

*Onslow County Schools  
Career and Technical Education  
Internship Information Packet*



Learning that works  
for North Carolina

# **Onslow County Schools Career and Technical Education Internship Program**

## **Definition:**

A student internship is an extensive educational experience to which a student will devote themselves to learning in an occupation directly related to his/her anticipated career choice and to better prepare them for future career options. The internship position may be paid or unpaid and will hold the place of a class in their schedule. Course credit may be awarded upon successful completion of internship.

A minimum of one hundred thirty-five hours of internship experience will be required for a student to earn one elective credit. The experience will consist of thirty-five classroom hours to be completed during a week-long county-wide orientation at the beginning of the semester as well as monthly meetings with the school's Career Development Coordinator and one-hundred hours of job experience at their internship site. The internship experience most often occurs during their designated class period but can also occur after the school day, on weekends, and on student holidays. Students will be expected to be on track to meet graduation requirements in order to do their internship for course credit. A student is required to be 16 years old and must have a license and be able to provide their own transportation to and from internship.

## **Purpose:**

The primary purpose of an internship is to allow a student to explore his/her current career interest and ultimately be able to make more informed decisions about post-secondary plans. Students will complete tasks within the course to demonstrate mastery gained from the internship experience and training received. General objectives include:

1. Narrowing or confirming occupational interest.
2. Developing improved work habits.
3. Improving communication and interpersonal skills.
4. Develop an awareness of industry in the community and resources available within the community for the world of work while setting realistic goals based on first-hand experience.

## **Benefits for Students:**

1. Students will have the opportunity to learn and develop useful employability skills through first-hand on-the-job experience.
2. Students will see the real-world application of academic concepts to job situations. This can help stimulate students' interest in classroom work.
3. Students will develop an understanding, appreciation, and respect for work and workers.
4. Students can practice skills for getting and keeping jobs while in a safe, controlled, and secure learning environment.
5. Students will transition more smoothly from the school setting to the world of work.
6. Students will begin developing their own "network" of professionals who they can utilize for recommendations.
7. Students post-secondary planning will be enhanced through gaining experience that will allow them to make more informed decisions on their future career plans and path to reach their goal.

## **Benefits for Employers/Community:**

1. Employers play a significant role in helping prepare students for success in the world of work.
2. Employers can promote their company's career opportunities.
3. Employers can grow future employees by helping high school students with work-based learning.
4. Employers are under no obligation to pay wages. Students gain first-hand employment experiences that will help them in making post-secondary choices and upon entering the workforce.

# **Onslow County Schools Career and Technical Education Internship Program**

## **Internship Program Process**

To be in the CTE internship program, a student must complete the following:

1. Complete entire information form and all materials in packet.
  - a. Materials to submit to your CDC include:
    - CTE Internship Information Form
    - TWO Teacher Recommendation Forms
2. Submit packet on time by the due date given.
3. Participate in a meeting/mock interview with the Career Development Coordinator.
4. Adhere to all internship guidelines, procedures, and policies and fulfill all responsibilities of an intern.

# **Onslow County Schools Career and Technical Education Internship Program**

## **Grading System**

Passing grades will be based on:

1. Required hours completed by the end of semester.
2. A weekly journal and timesheet.
3. Site sponsor evaluations.
4. Assignments to be completed for the course during the semester.
5. Presentation and Portfolio to be completed at end of semester.

Each category will be weighted for 25% of grading period grade.

## **Internship Journal**

Each student will keep an internship journal that details experiences and learning. Topics will be provided each week for journal entries. Length of entry is to be at least six sentences and will connect their internship experience with future plans and academic content they are learning in school.

**Journals are due every Monday by 2:30 pm.**

\*Late penalties are given for journals turned in after the weekly due date.\*

## **Internship Timesheet**

Each student will keep a log of time spent at their internship site. These timesheets will be submitted weekly to the CDC. The CDC will be in contact with your site supervisor to confirm number of hours spent on site.

**Timesheets are due every Monday by 2:30 pm.**

\*Late penalties are given for timesheets turned in after the weekly due date.\*

## **Site Sponsor Evaluations**

Site sponsors will submit an evaluation of their intern each grading period. Interns are rated on qualities shown at their work site. Points possible on intern evaluations is 100. It is expected that interns give their evaluation forms to their site supervisor with appropriate amount of time for them to submit before the end of the grading period and due date.

## **Assignments**

Interns are expected to complete assignments that are directly related to their experience at their internship site.

**All assignments are due on Mondays at 2:30 pm.**

\*Assignments turned in late will be penalized one point per day late up to five days.\*

***On the next page is an EXAMPLE of a course syllabus of all assignments, journals, timesheets, and evaluations you will be expected to complete during your internship course and experience.***

## ***SAMPLE SYLLABUS - Spring 2021 Syllabus***

| <u>Assignment/Journal/TimeSheet</u>  | <u>Due Date</u>                    |
|--|------------------------------------|
| <b><i>Grading Period 4</i></b>   |                                    |
| Resume/Cover Letter  | Monday, January 11                 |
| History of Business<br>Timesheet 1 (will reflect two weeks of orientation)<br>Journal 1    | Tuesday, January 19 (Holiday Mon.) |
| Interview Reflection<br>Timesheet 2<br>Journal 2   | Monday, January 25                 |
| SMART Goal Creation<br>Timesheet 3<br>Journal 3  | Monday, February 1                 |
| Employee Training Manuals/Information<br>Timesheet 4<br>Journal 4                          | Monday, February 8                 |
| Self Evaluation<br>Site Sponsor Evaluation (100 point value)<br>Timesheet 5<br>Journal 5   | Monday, February 15                |
| <b><i>Grading Period 5</i></b>   |                                    |
| Timesheet 6<br>Journal 6   | Monday, February 22                |
| Licensure/Education/Employment Information<br>Timesheet 7<br>Journal 7                     | Monday, March 1                    |
| Two Colleague Interviews<br>Timesheet 8<br>Journal 8                                       | Monday, March 8                    |
| Description of Projects<br>Timesheet 9<br>Journal 9  | Monday March 15                    |
| Five Photos on the Job<br>Timesheet 10<br>Journal 10                                       | Monday, March 22                   |
| Timesheet 11   | Monday, March 29                   |
| <b><i>SPRING BREAK</i></b>   | <b><i>March 29 - April 2</i></b>   |
| Timesheet 12   | Monday, April 5                    |
| Self Evaluation<br>Site Sponsor Evaluation (100 point value)<br>Timesheet 13<br>Journal 11 | Monday, April 12                   |

Submit all requirements electronically via TEAMS. If you have a question concerning an assignment, please ask your CDC for help. Remember, late assignments are deducted 10% value each day.

Failure to complete these assignments will result in failing grade.





## CTE INTERNSHIP INFORMATION FORM

|                    |                  |              |  |
|--------------------|------------------|--------------|--|
| Student Name:      |                  | School Name: |  |
| Address:           |                  | City:        |  |
| Cell Phone Number: | Fall 2022 Grade: | Birthdate:   |  |

|                        |                        |
|------------------------|------------------------|
| Student Email:         |                        |
| Parent/Guardian Name:  | Parent/Guardian Phone: |
| Parent/Guardian Email: |                        |

Do you have reliable transportation?                      YES              NO              (Circle One)

Do you have a driver's license?                      YES              NO              (Circle One)

|   |   |
|---|---|
| In what Career Field are you interested in being an intern? | Name of Organization you want to work with (if known):<br><br>Have you contacted them? Yes No |
|---|---|

Please list any extracurricular activities in which you are involved: (ex. Sports, hobbies, school clubs)

Do you have a job?                      YES              NO              (Circle One)

|                            |                              |
|----------------------------|------------------------------|
| If yes, where do you work: | What days/times do you work? |
|----------------------------|------------------------------|

Please indicate your Semester preference for this course (NOTE: This does not guarantee semester!)

(Circle One)      FALL                      SPRING                      EITHER                      BOTH

I give my child permission to participate in the Onslow County CTE Internship program. I will give my child encouragement, reinforcement and assistance in this educational experience.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CTE INTERNSHIP INFORMATION FORM, Continued...



Please answer the following questions with a paragraph:

1. What do you hope to get out of your internship experience?
2. What skills do you possess that could help you in an internship setting?
3. Why do you want to participate in the internship class?
4. Tell me about a situation in the past where you had to show dedication.
5. Tell me about an obstacle you have had to overcome or a problem you had to work to solve. What was the problem and how did you work through it?

# CTE INTERNSHIP CANDIDATE RECOMMENDATION FORM

INTERNSHIP CANDIDATE'S FULL NAME

---

The above-named candidate is being considered to enroll in a CTE Internship. Your high school's Career Development Coordinator/Internship Facilitator will use this form to determine if the student meets the CTE Internship's high standards of self-motivation, responsibility, maturity, and character.

**PLEASE COMPLETE THE SURVEY TO THE BEST OF YOUR ABILITY.**

If you have questions or comments, please contact your Career Development Coordinator.

**\*Please place this form in the envelope provided by the student, seal the envelope, sign along the seal and return to the student within three school days.**

Thank you in advance.

Person completing form \_\_\_\_\_

Relationship to student \_\_\_\_\_

| Please rate the student using the scale provided.<br>For responses of 2 or lower, please comment. | 1=<br>Poor<br>3=<br>Average<br>5=<br>Excellent | Comments |
|---|--|----------|
| Ability to keep commitments/meet deadlines  |  |          |
| Ability to self-advocate  |  |          |
| Ability to self-motivate  |  |          |
| Acts Responsibly  |  |          |
| Attendance  |  |          |
| Attitude  |  |          |
| Initiative  |  |          |
| Leadership Potential  |  |          |
| Maturity  |  |          |
| Punctuality   |  |          |
| Respectfulness  |  |          |
| Results Oriented  |  |          |
| Social Skills   |  |          |

**OVERALL IMPRESSION OF CANDIDATE: (PLEASE CIRCLE ONE)**

Highly recommend    Recommend    Recommend with reservation    Do not recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CTE INTERNSHIP CANDIDATE RECOMMENDATION FORM

INTERNSHIP CANDIDATE'S FULL NAME

---

The above-named candidate is being considered to enroll in a CTE Internship. Your high school's Career Development Coordinator/Internship Facilitator will use this form to determine if the student meets the CTE Internship's high standards of self-motivation, responsibility, maturity, and character.

**PLEASE COMPLETE THE SURVEY TO THE BEST OF YOUR ABILITY.**

If you have questions or comments, please contact your Career Development Coordinator.

**\*Please place this form in the envelope provided by the student, seal the envelope, sign along the seal and return to the student within three school days.**

Thank you in advance.

Person completing form \_\_\_\_\_

Relationship to student \_\_\_\_\_

| Please rate the student using the scale provided.<br>For responses of 2 or lower, please comment. | 1=<br>Poor<br>3=<br>Average<br>5=<br>Excellent | Comments |
|---|--|----------|
| Ability to keep commitments/meet deadlines  |  |          |
| Ability to self-advocate  |  |          |
| Ability to self-motivate  |  |          |
| Acts Responsibly  |  |          |
| Attendance  |  |          |
| Attitude  |  |          |
| Initiative  |  |          |
| Leadership Potential  |  |          |
| Maturity  |  |          |
| Punctuality   |  |          |
| Respectfulness  |  |          |
| Results Oriented  |  |          |
| Social Skills   |  |          |

**OVERALL IMPRESSION OF CANDIDATE: (PLEASE CIRCLE ONE)**

Highly recommend    Recommend    Recommend with reservation    Do not recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_