

# CTE INTERNSHIP GUIDE

2022-2023

# *CTE Internship Guide*

**ONslow COUNTY SCHOOLS**  
**Division of Career & Technical Education**

261 Northwest Corridor Blvd, Jacksonville, NC 28540



# Introduction

Welcome to your CTE Internship course! Congratulations on choosing to participate in a program that will better prepare you for your future in work, more than any course you have taken up to this point! Work-based learning experiences are a valuable component of Career and Technical Education and students who participate in work-based learning experiences are better prepared to be career focused and competitive in the world of work. This course will combine what you have learned in the classroom with the real world and provide you the opportunity to network, gain experience, and be able to make more educated decisions on your future options.

This internship will align with your career interests and require 135 hours or more of work (100 on site, 35 in the classroom). You will make connections from what you have learned in the classroom to what you learn in the workplace through journals and assignments to be submitted via TEAMS, your portfolio, and your final presentation. Any experience you gain through this course can also be used on future resumes as well as on college applications.

You are required to attend your internship class as you would any other course. You are expected to be on your site when scheduled and complete the 100 hours at your assigned or chosen site, or disciplinary action will be taken which may result in a failing grade for the course.

We are so excited to have you as part of this program and are ready to guide you through this amazing experience! You will work hard, learn so much, and will already be one step ahead and have that foot in the door to your potential future. Let's get started!

# Internship FAQs

## **What is an internship?**

An internship is a career preparation activity in which students are placed at a worksite to observe and participate in work within a student's potential future career field. Internships provide students the opportunity to "test-drive" their career possibilities and gain experience.

## **Are internships paid or unpaid?**

Internships are generally unpaid; students gain school credit upon successful completion of the internship. However, if a paid opportunity meets the requirements of the Internship Program, it is acceptable.

## **How many hours do I have to complete for credit?**

The internship course requires 135 total hours. You will complete 100 hours on site and 35 in the classroom with your CDC.

## **How is my grade calculated for this course?**

Grades are earned through assignments, journals, hours, and evaluations. Rubrics are provided for every assignment. Timesheets must be submitted weekly. The intern must complete a minimum of 100 hours on the job site and a minimum of 35 classroom hours/homework hours to earn credit for this course. Failure to do so could result in disciplinary action, potentially including a failing grade for the course. The final exam grade is made up of your portfolio (completed throughout the course) and your final presentation. Failure to present your final presentation or complete and submit your portfolio items could result in failure of the course.

## **Where will I intern?**

The Internship location will be related to the student's high school course work and career objective. Internships must be completed off the intern's home campus. Interns MUST provide their own transportation to their site.

## **Do I have to complete an interview?**

After your placement is secured, you will work with your CDC to contact the community sponsor to set up an appointment for an interview or meet and greet at your worksite.

## **What is the internship attendance policy?**

It is expected that interns attend their internship site on a regularly scheduled basis. Failure to do so will be considered skipping and will be handled accordingly.

## **How can I reach my CDC?**

Your CDC will be available at your school and can also be reached via email. Other forms of communication will be provided to you at orientation.

# **Journals/Timesheets/Hours**

## ***Journals***

Interns are required to complete weekly journal entries through TEAMS and they are due every Monday by 2:30 pm. Journals are expected to be 6 sentences long with correct spelling and grammar. Each journal topic will be a reflection on your internship experience from the previous week.

## ***Timesheets***

Your hours will be your responsibility to keep track of and calculate throughout the course of the semester. Weekly timesheets are due every Monday by 2:30 pm, will be submitted via TEAMS, and will reflect the previous week's hours. You will receive a grade for each timesheet due, as well as a grade for your total hours accumulated at the end of each grading period. Timesheets can be emailed periodically to your site sponsor by your CDC for accountability and verifications of hours. If you work during holiday breaks or non-school hours, those hours can count! The only time you are not allowed to attend internship is if school is cancelled due to inclement weather.

# Assignments

You will have a variety of assignments throughout your CTE Internship Course. Every assignment listed will be due on a Monday at 2:30 pm and will be turned in via TEAMS. Specific due dates will be given to you by your CDC and listed on your syllabus. Descriptions for each assignment are listed below.

## **First Resume and First Cover Letter**

You will submit these assignments after working on them during orientation. Your resume and cover letter should be professional and follow the example given to you. You will submit each of them.

## **Internship Site Schedule**

After meeting with your site supervisor and determining the dates/times you will be going to your site, you will submit a Microsoft Form to your CDC providing them with your regular schedule.

## **History of Business & Career Information**

This assignment focuses on your site's background information as well as information regarding your chosen career for your internship. You will detail their history as well as their current practices, job descriptions, organization beliefs, etc., for this paper.

## **SMART Goal Creation**

You will set 3 SMART goals for yourself for this semester in internship. SMART goal information will be given to you, as well as examples, and you will create your own three goals. SMART goals will be reflected on at the end of the semester during your final presentation. Two goals must be acquisition of career specific skills, one goal must be based on an employability skill.

## **Presentation Timeline & Outline**

You will fill out a document that will help you plan and detail your internship cumulative presentation. You will set dates for completion and check-ins to help you prepare and plan for your presentation at the end of the semester.

## **Self-Evaluation 1**

You will complete a reflection evaluation on your performance up to this point in the semester. Be honest in your reflection as this assignment is only seen by you and the CDC.

## **Site Supervisor Evaluation 1**

You will provide your site supervisor an evaluation form to complete each grading period. Please remember that your site sponsor evaluation is worth 25% of your grade for the grading period.

## **Licensure/Education/Employment Information**

This assignment provides insight and information to the different types of jobs within your organization and at your site. It also details education requirements and what kind of licensures/certificates are required for different positions.

## **One Colleague Interview**

This assignment requires you to interview one colleague at your site. You will ask specific information that is listed in the assignment, as well as asking them any questions you have accumulated up to this point in the semester.

### **Description of Tasks**

Any tasks you have worked on independently or that you have been asked to complete at your site with a group will be detailed in this assignment. Keep in mind that a task assigned to you might be something you observed on site or something that you helped assist with daily.

### **Photos On The Job (5 minimum)**

Submit five photos of you on the job site or of what you are working on at your site. These photos can be used in your final exam presentation so be sure that you are creative and include yourself in some of the photos!

### **Self-Evaluation 2**

You will complete a reflection evaluation on your performance up to this point in the semester. Be honest in your reflection as this assignment is only seen by you and the CDC.

### **Site Supervisor Evaluation 2**

You will provide your site supervisor an evaluation form to complete each grading period. Please remember that your site sponsor evaluation is worth 25% of your grade for the grading period.

### **Updated Resume and Thank You Letter**

Your updated resume must be different from your original version and must include your experience in your internship. The thank you letter must be formatted like your cover letter and be professional. Make sure to include specifics, such as projects you worked on and tasks you were assigned, both in your resume and thank you letter.

### **Reflective Essay**

This assignment will ask you to reflect on your experience as an intern. You will provide details about your experience at your site as well as your experience in the course.

### **Self-Evaluation 3**

You will complete a reflection evaluation on your performance up to this point in the semester. Be honest in your reflection as this assignment is only seen by you and the CDC.

### **Site Supervisor Evaluation 3**

Your site supervisor will be provided an evaluation form to complete each grading period for you. Total points possible on this assignment is 100 and comes completely from your site supervisor. Please also keep in mind that your evaluation from your site supervisor is worth 25% of your grade for the entire grading period.

Submit all assignments via TEAMS on the assignment link listed. If you have questions concerning an assignment, please ask your CDC for help.

**\*\*Each of these assignments will also be graded as a part of your Portfolio Rubric for the end of the course. \*\***

# Site Visits & Evaluations

## ***Site Visits***

Your CDC will make random site visits to see you at your internship site. It is expected that you are at internship daily, or as you have scheduled with your site, and that if you are not at internship on your scheduled day(s), that you have contacted your site supervisor and your CDC to let them know. If a random site visit is conducted and you are not at your location, you will be written up for skipping.

Site visits can be random or scheduled. If your CDC requests for you to schedule a site visit, please be sure to clear this with your site supervisor first. Site visits will be kept short, to not be distracting, but we do like to see what you are doing on the job!

In addition to random site visits from your CDC, you will also be required to meet with your CDC to check in. If a specific date is scheduled, you will go to your meeting with your CDC instead of your internship that day. Please make sure you communicate with your site to inform them of your date in advance.

## ***Evaluations***

You will have two evaluations each grading period: your self-evaluation and your site supervisor evaluation. Your self-evaluation is where you will reflect on your own experience and your own practice as an intern. Your site supervisor evaluation will be completed by your internship site supervisor and is worth 25% of your grade for each grading period.

Your site supervisor evaluation will be due on a Monday towards the end of the semester (dates will be provided by your CDC). It is highly recommended that you provide your site supervisor with the information needed to complete your site evaluation in a timely manner. Do not provide this information to your site supervisor the day before and expect it to be completed. Deadlines for the site supervisor evaluation are firm.



# Grading Information & Late Policy

## *Grading*

### Grading Period Breakdown

Your grade is calculated as follows for each grading period:

- **Journals** 25%
- **Assignments** 25%
- **Evaluations** 25%
- **Hours** 25%

### Final PBM Breakdown

Your grade is calculated as follows for each grading period:

- **Project (Presentation)** 15 points
- **Portfolio** 15 points
- **Work Experience** 70 points

### Final Grade Breakdown

Your final grade is calculated as follows for the semester:

- **Grading Period 4** 25%
- **Grading Period 5** 25%
- **Grading Period 6** 25%
- **Final PBM** 25%

*\*Check PowerSchool often for updated grades and updates on missing work.\**

## *Late Policy*

Assignments, journals, and timesheets are considered late if they are submitted past 2:30pm on those respective Mondays. Ten percent is taken off each day for late work. Be sure to check PowerSchool often for missing assignment updates and submit work in a timely manner.



# Student Forms – 2022-2023

## STUDENT FORMS

The following pages need to be filled out and submitted to your CDC immediately upon completion. Failure to turn in forms by \_\_\_\_\_ will result in your internship start date being delayed.

# Onslow County Schools CTE Internship Training Agreement

Due to CDC by \_\_\_\_\_.

**Failure to submit will result in delay in starting internship.**

Student \_\_\_\_\_

School \_\_\_\_\_

Job Title \_\_\_\_\_

Training Site \_\_\_\_\_

Participation in the CTE Internship program requires all parties concerned to agree to the following responsibilities.

## Student Responsibilities

In fulfilling the requirements of this program, the student intern agrees to:

- Work a minimum of 135 hours a semester, maintain up-to-date time sheets submitted by due date and complete other assignments as assigned.
- Remain with the original job placement throughout the semester and will not be granted permission to change without proper justification. Intern will not terminate employment without prior approval from the Career Development Coordinator (CDC).
- Conform to community sponsor rules and regulations. Professional dress, appropriate conduct and grooming, punctuality and adherence to the work schedule are expected.
- Notify the community sponsor and CDC prior to absence.
- Maintain good attendance at school and on the job.
- Provide own transportation.
- Discuss any problems arising from the job with the CDC.
- Intern will receive a failing grade for any grading period due to the following infractions:
  - quitting the job without proper notice to the community sponsor and CDC
  - quitting before completion of required hours
  - being terminated from the job site
  - failure to abide by the above stated rules

## Community Sponsor Responsibilities

In fulfilling the requirements of this program, the community sponsor agrees to:

- Provide, under the supervision of qualified personnel, a minimum of 135 internship hours during the semester in a variety of work experiences that will contribute to the attainment of the student's career objective.
- Adhere to all the applicable legal regulations regarding the student.
- Provide time for consultation with the CDC concerning the student's performance. Assist in the evaluation of the student.
- Contact the CDC prior to dismissing a student.

## Career Development Coordinator Responsibilities

In fulfilling the requirements of this program, the CDC agrees to:

- Coordinate the CTE Internship Program to prepare the student for the world of work.
- Visit the job site to observe the student, consult with the community sponsor, and provide assistance with student training problems to ensure a successful work experience.
- Assist in the evaluation of the student.
- Assist in the resolution of community sponsor or student complaints or problems.

## Parent/Guardian Responsibilities

In fulfilling the requirements of this program, the Parent/Guardian agrees to:

- Encourage Intern to effectively carry out duties and responsibilities as outlined in this agreement.
- Provide a method of transportation for the Intern.
- Work cooperatively with the CDC, community sponsor and Intern in solving problems relating to school and/or work.

\_\_\_\_\_  
Signature of Student/ Date

\_\_\_\_\_  
Signature of Parent/Guardian/ Date

\_\_\_\_\_  
Signature of Career Dev Coordinator/ Date

\_\_\_\_\_  
Signature of Principal/ Date

\_\_\_\_\_  
Signature of Community Sponsor/ Date

It is the policy of Career and Technical Education not to discriminate on the basis of race, religion, nationality or ethnic origin, color, age, military service, disability, or gender in its educational programs, activities or employment practices.

CTE Internship

Transportation Permission Form

Due to CDC by \_\_\_\_\_.

Failure to submit will result in delay in starting internship.

Students participating in the CTE Internship program will be taking part in going to community agencies as part of curriculum requirements. Students will have to provide their own transportation for internships. Your child should have access to transportation. Onslow County Schools is not responsible for transporting your child during the semester.

Please answer the following questions and sign all appropriate statements:

Child's Name (Please print): \_\_\_\_\_

My son/daughter will have a car to drive to internships: YES \_\_\_\_\_ NO \_\_\_\_\_

I give my permission for my child to drive to internships which may include travel to Jacksonville, NC, Richlands, NC, New Bern, NC, Camp Lejeune, NC or Morehead City, NC:

Signature of Parent or Legal Guardian: \_\_\_\_\_

My child has my permission to ride with another student who is driving to internships:

Signature of Parent or Legal Guardian: \_\_\_\_\_

My child has my permission to transport other students to internship sites (if this permission covers certain students only, please list these student names underneath your signature):

Signature of Parent or Legal Guardian: \_\_\_\_\_

My child has permission to transport only the following students (if applicable):

**Insurance Information**

*Drivers must include their car insurance information*

Name of insured: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_

# STUDENT RELEASE

Due to CDC by \_\_\_\_\_.

Failure to submit will result in delay in starting internship.

I grant the workplace and Onslow County Schools permission to photograph my son/daughter,

\_\_\_\_\_, for promotional and educational purposes.

I also grant the workplace and Onslow County Schools permission to use any written work submitted by my son/daughter.

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

*All Onslow County School rules apply to students while involved in a work-based learning experience. Violation of these rules, like possession of tobacco products, etc., could result in student being dismissed from work site and being reported to the school where the consequences for breaking these rules will apply.*

I understand and agree to all of the above authorizations and permissions.

\_\_\_\_\_  
Signature of Parent /Guardian

\_\_\_\_\_  
Date

## **Parental Permission, Medical Release and Waiver**

Due to CDC by \_\_\_\_\_.

Failure to submit will result in delay in starting internship.

THIS AGREEMENT MADE AND ENTERED INTO THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
BY \_\_\_\_\_, AS PARENT OR NATURAL GUARDIAN  
(HEREINAFTER "PARENT") OF \_\_\_\_\_, A MINOR (HEREAFTER  
"STUDENT") IN FAVOR OF THE ONSLOW BOARD OF EDUCATION, (HEREAFTER "THE BOARD"),  
AND \_\_\_\_\_, (HEREAFTER "THE SPONSOR").

WITNESSETH

THAT WHEREAS, STUDENT HAS BEEN SELECTED TO PARTICIPATE IN THE CTE  
INTERNSHIP PROGRAM SPONSORED BY THE BOARD AND PARENT DESIRES THAT STUDENT  
BE AFFORDED AN OPPORTUNITY TO SO PARTICIPATE; AND

WHEREAS, SPONSOR HAS AGREED TO ALLOW STUDENT TO INTERN AT SPONSOR'S  
PLACE OF BUSINESS AS PART OF THE CTE INTERNSHIP PROGRAM; AND

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE STUDENT'S PARTICIPATION  
IN THE CTE INTERNSHIP PROGRAM, PARENT DOES HEREBY AGREE AS FOLLOWS:

1. PARENT HEREBY GRANTS PERMISSION FOR STUDENT TO PARTICIPATE IN THE  
CTE INTERNSHIP PROGRAM AND ANY ACTIVITIES ASSOCIATED THEREWITH.
2. PARENT ACKNOWLEDGES THAT HE/SHE WILL BE NOTIFIED SHOULD A MEDICAL  
EMERGENCY OCCUR DURING STUDENT'S PARTICIPATION IN THE CTE INTERNSHIP  
PROGRAM BUT HEREBY GRANTS PERMISSION FOR IMMEDIATE MEDICAL  
TREATMENT AS REQUIRED IN THE JUDGMENT OF THE ATTENDING PHYSICIAN IN  
THE EVENT HE/SHE CANNOT BE REACHED.
3. PARENT HEREBY AGREES TO COMPLETE AND EXECUTE ANY ANCILLARY FORMS  
AND/OR TO PROVIDE ANY ADDITIONAL INFORMATION REQUIRED (INCLUDING  
MEDICAL HISTORY, INSURANCE INFORMATION AND AN EMERGENCY CONTACT) AS  
A CONDITION OF STUDENT'S PARTICIPATION IN THIS PROGRAM AND  
ACKNOWLEDGES THIS TO BE A CONTINUING OBLIGATION ON PARENT'S PART.
4. PARENT ACKNOWLEDGES THAT IT MAY BE NECESSARY TO SHARE CONFIDENTIAL  
AND PRIVILEGED INFORMATION CONTAINED IN THE STUDENT'S EDUCATIONAL  
RECORDS WITH THE CTE INTERNSHIP PROGRAM, ITS FACILITATORS, AND  
COORDINATORS IN ORDER TO PLACE THE STUDENT WITHIN THE PROGRAM.
5. PARENT HEREBY, FOR HIMSELF/HERSELF, HEIRS EXECUTORS, PERSONAL  
REPRESENTATIVES AND ASSIGNS, AND ON BEHALF OF STUDENT, DOES HEREBY  
REMISE, RELEASE AND FOREVER DISCHARGE THE BOARD, THE SPONSOR, AND  
AGENTS AND EMPLOYEES OF THE BOARD AND SPONSOR OF AND FROM ANY AND  
ALL DEBTS, DUES, CAUSES OF ACTIONS, SUITS, CLAIMS, AND DEMANDS, OF  
EVERY SORT, KIND, AND NATURE, WHENEVER AND WHEREVER THE SAME MAY

ARISE AS A RESULT OF STUDENT'S PARTICIPATION IN THE CTE INTERNSHIP PROGRAM.

6. PARENT ASSUMES ANY AND ALL RISK OF LOSS ON BEHALF OF STUDENT AND AGREES TO PROCURE AND MAINTAIN, AT A MINIMUM, STUDENT ACCIDENT INSURANCE.
7. PARENT ACKNOWLEDGES THAT THERE ARE OR MAY BE SUBSTANTIAL RISKS ASSOCIATED WITH TRANSPORTING THE STUDENT TO AND FROM SPONSOR'S PLACE OF BUSINESS. PARENT AGREES TO PROVIDE TRANSPORTATION FOR THE STUDENT TO AND FROM THE SPONSOR'S PLACE OF BUSINESS OR TO MAKE SATISFACTORY ARRANGEMENTS FOR STUDENT'S TRANSPORTATION EXCEPT AS SPECIFICALLY NOTED ELSEWHERE HEREIN.
8. PARENT ACKNOWLEDGES THAT THERE ARE OR MAY BE SUBSTANTIAL RISKS ASSOCIATED WITH THE DUTIES AND TASKS WHICH MAY BE PERFORMED BY STUDENT DURING THE COURSE OF THE CTE INTERNSHIP PROGRAM.
9. THIS AGREEMENT IS REQUIRED AS A CONDITION OF PARTICIPATION IN THE CTE INTERNSHIP PROGRAM SHALL CONTINUE AND REMAIN IN FULL FORCE AND EFFECT DURING THE COURSE THEREOF.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN (PRINT)

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN (SIGNATURE)



# Emergency Medical Authorization

Due to CDC by \_\_\_\_\_.

Failure to submit will result in delay in starting internship.

Student's Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Student's Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Place of Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Place of Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Information: \_\_\_\_\_

I, PARENT/GUARDIAN OF THE ABOVE-NAMED STUDENT, DO HEREBY AGREE THAT IN CASE OF AN ACCIDENT OR EMERGENCY IN WHICH MY CHILD NEEDS HELP AND I AM UNABLE TO BE REACHED, THE PERSON NAMED BELOW MAY BE CONTACTED TO ACT IN MY BEHALF AND TO CONSENT TO SUCH REQUESTS THAT MAY BENEFIT MY CHILD.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Parent/Guardian/

Date

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**TO DOCTOR/HOSPITAL:** In the event that school officials are unable to reach me or the above named individual in case of an emergency which requires the above named student to be given emergency medical attention, I hereby authorize the school officials acting in loco-parentis to present a copy of this Emergency Consent Form as my consent for admittance of my child to the doctor or hospital for necessary emergency medical care.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Parent/Guardian

Date

## ***Emergency Medical Information, cont.***

Student's Full Name: \_\_\_\_\_

If an emergency occurs during the school day, or if a student becomes ill while participating in community-based instruction/training activities, we can respond more effectively if we are aware of any medical problems. Please provide the information requested below.

List any medical problems your child has that should be known. (For example, allergies, seizures, glasses, hearing aids, contacts, etc.)

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For any prescribed medication your child is taking, provide the following information.

Medication Name(s)/ Dosage Amounts/

Times to Be Taken

_____	_____
_____	_____
_____	_____
_____	_____

Use back of sheet if additional lines are needed.

For doctor's currently caring for your child, please provide the following information:

Doctor's Name/

Phone Number

_____	_____
_____	_____
_____	_____

Use back of sheet if additional lines are needed.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date