

Nea Internship Program – 2024-25

Who is required to participate in the internship program?

It is a graduation requirement that all learners have completed the internship program. Although it is possibly easier for older learners to obtain the internship of their choice, learners will have the latitude to meet the internship requirement anytime between their sophomore and senior years, summers included.

What is the Purpose Nea Internship Program?

The purpose of the NEA Internship Requirement is to expose learners to the working world and career opportunities. Through the program learners will:

- o Research their personal interests and skills Report findings and observations during/after the internship
- o **All versions of Internships are due 4/28/2025.**

What is the SENIOR INTERNSHIP?

1. Build a resume highlighting those skills and interests
2. Pursue and secure an internship of their choice
3. Resume highlighting skills and interests
4. 20-hour internship duration (7-hours direct contact with Supervisor minimum)
5. Ongoing weekly journal of learner's experience – Can be through a Google Doc or a written journal
6. Positive feedback from internship provider (supervisor) – See the section "Senior Internship Evaluation" for the link you will need to share with your supervisor.
7. Pre-Internship Evaluation Questions and Internship Journal
8. Post Internship Reflection Paper – Minimum 500 words

Written Requirements for the Internship

BEFORE your internship: Pre Evaluation Questions: Answer the following in a document-

1. How has your experience at Nea potentially prepared you for this professional career(s)?
2. What skills would you expect to develop or enhance through an internship in this field?
3. What previous learning will this internship experience build upon (i.e. from prior classes, work, volunteer, leadership, or other)?

During the Internship: Internship Reflection Journal: Completed on a doc or in a written journal

You need to keep an ongoing weekly journal of your experiences and what you are learning in your internship – Can be through a Google Doc or a written journal

After the Internship: Post Internship Reflection Paper:

Reflection Paper Outline – 500 word minimum

I. Description of internship (brief) and to include:

- What was your project or main responsibilities as an intern?
- What goals did you have for your internship and were they met?

II. Analysis of internship in terms of the following:

- What is the main mission of the organization/business and how did you contribute to it?
- What skills you learned, changes you experienced?
- What was one obstacle that you had and how did you overcome it?
- What, if any, were your ethical considerations/issues?
- If you struggled to do the internship due to shelter in place, discuss the impact Covid19 has had on your senior year.

III. . Your future

- What could be the implications of what you learned from this experience for your future work /career?
- What skills, knowledge, or experience did you wish you had prior to participating in your internship experience that would have aided you to get more from the experience and/or achieve a better outcome?
- Would you consider a career in this field? Why or why not?

Agreements

Learner Name		Learner Phone	
Address		City, State	
Work Site		Supervisor Email	
Immediate Supervisor		Supervisor Phone	
Primary Internship Duties		Hours worked per week	

Learner Agreement

The Nea Learner agrees to accept the following responsibilities:

1. Keep regular attendance in both school and on the job.
2. If unable to report to work *for any reason*, please notify the supervisor BEFORE your absence.
3. Actively engage in assigned tasks and contribute to a positive atmosphere. Talk to your supervisor immediately about any questions you have regarding assignments, expectations or appropriate behavior in the workplace.
4. Be on time, dress appropriately and treat the commitment with respect.
5. Confirm the rules and regulations of the work-site, and maintain confidentiality.
6. Complete required assignments and provide the necessary information.
7. Arrange reliable transportation to and from the work-site.

I agree to comply with the responsibilities listed above and to maintain my attendance both in and out of school. I realize that failure to comply with the above responsibilities will impede my ability to fulfill my graduation requirements.

Intern/Learner Standards of Conduct

Learners will review this checklist with their supervisor and both agree to proper conduct.

- o I will be punctual and conscientious in the fulfillment of my commitment and duties and will accept supervision graciously.
- o I will conduct myself in a dignified, courteous, and considerate manner.
- o I will take any problems, criticisms, or suggestions to my supervisor.
- o I will follow all company policies and procedures (dress code, safety training, etc.)
- o I will always knock on closed doors.
- o I will not chew gum or eat while working.
- o I will not bring friends to the worksite.
- o I will not accept tips.
- o I will always notify my supervisor if I am not able to report for work.
- o I will work only where assigned.
- o I will refrain from loud talking and laughing when inappropriate.
- o I will not use company phones for personal calls.

Interns follow the same code of conduct as other members of the team. Always remember that you are representing the company and NEA to the public.

Learner Signature: _____

Date: _____

Supervisor Agreement

The Internship Site Supervisor agrees to accept the following responsibilities:

1. Provide a detailed orientation to the job and worksite, as well as a meaningful, well-supervised
2. training/work experience.
3. Consult the Nea Internship Coordinator, Anne Cronin, regarding problems related to the experience at anne.cronin@neacdc.org.
4. Provide an evaluation of the student's performance and review with the student on the form provided.
5. Maintain accurate attendance records and provide a safe work environment.

Supervisor Name: _____ Date: _____
(Signature may be digital or Completion of Evaluation can confirm agreement)

Parent/Guardian Agreement

Parent/Guardian agrees to accept the following responsibilities:

1. I am aware that my learner is interested in, applying for and hoping to obtain a community-based job/internship.
2. I give permission for my learner to interview for this internship opportunity and understand that they are responsible for their own transportation.

Parent/Guardian Signature: _____ Date: _____

NEA Internship Program

- Employability Skills Evaluation
- Please have your supervisor complete this evaluation after you complete your internship.

KEY

1. **Basic** – Employee has shown no evidence of reaching proficiency level.
 2. **Proficient** – Employee is performing at proficient level.
 3. **Advanced Proficiency** – Employee is performing above proficiency level.
- N/A Not Observed** – Employee was not required to perform this task.

EMPLOYABILITY SKILLS	EVALUATION				
<u>Citizenship & Ethics:</u> Punctual and works scheduled hours. Demonstrates good time management and ethical behavior. Understands organization's goals and objectives and consciously contributes to its success. Appropriate appearance and attitude.	1	2	3	N/A	
<u>Collaboration:</u> Shows cooperation, responsibility, and leadership when working with others. Solves conflicts through negotiated solutions in a group situation.	1	2	3	N/A	
<u>Critical Thinking:</u> Identifies problems, evaluates information, and develops reasonable solutions.	1	2	3	N/A	
<u>Communication Skills:</u> Communicates clearly, both orally and in writing. Listens and follows directions.	1	2	3	N/A	
<u>Technology Literacy:</u> Uses appropriate technology.	1	2	3	N/A	

Supervisor Signature: _____ Date: _____