

# MACA High School Internship Program Guide 2014-2015



## **Mount Airy Christian Academy**

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Dear Parents,

Mount Airy Christian Academy offers an outstanding opportunity for students to gain insight into the workplace and into their vocational gifts and interests. This year only students in grades 11 and 12 are required to participate in a 35 hour unpaid internship in the field or business of their choosing.

This year we have set aside two different weeks for students to complete their internship. Students need only to choose one week for their internship. There are no regular classes during these weeks. The first week will be **December 15-19**. The second week will be **March 9-13**. These weeks have been set aside for special elective courses as part of our new "ODM" term. Students who are not participating in an internship will be enjoying these elective courses.

Key points to make the internship successful:

- Now is the time to brainstorm! The more thought you put into selecting a good internship, the more valuable and enjoyable it will be for your son or daughter.
- Students should look for a different internship each year. The goal of the program is to provide them to a variety of employment opportunities.
- Encourage your son or daughter to take initiative in identifying and internship and contacting the appropriate individuals. Internships with family and friends are acceptable.

In this packet you will find all the necessary material and requirements to complete the internship successfully.

My prayer is that each student will have a successful and educational internship this year.

In Christ,

Charity Leonard, MS,

Administrator for Academic and Student Affairs

# MACA Internship Program Overview

## Description:

Students in grades 11-12 enter the workforce for four to five designated school days (a minimum of 35 hours) to perform tasks helpful to the company and appropriate to the students' capabilities. Past internship hosts have included doctors, dentists, attorneys, business owners, computer companies, teachers, day care providers, counselors, pastors, construction companies, music stores, national corporations, nurses, non-profits, and more. Internships may be performed in or out of state.

## Purpose:

The purpose of the MACA Internship Program is to enable high school students to explore fields of employment to help determine if future studies or pursuits in those careers are desired.

## Goals:

- To learn basic vocabulary of the work, skills required to perform the work, and education necessary to succeed in the work
- To experience going to work for four-five full days or 35 minimum hours
- To enhance college resumes
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## Standards:

- The student must contact the employer and request the opportunity to volunteer his or her services in exchange for exposure to the work place and work experience.
- The student must be responsible to one adult at the work place who will assume responsibility for directing his or her activities and seeing that his or her activities work toward the standards of the internship program.
- The student must work at least 35 hours—from Monday through Friday (or four days with longer hours) on days designated by the school. Requests for exceptions must be submitted to Mrs. Leonard before the proposal due date.
- The student is to *volunteer* his or her services. No payment should be expected or requested. If an employer initiates an offer to pay, the student must respectfully decline.
- Students must review the *Internship Journal Guidelines* and *Business Etiquette for the Intern – Leaving Them in AWE of You!* before starting their internship. They will need to interview people at the internship and should be prepared with the

questions. The answers to these questions, as well as a record of their experiences, requirements for doing the work, key terms involved in the work, and personal reflections on their suitability for this type of occupation should be kept in a notebook or on their iPad2. These notes will be used to prepare their Internship Journals.

- Students must not simply observe (unless restricted by the nature of the internship), but participate in some form of work that can contribute to the overall efforts of the place of employment. This might involve simple tasks (e.g. stuffing envelopes, answering phones, filing papers).
- The work must involve something that the student has not previously learned. Two internships at the same location are discouraged unless there is a different supervisor and different duties assigned to the student.
- The student's Internship Proposal Form must be submitted to the high school office by **November 7, 2014**
- Upon proposal approval, the internship supervisor will receive an email or a mailing with a letter from the school and a student evaluation form.
- Every MACA High School student will be enrolled in the MACA High School Internship Class on Moodle. Student Internship Journals (see guidelines) must be uploaded to Moodle by **January 9, 2015 (for December Internship) OR April 3, 2015 (for March Internship)** Any journal submitted after that date will earn a zero. **Grades will be recorded in the student's primary Bible class.**

## Student Internship Application

(Must be turned into Mrs. Leonard by November 7, 2014)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Internship Week (Circle one)    December 15-19, 2014                  March 9-13, 2014

Name of Company/Organization of proposed internship

\_\_\_\_\_

Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person

\_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Expected Responsibilities for Internship

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\_\_\_\_\_

**Student's Goals for his/her Internship**

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**I agree to the following terms in regard to my unpaid internship:**

- I will work a minimum of 35 hours in an unpaid internship during the week of December 15-19 **OR** the week of March 9-13.
- I understand it is my responsibility to arrange transportation to and from my internship site.
- I will be on time every day. If I am unable to participate in one or more days of my internship due to illness, weather or other reason, I will notify my supervisor as soon as possible.
- I will be willing and available to accomplish the tasks assigned to me by my supervisor. I will be respectful and courteous at all times and accept constructive feedback.
- I will represent myself and Mount Airy Christian Academy in the best possible manner. "Whatever you do, do it with all your heart, as unto the Lord." – Colossians 3:23
- I will complete all required written assignments associated with this internship and submit them by the due date.

**Signature of Student** \_\_\_\_\_

**Signature of Internship Supervisor** \_\_\_\_\_

**Signature of Parent** \_\_\_\_\_

## Internship Checklist 2014-2015

### Pre-Internship Responsibilities

\_\_\_\_\_ Research and secure business or host for internship

\_\_\_\_\_ Complete Student Internship Application (This form must be turned in by **November 7, 2014** regardless of week chosen).

\_\_\_\_\_ Arrange transportation to and from internship

\_\_\_\_\_ Be familiar with all the daily and final expectations of the internship program. (Including written assignments and due dates)

### On Site Responsibilities

\_\_\_\_\_ Arrive on time every day

\_\_\_\_\_ Display appropriate personal and social skills

\_\_\_\_\_ Complete journal log daily

### Post-Internship Responsibilities

\_\_\_\_\_ Submit Internship Journal to Mrs. Leonard **by January 9, 2014 (for December internship) OR April 3, 2015 (for March internship). Late submissions will not be accepted. Students will earn a zero if the journal is late.**

\_\_\_\_\_ Write a personal thank you note to your internship host and submit a copy with your journal log and final essay.

# MACA Internship Journal Guidelines

The Internship Journal is a thoughtful record of your internship experience. It is not a daily log or diary; however, it is strongly recommended that you keep one so you can refer to it when you write your journal entries. If you wish to bring your iPad2 with you to your workplace so you can record information and take pictures, you **MUST** get permission from Mr. Kelley first. If he approves, you must obtain permission from your supervisor **BEFORE** you begin your internship.

**Please follow the instructions carefully as you will receive a Bible grade for your journal.** You will need to save to a PDF and upload to Moodle.

## Basic Guidelines

Create your document in **Pages or Notability on your iPad2**. Use the following format for each section (except the title page):

- 12 point font
- double-spaced
- Font Choices: Georgia, Helvetica, or Times New Roman
- The First Page, the Spiritual Application Page, and the Thank You Verification Page should have their questions (the ones in quotes) typed at the top. Each of these entries should have its own separate page.
- For each Journal Entry, type the questions and statements (the ones in quotes) at the top the page before answering. Do NOT separate the questions and answers within a journal entry. Assign a new page to each journal entry.
- You may add photos or other interesting graphics throughout your journal, but they will only add one bonus point.
- The due date for the journal is **January 9, 2015 (for December Internship) or April 3, 2015 (for March Internship)**. Save to a PDF and upload to Moodle.

## The Journal

1. **Title Page:** Student's Name  
Student's Grade  
Name of Business/Location of Internship  
Student's Position at the Internship (Title Held)  
Internship Dates and Year (ex: November 4-8, 2013)

You may design the cover page any way you wish – pictures, different fonts, different spacing, etc. The rest of the document must follow the Basic Guidelines.

2. **First Page:** “Briefly state where you interned, what your duties were at your internship, why you chose this internship, and what your initial expectations were before you started.” (3-10 sentences minimum)
3. **Journal Entries 1-5:**

### Format Reminder

- For each entry, type the question(s) at the top of the page and record your complete answer below. Answer all questions per entry.
- Entries should be no less than **300 words** each. You must include a word count at the bottom of **each** journal entry. You will need to watch the count from entry to entry and subtract to get the accurate number. Please contact Mrs. Leonard or Mr. Kelley if you have questions about how to find word count.

*Note: If you interned at two different locations, please answer all five questions for **both** locations, with 150 words for each entry for each question. Please contact Mrs. Leonard if you have any questions about this.*

**Questions** - Record the question at the top of the journal entry. Then answer the entry. Remember, each journal entry requires a new page.

- **Journal Entry #1** – “What were your first impressions of this work? (The atmosphere, people, tasks, schedule, transportation, etc.) What tasks did you like? What did you dislike?”
- **Journal Entry #2** – “What skills, education, and other training are required for this position? Are any unique character qualities or personality traits required? What would your strengths and weaknesses be? Interview your internship supervisor or another employee and then describe the path he/she took to reach this career.”
- **Journal Entry #3** – “As a Christian, how could you glorify God in this type of

occupation? Are there specific opportunities to advance his kingdom? Would there be specific challenges to your faith?"

- **Journal Entry #4** –“What is the starting salary for this kind of employment? What is the future salary potential? What other benefits does this job include (tangible or intangible)? What motivates employees to work here?” (Hint: You will need to interview your supervisor or other employees to answer this question. Also, if your supervisor prefers not to answer certain questions, just record that they chose not to answer and do some research on the internet.)
- **Journal Entry #5** – “Summarize your internship experience. What did you learn about this type of work or about yourself? Would you like to pursue this kind of employment in the future? Why or why not? If you were working here, what unbiblical values and assumptions would you face? Would your Christian worldview be welcomed in this workplace?”

4. **Spiritual Application Page:** “Select a verse or passage from the Bible and discuss an attitude or character trait that is necessary for your internship work experience.” (3-10 sentences minimum)
5. **Thank You Verification Page:** “I wrote and mailed a thank you note to my internship supervisor on this date: \_\_\_\_\_.” (FYI – by recording this statement, you are declaring that you actually performed this task. Also, please consider sending a thank you note to all people at your internship who invested in your experience. The due date for the thank you note is **December 6, 2013.**)

## The Grading of the Internship Journal - Rubric

- Internship Application turned in by **November 7, 2014** (5 points)
- Title Page (5 points)
- First Page (5 points)
- Journal Entries 1-5
  - Answers the questions (10 points each)
  - Word Count Recorded – 300 minimum per entry (3 points each)
- Spiritual Application Page (10 points)
- Thank You Verification Page (5 points)
- Document Format Followed (5 points)

*Note: Journals are not graded for grammar or punctuation, but if there are excessive errors, it will result in a deduction in points.*

**\*\* Please note: Late journals will not be accepted and receive a zero.\*\***

Journal scores will be applied to a student’s primary Bible class with the weight of a test grade.



