

COURSE DESCRIPTION

This internship provides high school students with hands-on experience in a classroom or community setting at Redwood Classical Academy. Interns will develop skills in servant leadership, communication, responsibility, and classroom support. The internship is designed to help students grow in maturity, work ethic, and self-governance while contributing meaningfully to the RCA community.

STUDENT RESPONSIBILITIES TO EARN CREDIT

1. Attendance & Participation (40%)

- Attend regularly scheduled intern days (2 days per week: primarily Tuesday & Thursday)
- Arrive on time and maintain a professional and respectful attitude
- Fulfill assigned duties during each day (e.g., classroom help, preparation, supervision, clean-up, student support)
- Minimum of 120 logged hours over the course of the year

2. Weekly Reflection Journal (20%)

- Submit a short journal entry once a week (approx. 5–7 sentences)
- Reflect on what was learned, challenges faced, and personal growth
- Can include Scripture, quotes, or lessons connected to the internship experience
- Submitted via Google Docs, email, or a paper journal (based on preference)

3. Mentor Check-ins (10%)

- Meet once a month with a staff mentor for a brief check-in (15–30 minutes)

- Come prepared to discuss highlights, concerns, and goals
- Mentor will provide encouragement and accountability

4. Final Reflection Paper or Project (15%)

- At the end of the internship, submit a 1–2 page reflection paper or creative project (e.g., video, presentation, artwork). Note: RCA has the discretion to turn reflection into a blog post or presentation to share lessons learned with great enrolled community of families.
- Should include what the intern learned, how they grew, what surprised them, and how this experience shaped their vision of leadership or service

5. End-of-Year Evaluation (15%)

- Intern will be evaluated by their staff supervisor/mentor and a given letter of recommendation to the student.
- Evaluation areas include reliability, attitude, communication, initiative, and overall impact
- Must receive a satisfactory or higher rating in all categories