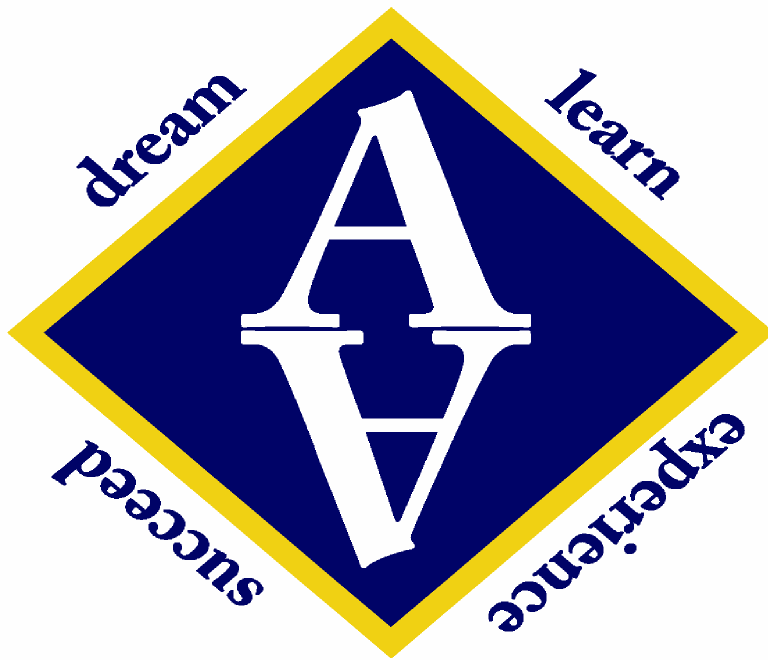


The Academy for College and Career Exploration



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**Academy for
College and
Career
Exploration**

Second and Third Quarter Internship Guide

October 27, 2011-March 29, 2012

INTRODUCTION

Welcome to the beginning of your field placement for Career Practicum! Over the next two quarters, you have the opportunity to gain real-world experience that will prepare you for college and careers. We have tremendous confidence that our eleventh-grade ACCE eagles will fly high!

The Career Practicum class **will not meet** during the weeks that you are at your internship site. You **will**, however, continue to have requirements for the class. This guide contains information you need regarding course requirements and expectations in the second and third quarters. Please keep it in a safe place. This is the only paper copy you will receive. You may download an electronic copy from the ACCE website at <http://www.acecbaltimore.com/career/career.htm>.

SCHEDULE

You will attend your internship on Thursdays.

- During the second quarter, Internship Thursdays begin October 27 and continue through December 15.
- You **will not** report to your internship site on the Thursdays between December 22 and January 26.
- During the third quarter, Internship Thursdays resume February 2 and continue through the last day on March 29.
- Unless there are unusual circumstances, your internship site will be the same in each quarter.

On Internship Thursdays:

- Report directly to your internship site. Do not come to school or leave on College and Career Thursday trips.
- Observe the schedule specific to your internship. While most internships are scheduled during the school day, others have different hours. Confirm your schedule with your supervisor.
- Students must complete a minimum of 80 hours.
- Students must have at least 6 working hours plus a lunch break at their internship sites. They may have no more than 9 working hours.
- Attend your internship in professional dress OR your ACCE uniform. See below for professional dress guidelines.

INCLEMENT WEATHER

You will follow Baltimore City Schools regarding weather-related closures. For example, if Baltimore City Schools are closed on an Internship Thursday, you will not attend your internship. If City Schools are on a two-hour delay, you will report to your internship two hours later than your usual start time. On regular school days, you are expected to attend your internship. It is not a day off or a day for making doctor's appointments, etc.

EVALUATION AND GRADING

During the second and third quarters, you will be assessed on the same items as you were during the first quarter:

- Homework: 20% of final grade
- Classwork: 20% of final grade
- Assessments: 25% of final grade
- Tests/projects: 30% of final grade
- Participation: 5% of final grade

When you are at your internship site, your specific assignments are as follows:

Homework: You must create and maintain a Learning Journal to reflect on your internship experiences. Learning Journal entries are due to Dr. Gamber by 5 p.m. every Friday, and they must meet the following criteria:

- Learning Journal entry must be at least one page in length.
- Journal entries must be typed in Microsoft Word, double-spaced, in Times New Roman, size 12 font.
- Journal entries must be saved with the following title: [Student's name] Learning Journal [date]. For example: John Doe Learning Journal October 28
- Journal entries must be sent from an appropriate, professional email address.
 - Go to www.yahoo.com to create a new email address for free if you need one. It should only contain your first name and last name. For example: john.doe@professionalemail.com
- Journal entries may only be submitted to Dr. Gamber via email to fpamber@bcps.k12.md.us. Handwritten or paper copies will not be accepted.
- If you need help getting access to a computer, please see Dr. Gamber.
- Learning Journal entries should discuss what you have done at your internship and what you are learning.
- Learning Journal entries are due on the following dates:
 - October 28
 - November 4
 - November 11
 - November 18
 - December 2
 - December 9
 - December 16
 - February 3
 - February 10
 - February 17
 - February 24
 - March 2

- March 9
- March 16
- March 23
- March 30

Each Learning Journal assignment is worth 10 points. 1 point will be deducted for each day that your assignment is late.

Classwork: On Internship Thursdays, your attendance at your internship site constitutes your classwork grade for the day. Dr. Gamber and some of your teachers will verify your attendance each week, either by calling your supervisor or visiting you at your site. You will also be required to sign in on a timesheet with your supervisor whenever you arrive at your internship.

Attendance at your internship each week is worth 10 points. 2 points will be deducted for each hour that you are late for your internship. Punctuality matters!

Your site supervisor will maintain a timesheet that you are required to sign. The timesheet must remain at your internship site.

Assessments: We will ask you to tell us how you think you are doing every four weeks during your internship. You must complete and return the self-assessment survey located in this packet on the following dates:

- November 18
- December 16
- February 24
- March 30

Note that these are also dates when Learning Journal entries are due. You may submit a paper copy to Dr. Gamber's mailbox by the end of the school day on these dates.

We will also ask your supervisors to assess how you are doing. This feedback is considered in your final grade.

Tests/Projects: You will complete three projects during your internship.

Project 1: Intern Position Description

Work with your supervisor to write a "job description" describing what you will do at your internship site. Use the form at the back of this guide. You must submit a paper copy to Dr. Gamber's mailbox by the end of the school day on November 4.

Project 2: Site Supervisor Interview

Your site supervisor is a wonderful resource! Ask him or her how he or she got involved in the career field, what schooling or training they had to get, and other questions. Use the template at the back of this guide. You must submit a paper copy to Dr. Gamber's mailbox by the end of the school day on December 16.

Project 3: Internship Profile

Internships are all about exploring! Create an internship profile that describes your site in detail. Use the template at the back of this guide. You must submit a paper copy to Dr. Gamber's mailbox by the end of the school day on March 2.

Participation: On Internship Thursdays, your attendance at your internship site constitutes your participation grade for the day. Dr. Gamber and some of your teachers will verify your attendance each week, either by calling your supervisor or visiting you at your site. You will also be required to sign in on a timesheet with your supervisor whenever you arrive at your internship.

Attendance at your internship each week is worth 10 points as your participation grade. 2 points will be deducted for each hour that you are late for your internship. Punctuality matters!

OTHER EXPECTATIONS

Attitude: The ACCE internship provides a unique learning experience, which is dependent on your positive attitude and self-motivation. Your internship requires commitment, integrity, and responsibility. Indicate what you can do and what you want to learn; ask questions, assess how you can contribute, and accept some routine and tedium as part of the internship process. In return, the internship provides you with opportunities to work directly with professionals in a chosen field of interest, gain valuable insights into that profession, and network with career professionals. How much you achieve depends on your initiative and motivation.

Attendance and Dependability: Your mentor has made a substantial commitment to you and ACCE and will provide you with the opportunities for personal and professional growth. Your punctuality and dependability demonstrate respect and appreciation of your mentor's time and commitment. Regular weekly attendance during the academic year is required. Any excused absence must be reported directly to your mentor and to Dr. Gamber as soon as possible prior to the absence. To reach Dr. Gamber, call ACCE at 410-396-7607. Leave a message if she is not available.

Transportation: Transportation to and from the internship worksite is the responsibility of the student.

Appearance: Dress appropriately. Your mentor and their colleagues are the best examples of proper attire. Your appearance is a reflection of your judgment, self-respect, and professionalism. You represent both ACCE and yourself. Make your mentor proud to be associated with you.

Please observe the following guidelines if you are NOT wearing your ACCE uniform to your internship:

- For the ladies:
 - Ensure that your skirt and blouse completely cover the area between your shoulders and your knees.
 - If you wear pants, nice slacks – NO jeans or cargos

- NO sneakers or open-toed shoes
- NO heels higher than one inch
- For the gentlemen:
 - An oxford (button-up) shirt and tie
 - Nice slacks – NO jeans or cargos
 - NO sneakers

Ladies and Gents: Ensure that ALL tattoos are completely covered!

Service Learning: Students participating in internships can earn service learning hours as part of their experience. Successful completion of the second and third quarters, including attendance on all assigned days and a grade of 80% or higher in each quarter, will earn students 50 service learning hours. For each day they miss **and** for each 10% of a grade they lose, the number of hours will decrease by five.

IMPORTANT DATES

October 27: Internships begin!

October 28: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

November 3: Internship Thursday

November 4: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Intern Position Description due to Dr. Gamber's mailbox by the end of the school day

November 10: Internship Thursday

November 11: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

November 17: Internship Thursday

November 18: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Self-Assessment #1 due to Dr. Gamber's mailbox by the end of the school day

November 24: Thanksgiving (no internship today)

December 1: Internship Thursday

December 2: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

December 8: Internship Thursday

December 9: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

December 15: Final Internship Thursday of second quarter

December 16: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Site Supervisor Interview due to Dr. Gamber's mailbox by the end of the school day; Self-Assessment #2 due to Dr. Gamber's mailbox by the end of the school day

December 22-January 26: No internship

February 2: First Internship Thursday of third quarter

February 3: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

February 9: Internship Thursday

February 10: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

February 16: Internship Thursday

February 17: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

February 23: Internship Thursday

February 24: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Self-Assessment #3 due to Dr. Gamber's mailbox by the end of the school day

March 1: Internship Thursday

March 2: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Internship Profile due to Dr. Gamber's mailbox by the end of the school day

March 8: Internship Thursday

March 9: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

March 15: Internship Thursday

March 16: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

March 22: Internship Thursday

March 23: Learning Journal entry due to Dr. Gamber via email by 5 p.m.

March 29: Final Internship Thursday of third quarter

March 30: Learning Journal entry due to Dr. Gamber via email by 5 p.m.; Self-Assessment #4 due to Dr. Gamber's mailbox by the end of the school day

INTERNSHIP SELF ASSESSMENT SURVEY

Due: November 18, 2011

Name:

Date:

Internship Site:

Please circle the number that best describes your progress at your internship site.

	I am not making any progress in this area	I am making progress but can still improve in this area	This area is not applicable to what I am doing	I am making good progress in this area	I feel very confident in my abilities in this area!
Public speaking	1	2	3	4	5
Customer service (answering phones, working at a front desk)	1	2	3	4	5
Using a computer (typing, Internet research, Microsoft Office)	1	2	3	4	5
Being organized (filing, putting things in alphabetical order)	1	2	3	4	5
Following directions/ Working with a supervisor	1	2	3	4	5
Making improvement when I am critiqued	1	2	3	4	5

Meeting deadlines	1	2	3	4	5
Working in groups	1	2	3	4	5
Working on my own	1	2	3	4	5
Getting where I need to be on time	1	2	3	4	5

INTERNSHIP SELF ASSESSMENT SURVEY

Due: December 16, 2011

Name:

Date:

Internship Site:

Please circle the number that best describes your progress at your internship site.

	I am not making any progress in this area	I am making progress but can still improve in this area	This area is not applicable to what I am doing	I am making good progress in this area	I feel very confident in my abilities in this area!
Public speaking	1	2	3	4	5
Customer service (answering phones, working at a front desk)	1	2	3	4	5
Using a computer (typing, Internet research, Microsoft Office)	1	2	3	4	5
Being organized (filing, putting things in alphabetical order)	1	2	3	4	5
Following directions/ Working with a supervisor	1	2	3	4	5
Making improvement when I am critiqued	1	2	3	4	5

Meeting deadlines	1	2	3	4	5
Working in groups	1	2	3	4	5
Working on my own	1	2	3	4	5
Getting where I need to be on time	1	2	3	4	5

INTERNSHIP SELF ASSESSMENT SURVEY

Due: February 24, 2012

Name:

Date:

Internship Site:

Please circle the number that best describes your progress at your internship site.

	I am not making any progress in this area	I am making progress but can still improve in this area	This area is not applicable to what I am doing	I am making good progress in this area	I feel very confident in my abilities in this area!
Public speaking	1	2	3	4	5
Customer service (answering phones, working at a front desk)	1	2	3	4	5
Using a computer (typing, Internet research, Microsoft Office)	1	2	3	4	5
Being organized (filing, putting things in alphabetical order)	1	2	3	4	5
Following directions/ Working with a supervisor	1	2	3	4	5
Making improvement when I am critiqued	1	2	3	4	5

Meeting deadlines	1	2	3	4	5
Working in groups	1	2	3	4	5
Working on my own	1	2	3	4	5
Getting where I need to be on time	1	2	3	4	5

INTERNSHIP SELF ASSESSMENT SURVEY

Due: March 30, 2012

Name:

Date:

Internship Site:

Please circle the number that best describes your progress at your internship site.

	I am not making any progress in this area	I am making progress but can still improve in this area	This area is not applicable to what I am doing	I am making good progress in this area	I feel very confident in my abilities in this area!
Public speaking	1	2	3	4	5
Customer service (answering phones, working at a front desk)	1	2	3	4	5
Using a computer (typing, Internet research, Microsoft Office)	1	2	3	4	5
Being organized (filing, putting things in alphabetical order)	1	2	3	4	5
Following directions/ Working with a supervisor	1	2	3	4	5
Making improvement when I am critiqued	1	2	3	4	5

Meeting deadlines	1	2	3	4	5
Working in groups	1	2	3	4	5
Working on my own	1	2	3	4	5
Getting where I need to be on time	1	2	3	4	5

INTERN POSITION DESCRIPTION

Due Date: November 4, 2011

Work with your site supervisor to write a job description for what you will be doing at your internship site.

Your Name:

Your Internship Site:

Internship Location:

What are the mission and primary activities of your internship site?

In what department is your internship?

What activities will you complete as an intern?

How will your activities benefit your internship site? Be specific!

How will your activities support your college and career goals? Be specific!

SITE SUPERVISOR INTERVIEW

Due Date: December 16, 2011

Your site supervisor is an excellent resource! Conduct an interview with him or her to find out more about this career field.

Your Name:

Your Internship Site:

QUESTIONS

1) How did you become involved in this career field? How did you know it was something you wanted to do?

2) What kind of education and/or training did you undergo to work in this field? *Be specific: ask for names of schools, the number of years in school or training, and the kind of degree or certificate obtained.*

3) What do you like best about working in this field?

4) What do you find most challenging about working in this field?

5) What advice would you offer to a young person exploring this career field? What do you wish you had known?

INTERNSHIP PROFILE

Due Date: March 2, 2012

Internships are all about exploring! Answer the questions below to create a profile of your internship site.

Full name, mission, and services/activities of the worksite:

Customers/clients served by the organization:

Names, job titles, and responsibilities of supervisor and key employees at worksite:

Basic workday experiences (arrival/departure times, lunch hour, dress code, workspace allocations):

Level of education required for different fields and job types:

Organization of the worksite into departments/units and how those units communicate with each other:

Specific skills and/or personal qualities that the employees at the worksite need to have:

Employee evaluation/assessment processes:

Decision-making processes in the organization;

Any legal restrictions or other policies observed by the worksite.