rules, policies and procedures.
• Listen and learn.

Communication

• Communicate with your mentor on a regular basis.
• Be a team player. Be willing to help. Avoid the "know-it-all" attitude.
• Ask for help when you need it.

Personal

• Have an emergency plan for transportation. Have all personal appointments out of the way so that you need not ask for time off.
• Be willing to learn new skills.
• Be positive and upbeat with co-workers.
• Be clean and well groomed. Avoid wearing strong perfumes or colognes.
• Keep your personal life and problems at home.
• Don't use the employer's equipment and time to do personal things.
• Be patient with yourself.
• Volunteer for projects.
• Accept criticism as constructive. Do not become defensive.
• Always be friendly.
• Treat everyone with courtesy and respect.
• Keep your emotions under control.
• Show appreciation.
Senior Internship Timesheet

Name: ____________________________
ID: ______________________________
Date: ____________________________
Company: _________________________
Pathway: _________________________

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>OUT</td>
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<td></td>
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<tr>
<td>TOTAL</td>
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Supervisor’s Signature ________________________________

Turn - In Every Friday to your CTE Teacher