



# Internship Course 12<sup>th</sup> Grade Course Syllabus, 2019 Spring Semester

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"Internship Course Spring 2019 Per 4"

**Room:** AOB C/Comp Lab

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Class Code: vw84nf

**Office Hours:** after school

**Period:** Period 4

**Prerequisites:** 12<sup>th</sup> grade year

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## I. Course Overview

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**Course Description** Exploratory Work Experience is non-paid or paid work experience in the form of a high school elective class. All 12th grade CHS students have the opportunity to participate in a field internship as part of the Experiential Work Experience Elective course, taught by a CHS teacher, in their final year at Clairemont High. During first or second semester, students take the internship course during their 4th period (last period of the day) which enables them to leave campus and apply their skills in an off-campus professional industry setting a few days per week. Internships are usually 4-10 afternoon hours per week for 12 weeks. Interns are required to complete a minimum of total 40 hours of work. Interns are supported throughout the program by their instructor and are graded on hours worked, reflections, and most importantly, evaluations by their supervisors. Students earn course credit for their experience, as well as gain valuable work experience to add to their resumes.

### Objectives for this Course

Students who successfully complete the course will learn how to:

- recognize and practice workplace Essential Skills (soft skills)
- create a professional resume and cover letter
- execute a professional one-on-one job interview
- complete job application/ internship forms and contracts
- contribute to a real work environment
- become a model employee
- build a network of professional contacts

### Texts

For this course, we will be using the following text(s):

- Various articles, excerpts from Dale Carnegie's *How to Win Friends and Influence People*, and media from the New World of Work (all texts on class website)

### Recommended Materials

The following materials will help students be successful in this class. Additional materials may be called for during specific assignments and projects (notice will be given in these instances). Students can be provided with these upon request.

- 3-ring binder to keep handouts and internship paperwork
- Spiral notebook for note-taking
- Pen and/or pencil
- Access to Internet – Course Curriculum is on Google Sites (access on campus is provided)

**Internship Course Outline: Spring Semester**

<b>UNIT &amp; LESSON TITLES</b>	<b>DATES</b>	<b>DESCRIPTION</b>	<b>DELIVERABLES</b>
<b>UNIT 1 Intro to Internships</b> -Lesson 1: Welcome to the Class (1 day)	Jan 28	<b>Essential Question: <i>Why get an internship?</i></b> In this unit, we will explore the objectives and structure of the course, the importance of an internship, and the 21st Century workforce	▶Join Google Classroom ▶Intern Profile Intro Survey ▶Signed Syllabus
<b>UNIT 2. Market Yourself</b> -Lesson 2 Your Strengths (1 day) -Lesson 3 Your Resume (3 days)	Jan 29 - Feb 1	<b>Essential Question: <i>How do I sell my strengths?</i></b> Students explore personality types, strengths and and develop powerful resumes.	▶1st Draft & Final Resume (hard and digital copy)
<b>UNIT 3. Take Initiative</b> -Lesson 4 Job Searching & Cover Letters (3 days) -Lesson 5 Your Web Profiles (2 days)	Feb 4 - 8	<b>Essential Question: <i>How do I find a job?</i></b> Students explore and practice how to take initiative in networking techniques and job search resources as well as cover letters, and professional online profiles such as LinkedIn and Portfolium.	▶Final Cover Letter ▶LinkedIn Profile & Portfolium Profile
<b>UNIT 4. Secure the Job</b> -Lesson 6 Communication (1 day) -Lesson 7 Interview Techniques (3 days) -Lesson 8 First Impressions (1 day) -Lesson 9 Live Feed Interviews (3 days) -Lesson 10 My Interviews (3 days) (Intern Interview Fair @ CHS)	Feb 11 - Mar 1	<b>Essential Question: <i>How do I win a job?</i></b> Students explore and practice interview fundamentals and elevator pitches, as well as participate in a real interview fair for internship positions.	▶My Network Tree ▶E-Portal & Connect2Careers ▶Answers to 12 Most Commonly Asked ▶Interview Questions Live Feed Interviews ▶Participation in 3 real internship interviews
<b>UNIT 4: Essential Skills at Work &amp; Placement Paperwork</b> -Lesson 11 Collaboration (1 day) -Lesson 12 Resilience (1 day) -Lesson 13 Solution Mindset (1 day) -Lesson 14 Adaptability (1 day) -Lesson 15 Placement & Paperwork (1 day)	Mar 4 - 8	<b>Essential Question: <i>How can I make myself valuable in the workplace?</i></b> In this unit, which leads to placements, interns explore workplace etiquette, teamwork, and problem solving. Students will also complete orientation paperwork, work schedules and prepare for first day!	▶ <i>How Can I Make Myself Valuable in the Workplace</i> Analysis Essay ▶Completed, signed intern program paperwork ▶Final internship placement ▶Intern Info Card
<b>UNIT 5: Working at My Internship</b> -Lesson: In Class Weekly Sessions during Work @ Internship Placement  Spring Break: 3/25 - 3/29 Memorial Day: 5/24 - 5.27	Mar 11 - May 31 (Exact days will depend on your work schedule)	<b>Essential Question: <i>What am I learning and contributing at my internship?</i></b> During this unit, class session will only be held once per week (Mon or Tues) and student interns will go out and work at placements 3-4 days/wk. In class, students will reflect, share and problem-solve workplace issues.	-Weekly reflections on internship (Google Classroom) ▶Signed weekly time cards ▶Put it Into Practice Reading Analysis ▶Supervisor Evaluation #1
<b>UNIT 6: Wrapping Up My Internship</b>	June 5th - June 7th	<b>Essential Question: <i>What did I take away from my internship experience?</i></b> In this final unit, students will deliver a presentation about their internship.	▶My Internship Experience Final Presentations; Final ▶Supervisor Evaluation #2

## II. Grading Policies

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### Grade Breakdown

Final grades in this course will be weighted by the following categories:

- **40 %** - Unit Final Deliverables (includes Final Resume, Final Cover Letter, Essential Skills Essay, Digital Profiles, Internship Supervisor Evaluations #1 and #2, Final Class Presentation)
- **20 %** - Intern Participation & Attendance (Includes surveys, contracts, class discussion, and internship signed timecards)
- **20 %** - Intern Class Assignments (includes smaller class assignments, reading questions and analysis write ups, weekly reflections)
- **20%** - Internship work ethic, and professionalism (communication, timeliness, initiative, etc) and Timesheets

### Internship Work Week Attendance and Grading Policy

During the 10-11 weeks of working at your internship, you will work 3-4 days each week off campus, and you are required to be in class (in seat) for 1 entire 90 minute period per week. This “in class” day will most likely be Tuesday. The in-class day will be an opportunity to submit reflections, submit your digital timesheets, and participate in class discussions. **You must be present in class that day in order to receive credit on that week’s reflection assignment, timesheet hours worked, and discussion participation credit.** Not attending the in-class day will mean you will not be allowed to submit that week’s work for credit, which will negatively affect your overall grade. Attendance will also be graded during the 10-11 week internship period.

### Grade Scale

This course will use the following grade scale for final semester grades:

- 90 – 100 % A
- 80 – 89 % B
- 70 – 79 % C
- 60 – 69 % D
- 59 and below F

### Homework

During the first 5 weeks of the course, before internship placements begin, there will be homework assigned related to major graded deliverables. Once internship placements begin, students will not receive daily homework assignments, but will be expected to keep track of and turn in weekly reflection assignments and timecards, and gather information about their internship for the final course presentation.

### Late Work

Missed work can be made up for partial credit, but will be lowered one letter grade for each day past the missed deadline. Note: some assignments related to internship interviews or internship performance cannot be made up and must be turned in by the deadline no exceptions. Also, once internships begin, all assignments due on the in class day must be submitted in class and timestamped for credit. These special assignments will be designated as such when assigned.

### **Academic Honesty Policy (from CHS Handbook)**

Doing one's own work is essential to the academic and personal integrity of each student. To falsely take credit for work that belongs to another student or source is not acceptable behavior.

Plagiarism is the copying of another student's work and/or the copying of material from another source (i.e., Internet or published) and taking personal credit for it.

Cheating is taking an examination/quiz in a dishonest way, as by having improper access to answers. Use of a cell phone in class/during a test is deemed to be cheating.

On the FIRST offense all of the following MAY occur:

1. A grade of "0" on the assignment or test with no make-up opportunity.
2. A citizenship grade of "U" ("Unsatisfactory") for the grading period.
3. Parent notification by the teacher.
4. Referral to counselor for intervention.

Both the student providing the material/test answers and the student receiving the information are equally guilty and subject to equal consequences.

### **Absences and Make-Up Work (from CHS Handbook)**

Students are responsible for making up missed assignments after being absent. It is the student's responsibility to inquire about missed homework/assignments. He/she should meet with the teacher once returning from the absence or send an email to the teacher to inquire about missed work. For every day a student has an EXCUSED absence, he/she will be allotted one extra day to turn the assignments in. Work missed during a confirmed truancy or unexcused/unverified absence may not be made up.

### **Cell Phone Policy (from CHS Handbook)**

I follow the CHS policy very strictly. Electronic devices may ONLY be used during before school, lunch, and after school. If used during instructional minutes (in or outside of class) or during passing period then:

- **1st offense:** Give verbal warning.
- **2nd offense:** Confiscate and secure student's phone. Return phone at the end of the class period.
- **3rd offense:** Confiscate and secure student's phone. Return at the end of the school day. Call parents.
- **4th offense:** Confiscate and secure student's phone until able to give to administrator.

## **III. Internship Class Expectations:**

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### **Citizenship and Behavior**

In this class, students are expected to behave as young adults ready to enter the world of work:

- Students will respect all other classmates in their words and actions.
- Students will come on time each day prepared to work when the bell rings.
- Students will respect the technology and environment in class.

- Students will abide by workplace etiquette while in class: say please and thank you, refrain from profanity, dress appropriately, keep personal belongings put away, keep phones turned off.

### **Teamwork**

We will often work in teams in this class. During these times, as in the workplace, students are required to participate and use professional and polite interpersonal skills while interacting with their teammates.

### **Punctuality**

Students will come on time to class in practice for being punctual at their internship. Students will sign in and turn in a weekly timecard to verify their hours in class and/or at work. Tardiness to class will not be tolerated. Tardies will result in immediate lowering of citizenship grade. Tardiness at internship placements may result in being dismissed (fired) from the internship. Dismissal from an internship is grounds for failing this class.

### **PowerSchool (from CHS Handbook)**

Grades will be entered regularly into PowerSchool. The Parent/Student Portal provides parents and students access to their grades, attendance, assignments, and more. We encourage ALL parents to sign up for Parent Portal in order to stay informed about their child's academic progress and attendance. Students and Parents who already have an account can access Parent Portal at <https://powerschool.sandi.net/public/>.

### **Technology**

Students will have the opportunity to use computers each day while in this class as long as they respect the equipment. Students found defacing property, changing settings, eating or drinking near the computers, or using computer for anything unrelated to the class may forfeit their right to a computer in class.

**Parent/ Guardian Contract (10 points)**

Parent or guardian, please fill in and sign the statement below and give it to your student to turn in for 10 points participation credit:

Parent/Guardian Full Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Phone + Best Time to Call: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

I, the parent/ guardian of \_\_\_\_\_ have read and understood the Internship Course Syllabus including the course outline, expectations, policies, and grading system. I understand that I can contact Mrs. Peña at tpena1@sandi.net if I have any concerns or questions.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_