


# HOW TO START and GROW AN INTERNSHIP PROGRAM



**Corona Norco Unified School District**

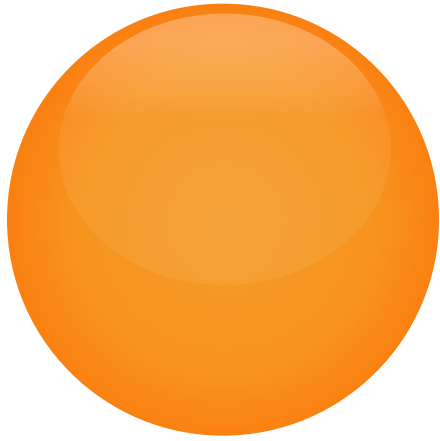


**Santiago High School**

**Eleanor Roosevelt High School**



**PRESENTED BY**



Eula Brown, Counselor  
and  
Sherry Fulcher, Internship Teacher

# INTRODUCTION

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- What is Internship?
- A conceptual vision from a counselor's perspective.
- How do you collaborate with counselors, teachers & administration?





# Benefits to the Student

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- Offers significant and meaningful work opportunities
  - Networking and external relationships with professional mentors
  - Ability to experience real-life professional environments and career options
  - Opportunity to evaluate different careers
- 



# Jobs!

For students

- Gain valuable experience to secure future employment while earning course credit
- Classroom learning is more interesting
- Learn college and career pathways
- Students gain job search skills, self-confidence and career related skills

# Benefits to the Affiliate Partner

- What is an affiliate partner?
- How do you secure an affiliate partner?
- Affiliate partners help evaluate the student for potential future employment
- Affiliates influence the skills students will develop, including future industry needs





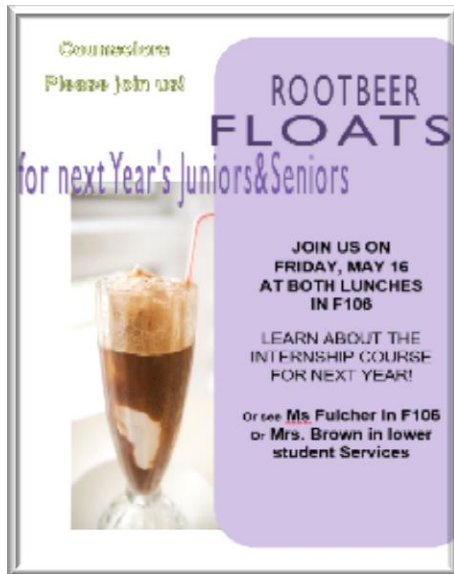


# Classroom Student Instruction

- Develop Knowledge Regarding Labor Laws**
- Understand Employer Expectations**
- Improve and Enrich Communication Skills**
- Obtain Global Economic Awareness in Business Practices**
- Enhance and Learn Technology/Computer Aptitudes**

# The Nitty Gritty

What do you need to start?



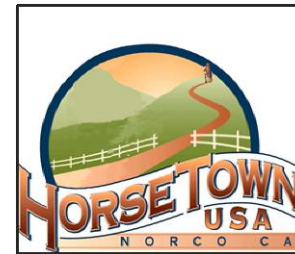
- ✓ Equipment: Computer, scanner, business cards, outside phone line if possible.
- ✓ Advertising flyers & Root Beer floats, cookies etc. to students.
- ✓ Sherry also went to the counseling advisement assemblies for the upcoming Juniors and Seniors
- ✓ Networking! Where can you meet potential affiliate partners?



# Partial List of ...INTERNSHIP PARTNERS



Surface Technologies



# TESTIMONIALS FROM STUDENTS

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- ✓ Being more involved has really shown me what it's like to be a 6<sup>th</sup> grade teacher versus a high school teacher. I will definitely keep in mind all the duties a 6<sup>th</sup> grade teacher needs to keep track of when I'm deciding what grade level I want to teach.
- ✓ Staying positive in the situations when students are asking me repetitive questions and not doing as I say or listening to my answer requires patience. Staying positive when the students don't want to do the given assignment and be encouraging for them to stay determined and focused knowing they can do it.
- ✓ I learned interpersonal skills with a variety of people of different abilities and personalities, a skill that will be helpful in future jobs and my career. Though I may not work with people with developmental disabilities as my future job, learning how to work with and help different types of people will be useful in any field

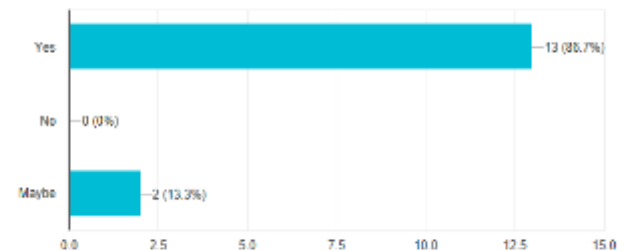


- ❑ We really are enjoying Chelsy at our clinic, she is very sweet and motivated to help with any tasks we ask.
- ❑ Courtney is a pleasure to have around the office. She has shown great potential and I hope to see her around City Hall in a working capacity.
- ❑ Jessica was amenable to any activity and open to suggestions. I greatly enjoyed having Jessica in my classroom and hope I've provided her with a variety of experiences.
- ❑ Erika was a pleasure to have in the office. Best of luck to her!
- ❑ The Corona Chamber of Commerce has had the benefit of offering internships to several students from the CNUUSD over the years. Many students come to us with no work experience, so we have had the opportunity to give them real world experience in working in a professional environment.

## *TESTIMONIALS FROM INTERNSHIP SITES*

Would you be willing to accept Intern(s) next year

15 responses



**2016-17 feedback**



# Tool Box – Resources

## Corona-Norco Unified School District Internship Program Student Rating Form Trainer: Rosemary High School

Student: \_\_\_\_\_  
Date: \_\_\_\_\_  
Mentor/Teacher: \_\_\_\_\_

Instructions: Fill out this form to evaluate your experience and describe your student's overall and performance. Add your comments on the back. Please return it to the principal in your correspondence.

### FOR STUDENT INTERVIEW/INTERVIEWER

- |   |  |
|---|--|
| <p><b>1. ABILITY/QUALITY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACADEMIC/TIME</li> <li><input type="checkbox"/> ORGANIZATION</li> <li><input type="checkbox"/> RESPONSIBILITY</li> </ul> <p><b>2. ATTITUDE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OUTGOING</li> <li><input type="checkbox"/> SELF-MOTIVATED</li> <li><input type="checkbox"/> PROUD OF ACHIEVEMENT</li> </ul> <p><b>3. PERSONALITY/CHARACTER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AFFECTION/INTEREST</li> <li><input type="checkbox"/> AFFECTION/PERSONALITY</li> <li><input type="checkbox"/> EMPATHY/CONFIDENCE</li> </ul> <p><b>4. ATTITUDE TOWARD LEARNING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ENTHUSIASTIC/COMMITTED/ENJOYS TO LEARN</li> <li><input type="checkbox"/> MOTIVATED/WORKS HARD</li> <li><input type="checkbox"/> PARTICIPATION/WORKS WELL WITH GROUP</li> <li><input type="checkbox"/> ENJOYS LEARNING</li> </ul> <p><b>5. ATTITUDE TOWARD WORK/LEARNING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ENJOYS WORK/LEARNING</li> <li><input type="checkbox"/> ENJOYS LEARNING</li> <li><input type="checkbox"/> ENJOYS LEARNING</li> </ul> | <p><b>6. PARTS DONE WITH OTHERS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> INDEPENDENT AND DOES GOOD WORK</li> <li><input type="checkbox"/> PARTICIPATES IN GROUPS</li> <li><input type="checkbox"/> HELPS OTHERS WITH THEIR WORK</li> </ul> <p><b>7. INITIATIVE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> IS INTERESTED IN OTHER SUBJECTS</li> <li><input type="checkbox"/> KNOWS HOW TO LEARN</li> <li><input type="checkbox"/> HELPS WITH OTHERS' WORK</li> </ul> <p><b>8. USE OF RESOURCES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> IS ABILITY TO GET INFORMATION</li> <li><input type="checkbox"/> USES APPROPRIATE AND FEASIBLE</li> <li><input type="checkbox"/> OBTAINS INFORMATION</li> </ul> <p><b>9. OUTSIDE FACTORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISTRACTION</li> <li><input type="checkbox"/> INTEREST</li> <li><input type="checkbox"/> MOTIVATION</li> <li><input type="checkbox"/> ENJOYS LEARNING</li> <li><input type="checkbox"/> ENJOYS LEARNING</li> </ul> |
|---|--|

FOR TEACHER/TEACHER-INTERVIEWER

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

\*\*\*Return to principal in the enclosed envelope and do not open!\*\*\*

## CNUSD BUSINESS DEPT. INTERNSHIP PROGRAM

### AFFILIATE INTEREST Form

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Phone number(s) (work):** \_\_\_\_\_ **best time to call:** \_\_\_\_\_  
**Cell/Cellular:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Referral/Referring Organization:** \_\_\_\_\_  
**Position/Department:** \_\_\_\_\_  
**Specific Skills/Qualifications:** \_\_\_\_\_

- This school will be held responsible for providing the following information to the affiliate:
- 1. Internship/Industry/Job Title
  - 2. Description of Duties/Responsibilities
  - 3. Location of Internship/Job
  - 4. Dates of Internship/Job
  - 5. Contact Information
  - 6. Description of Duties/Responsibilities
  - 7. Description of Duties/Responsibilities
  - 8. Description of Duties/Responsibilities
  - 9. Description of Duties/Responsibilities
  - 10. Description of Duties/Responsibilities
  - 11. Description of Duties/Responsibilities
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  - 14. Description of Duties/Responsibilities
  - 15. Description of Duties/Responsibilities
  - 16. Description of Duties/Responsibilities
  - 17. Description of Duties/Responsibilities
  - 18. Description of Duties/Responsibilities
  - 19. Description of Duties/Responsibilities
  - 20. Description of Duties/Responsibilities

Note: This internship program is open to all students who are currently enrolled in the Business Department. The student must be a member of the Business Department.

## CORONA-NORCO UNIFIED SCHOOL DISTRICT INTERNSHIP PROGRAM

### AGREEMENT FOR AFFILIATION

The purpose of this Agreement is to authorize an Internship Program operated by the CORONA-NORCO UNIFIED SCHOOL DISTRICT for qualified students to be provided at the Affiliate's place of business. This Agreement requires the written approval of the Affiliate, the Student and his/her parent or legal guardian if the Student is under the age of 18 at the time of signing this Agreement, and the CORONA-NORCO UNIFIED SCHOOL DISTRICT ("CNUSD").

This Agreement lists the responsibilities and expectations of the Student, the Affiliate and CNUSD. The terms of this Agreement will be for the \_\_\_\_\_ school year. The time schedule and site of Affiliate's area of operations must be approved by CNUSD and the Affiliate. Affiliate's business location where the Internship Program will be provided is at \_\_\_\_\_.

1. Affiliate will instruct the Student in good work habits and job skills necessary for the success and success of the Affiliate. The facilities must be suitable for conduct of the Internship Program according to the standards of the District. Affiliate is primarily responsible for the supervision of the Student at the work location.
2. Student must maintain regular attendance at school and at the Affiliate's facilities. Regular school attendance is required to be eligible for the Internship Program. The Student will be subject to the rules and regulations of the Affiliate during the hours they are in its facilities. The Student will also adhere to the discipline and authority of CNUSD. When appropriate, the Student will wear appropriate attire as a member of the Internship Program.
3. Student is expected to be honest, punctual, cooperative, courteous, and willing to learn. Affiliate reserves the right to discharge the Student for just cause. However, Affiliate will consult with School District prior to such action whenever possible.
4. CNUSD and the Affiliate shall meet and confer, as needed, to evaluate the Internship Program program and identify and resolve any problems.
5. CNUSD shall provide the Student with worker's compensation insurance while participating in the Internship Program.
6. CNUSD will be responsible for all program reports and the evaluation of the Student's performance. CNUSD will provide qualified staff for the purpose of providing instruction and training in the operations to the Student enrolled in the Internship Program, located at Affiliate's work location and will be responsible for the success of the Student during the operation of the Internship Program. CNUSD employees signing this Agreement are the responsible parties to be contacted by the Affiliate at the personnel location regarding the Internship Program.

## CNUSD INTERNSHIP PROGRAM

HELP PROMOTE COLLEGE AND CAREER READINESS WITHIN THE COMMUNITY BY PARTNERING WITH CNUSD STUDENTS



- Benefits**
- Enhance the skills students will develop for career readiness
  - Help educate young students for potential future employment
  - Help students explore possible career paths
  - Help students explore possible career paths
  - Help students explore possible career paths
  - Help students explore possible career paths

This internship program has significant benefits for students and the community. It provides a hands-on learning experience that will add relevance to a student's education and help them explore possible career paths.

**Santiago High School**  
Barry Tolson  
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**Elmore Roosevelt High School**  
John Tolson  
1000 1st St. S.E.  
Corona, CA 92623  
jtolson@cnusd.k12.ca.us



Interactive work-based learning opportunities that will add relevance to a student's education and help them explore possible career paths.



## CNUSD Internship Program Handbook



### Business/Technology Department

### COURSE OF STUDY

**NAME OF COURSE:** Internship 1A/1B  
**DEPARTMENT:** Business/Technology  
**GRADE LEVEL:** 11, 12  
**RECOMMENDED PREREQUISITE:** None  
**CREDITS:** 1 CREDIT  
**LENGTH:** Year

**COURSE CONTENT:** Instructor approval required. The course will provide a hands-on career preparation for 11th and 12th grade students by enabling them to acquire a fieldwork experience. Students are given an opportunity to learn about various careers in the community and to explore the possibilities of a career path. The course will provide a hands-on learning experience for students who are interested in a career path. A minimum of 11 units may be earned over a 1 year period (2 units credit per semester). The student will be required to attend class one per week for 1 hour. An overview of this course is included in the handbook. The handbook will provide a list of recommended careers and a list of recommended careers. The handbook will provide a list of recommended careers and a list of recommended careers. The handbook will provide a list of recommended careers and a list of recommended careers.

The Internship Program Curriculum will be guided by the state standards for Vocational Education as well as by the Expanded Student Learning Goals developed by the Corona-Norco Unified School District.

**COURSE REQUIREMENTS:** None

**BASIC TEXTBOOK:** None

**SUPPLEMENTAL MATERIAL:** Handbook

# Tool Box – Resources cont.

## Santiago High School Internship Transportation Agreement

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, a student at SHS do hereby acknowledge that my student has transportation to and from their Internship Site. This transportation agreement is entered into between CNUISD/SHS and \_\_\_\_\_ (referred to as the "Driver") and the parent/guardian. The Driver agrees to the following terms and conditions of this agreement as it relates to the transportation between Santiago High School and the Intern Site.

### Terms and Conditions

1. Upon leaving Santiago High School student will go directly to their Internship Site.
2. Upon leaving their Internship Site student will go directly home.
3. The Driver agrees that he/she will be the sole driver of his/her motor vehicle and will not permit other students use of this transportation during or for the above specified purpose.
4. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting the student to and from the location(s) used above as authorized by the District.
5. The Driver shall possess a valid California operator's license and provide Ms. Fulcher at Santiago High School, with proof of such license. In certain circumstances, a valid operator's license issued by another jurisdiction will be accepted.
6. The Driver understands this agreement must be located in its such on-site or as change occur.
7. The Driver agrees that they will notify Ms. Fulcher of any suspension or revocation of the Driver's operating privilege by the State of California or another jurisdiction.
8. The Driver agrees to maintain adequate insurance coverage.

If your student does not have transportation please check this box:  No Transportation

If any of the following guidelines are violated the student will be removed from the Internship class.

Print Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## SANTIAGO HIGH SCHOOL INTERNSHIP PROGRAM ATTENDANCE POLICY for Ms. Fulcher's Class

The Internship Class will meet during 5<sup>th</sup> and 6<sup>th</sup> periods on 1-4 days ONLY. On Block Days (5<sup>th</sup> & 6<sup>th</sup>) you will be responsible for arriving at your designated location. Any day you do not report to your assignment you are to call Ms. Fulcher your absence and you must be in class at Santiago unless otherwise notified or counseled by Ms. Fulcher. You may NOT leave your Internship site early. There is a check list on other forms used to know when your parent MUST sign you out of SANTIAGO's attendance office and you must take the slip to your Internship site prior to arrival. If you are absent your absence MUST be relayed by a parent through Santiago's Internship class.

You have chosen to attend the Internship class. Failure to attend the Internship Class during Period 5 on 1-4 days will result in you being marked absent. You will not attendance points for the time you are in class and at your assignment so it is imperative that you have consistent attendance to this is 50% of your grade each week.

It is the responsibility of you and your parents to clear any absences from the Internship class through the attendance office. Ms. Fulcher will not be responsible for clearing any absences if you have missed your class or your assignment location. It is also your responsibility to check to see what you missed in class so you must MAKE UP WORK.

Keep in mind that your attendance affects your grade in the Internship program and six zeros from the weekly class will result in the loss of points towards your semester grade (refer to your course syllabus). This is true for BOTH extended and non-extended absences. Students in the Internship program should make every effort to attend class and their assignments regularly.

On the days that you are at your designated secondary school (or approved business location) you are required to arrive by 7:30am (or other time assigned if in a location closer) and report promptly to your assigned teacher or supervisor promptly. You are to arrive at your assignment five minutes class time (5-10 min). Your assigned teacher or supervisor must sign a weekly time sheet that you to complete. This time sheet will be worth 5 class points weekly. In the event you are absent from your assignment as you are required to let your teacher/supervisor know with a minimum of 48 hours in advance notice for personal doctor's appointments (etc.) and at least a 4-hour notice due to sickness. If there is an emergency please call as soon as possible to let your assigned teacher or supervisor know you will not be attending and you must also call Ms. Fulcher at school at 760-594-8123 as of your absence. This assignment is just like a job and attendance would not be an above or below acceptable unless that is an unforeseen emergency in which case both your assigned supervisor and Ms. Fulcher should be notified.

By signing below you are certifying that you understand the attendance policy of the Internship program at Santiago High School and that you agree to follow the guidelines listed above.

Print Student Name here \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_  
Print Parent Name here \_\_\_\_\_  
PARENT SIGNATURE \_\_\_\_\_

## Internship Guidelines Santiago High School

### Attendance Guidelines

1. Students must be at the Internship site by the start of the assigned class period.
2. Get a slip and sign it properly.
3. If the supervisor has to be notified for the absence, it is organized and with the name of the supervisor.
4. Parents will be notified of any absence and you are the supervisor to inform them weekly, this time sheet reports will be returned and the slip reports to the attendance office.
5. If the supervisor has to be notified for the absence, it is organized and with the name of the supervisor.
6. If the supervisor has to be notified for the absence, it is organized and with the name of the supervisor.
7. The supervisor you will report to may need to sign you out to the first day, so you need a number of alternate teacher/supervisor. Make sure you make a good plan for this.
8. The supervisor you will report to may need to sign you out to the first day, so you need a number of alternate teacher/supervisor. Make sure you make a good plan for this.
9. Check out the time sheet, notify your supervisor and leave the program promptly when you are done for the day.

### Other Circumstances

If your supervisor is absent:  
1. You must be informed ahead of time by their assigned supervisor. There will be a report for all absences. Students will be placed on alternate assignments or work alternate assignments for that day, the assigned supervisor will be notified.

Responsibilities of the Internship Site:  
1. The supervisor must be notified of any absence and you are the supervisor to inform them weekly, this time sheet reports will be returned and the slip reports to the attendance office.

### Responsibilities of the Internship Site

- Inform the student of all policies.
- Inform the student of the consequences of not following the guidelines.
- Inform the student of the consequences of not following the guidelines.
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## Santiago High School TIME SHEET Internship/Mentoring Program

Student Name: \_\_\_\_\_ Class Period: \_\_\_\_\_ Section #: \_\_\_\_\_

Where do you report for information name of site: \_\_\_\_\_

15 Weeks of: \_\_\_\_\_ Date: \_\_\_\_\_

| DAY<br>WEEK<br>THURS     | Date                     | Start<br>Time<br>6:30 AM | End<br>Time<br>12:30 PM  | Monitoring<br>Teacher/Supervisor<br>Name (print) | Monitoring<br>Teacher/Supervisor<br>Signature |
|--------------------------|--------------------------|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |   |

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

NOTE: BE RESPONSIBLE AND BE ON TIME. BE RESPONSIBLE! YOU HAVE AN INTERVIEW WITH US TO WORK IN YOUR TIME SHEET. MUST BE SIGNED BY STUDENT AND SUPERVISOR. YOU CAN HAVE ANY ADULT AT YOUR INTERNSHIP SITE SIGN YOUR TIME SHEET FOR US AS THEY CAN VERIFY YOUR HOURS.

### Block Schedule Calendar

Block Schedule Calendar for Fall 2017

| Block  | 1 | 2 | 3 | 4 | 5 | 6 |
|--------|---|---|---|---|---|---|
| Aug 14 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 15 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 16 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 17 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 18 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 19 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 20 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 21 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 22 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 23 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 24 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 25 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 26 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 27 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 28 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 29 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| Aug 31 | 1 | 2 | 3 | 4 | 5 | 6 |

## Contra Costa Unified School District Waiver College and Career Readiness

We the parent of \_\_\_\_\_ (child's name) do hereby give our consent to allow our child to participate in the Santiago High School/CNUISD school mentoring/Internship program. We understand that this program calls for our child to leave the Santiago High School premises as scheduled during the Internship class on block days to walk, drive or ride (with parent/guardian) to the assigned elementary, middle school or business. We also understand that we are and all liability in my child's travel from Santiago High School of which my child is assigned to the assigned mentoring/Internship location.

NAME OF PARENT (Guardian): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAME OF PARENT (Guardian): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
City: \_\_\_\_\_