



INTERNSHIP OVERVIEW

CLASS OF 2020

# PRE-INTERNSHIP

- Conference with Coordinator
- Complete Code of Conduct
- Complete Internship

Agreement pgs. 10-11

- Keep Ms. Robinson in the loop
- Honors/Academic

# ACADEMIC VS. HONORS

## Academic

Everything in the Internship  
Workbook



## Honors

- Everything in the Internship Workbook
- 4 Additional Assignments
  - Policy Manual
  - Organization Chart
  - Interviews
  - Brochure
  -

# Class of 2020 Internship Course

\* Required

Last Name \*

Your answer

First Name \*

Your answer

Preferred Email Address \*

Your answer

Internship Course Selection \*

Choose ▼

# I HAVE AN INTERNSHIP, NOW WHAT?

- *Let Ms. Robinson know!*
- *Be sure your supervisor understands all that is required of them - look for any form needing a signature*
- *Orientation & Objectives*
- *Track Hours*
- *Complete Journal Entries pgs. 12-14*
- *Coordinate Site Visit*

# SCHEDULE A SITE VISIT

TALK WITH SUPERVISOR

SCHEDULE

NEXT STEPS

Let them know about  
 requirement - they do  
 NOT have to be in  
 attendance  
 Ask about procedure  
 for visitors

After you have  
 worked at least 30  
 hours, email Ms.  
 Robinson 3  
 dates/times you would  
 be available to meet  
 for 20-30 minutes.

Directions  
 Have form with you -  
 pg. 16

# AFTER THE INTERNSHIP

Portfolio - Due December 20th

Presentation - sign-up by August 30th

Student Evaluation

Supervisor Evaluation

Copies of Thank You Cards

## GRADES

- Course will be a 5th period second semester
- Grade will be items from your portfolio
- Late Portfolios will receive deductions\*
- Dropping the course after the 1st semester will result in a WF



## EXAMPLES

*Take a look at the current senior portfolios*

“Quotations are commonly printed as a means of inspiration and to invoke philosophical thoughts from the reader”

# 2019-2020 SCHEDULE

## Programmers

- AP Comp Sci

## Web/Apps

- Advanced Studies

## Everyone

- Civics, English





*Any questions?*

*You can find me at @username & user@mail.me*