

Internship Syllabus

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What is an Internship?

A student internship is a career-focused experience during which students become directly involved in the workplace. This experience provides an opportunity for a student to apply the skills obtained in school to real work situations and to learn additional skills. An internship will also help students to define career goals.

At the end of the semester, students should be able to:

- Identify the career cluster of interest in which their internship falls
- Determine whether this career is compatible with their interests, values, skills, and aptitudes
- Prepare a resume
- Develop interviewing skills
- Set priorities, plan use of time, adhere to a schedule
- Develop effective interpersonal skills with workers and supervisors
- Develop important work habits such as promptness, reliability and accuracy
- Understand the evaluation process in the workplace
- Explain the correct business attire and etiquette

Approval Guidelines:

In order to earn 1.0 credit for internship, students must log a minimum 120 hours. The hours may be arranged to suit the convenience of the supervisor and student.

Internships must not fall under the direct supervision of a parent/guardian/relative

Internships must be related to the student's long term goals/college plans.

Grading Requirements:

The following items must be turned in to receive full credit for your internship

Completion of Training Agreement and Job Competencies (before internship begins)

40% Completion of monthly timesheets

10% Resume submitted

10% Resume revision complete

10% Informational Interview questions submitted

20% Personal Reflection Journal complete

10% Final Evaluation of Employer

Informational Interview:

*Interview someone in your organization, preferably someone other than your immediate supervisor. Find out what this person does, how she/he prepared for the position, what they like and do not like about their job, etc. (See Information Interview Handout for specific details).

Minimum Length: 1 page, typed.

Personal Reflection Journal:

Write a journal about your internship. Begin with a description of the business you are working for. What, exactly, do they do? Then go on to focus on one specific incident, or give a more detailed description of your position and what you are learning. Journal submission completed weekly and turned in at the end of the semester. **Minimum 1 paragraph each week, typed.**

Some topic suggestions may include, but not be limited to::

- Describe one of the strategies you used to find you an internship.
- Describe the interview. What went well? What wasn't so good? What would you do differently next time?
- What expectations do you have for your internship? Are you looking forward to it? Are you a little nervous about it?
- Describe the first day (or any other day) on the job.
- Describe a problem or challenge you have encountered on the job and how it was handled.
- Describe what you are doing at your placement.
- Tell me about a person you have met on the job.
- Describe a skill you have learned or would like to learn on the job.
- Describe something funny that happened on the job.
- Describe something frustrating that happened on the job.
- Describe the language in your workplace. Have you learned some new words unique to this business?
- What have you observed about the dress code in this business?
- What have you learned about the history of the business? How long has it been in existence? Who founded it? How many people work there?

Attendance:

School Procedures: Interns are required to SIGN OUT EVERY DAY at the kiosk before leaving the building. If an intern wishes to stay in the building for any reason, he/she must request a pass from the Internship Coordinator.

Workplace Procedures: Interns are required to report regularly to their community placements and to work the stipulated number of hours according to the schedule decided upon between the intern and the sponsor. It is ultimately the responsibility of each intern to notify his/her respective sponsor of any schedule changes. For example, if the intern is unable to report to work for any unexpected reason, it is the intern's responsibility to call both the workplace supervisor and Mrs. Faile ASAP. Interns will provide their employer with a copy of the school calendar to give their respective sponsors in order to inform sponsors of school holidays.

Timesheets:

Timesheets must be submitted quarterly, dates on timesheet. Additionally, any suspected discrepancies with timesheet information (for example, falsifying dates or hours worked, sponsor signatures, etc.) will result in administrative intervention and the possibility of expulsion from the Internship Program.

Transportation:

Interns must arrange their own transportation to and from the work site. Travel time may not be included as hours worked.

Dress Code:

Students are required to comply with the “business appropriate” dress code for their respective community placements. Students should be mindful of the culture unique to their individual placements, and “take cues” from the attire of their co-workers. For example, while nice slacks and dress shoes may be the appropriate dress code for law office interns, jeans and sneakers may be the more appropriate attire for those interns working in research labs.

Behavior In The Workplace

Internships offer students the unique opportunity to make connections between school and the broader world in their preparation for adulthood. Student interns are required to observe PCA's discipline policies while working in professional settings and are expected to behave in a mature, professional manner at all times. Remember that as interns, you are PCA's most visible community student “ambassadors” and adhere to the following guidelines when reporting to community work sites:

- always be on time
- always notify the supervisor and the assigned Internship Coordinator timely in the event of lateness or absence
- always maintain confidentiality
- always be respectful of your supervisor and co-workers
- always speak up if clarification is needed to complete any task or assignment
- avoid taking excessive breaks
- avoid personal phone calls; cell phones should either be turned off or on the vibration setting
- avoid personal computer use or going to any website(s) that are non work-related
- avoid personal use of office supplies or equipment
- avoid the use of any inappropriate language