Internship Experience - Grade 10
June 1-5 2026












Step 1 : Before my internship
- What am I interested in ? p. 2
- Finding my internship p. 3
- Getting organised: where I'm going p. 4

Step 2 : During my internship
- Details of the place p. 5

Step 3 : After my internship
- What I think of my internship p. 6
- Presenting my internship p. 7

Annex 1 : Explanatory note for the attention of potential host companies p. 8

Annex 2 : **Evaluation form for the supervisor** p. 9

Step 1 Before my internship: Self-reflection and exploration

1. Exploring My Aptitudes, Interests and Skills

Take the following assessment(s):

- Sparketype : take the assessment and think about what problem(s) in the world you are interested in helping to solve.
- Holland Code (RIASEC) Test: Explore your top 3 areas of interest AKA your Holland Code

Results: List your results for both assessments:

a. Sparketype: _____

b. Shadow Sparketype: _____

c. Antisparketype: _____

d. Holland Code: _____

Step 2: Chat GPT!

Go to ChatGPT, and type in this prompt, filling in the blanks with your Sparketypes/Holland Code results:

> *"I have a _____ sparketype, a _____shadow sparketype and a _____ anti sparketype. My Holland Code is ____ . What are some good college majors for me? What are some potential career paths for me to explore?" (if you know what problem you are interested in solving, you can insert it as well).*

Potential College Majors to explore further:

1._____

2._____

3. _____

4. _____

Potential career paths:

1. _____

2._____

3. _____

Did anything surprise you about these results? Did you learn anything about yourself?

3: Further Exploration

For each career idea, identify your next action. This could include:

- **Researching a college major or program:**
  - i. Take the College Major Quiz
  - ii. Follow up with Chat GPT to explore Description of a major and what skills you can acquire. Or, explore common classes in a particular major with course descriptions.
- **Finding people to interview (informational interviews)** in that field, tapping into your network
- Create a LinkedIn profile, begin expanding your network and exploring companies that seem interesting.

Finding an internship that's right for me

PROFESSIONAL SECTOR Example : Healthcare	
DESIRED PROFESSION Example: Doctor	

NAMES OF COMPANIES OR ORGANIZATIONS THAT MIGHT ACCEPT ME AS AN INTERN	ADDRESS	PHONE NUMBER AND CONTACT PERSON	NOTES/COMMENTS

Students should contact the above organizations well in advance – between now and April Break. They should send their **resume** and the **explanatory note** (see Annex 1). **The internship should be secured and the Agreement signed by May 4.**.

Getting Organized: Where I'm Going

I will be completing an internship from **June 1-5 2026** **I have filled in the Google Form**	
Name of Company: Name of my Referee :	
Address :	
Phone # :	Number of employees:
My schedule and hours:	
Tuesday	Thursday
Wednesday	Friday
Getting to work	Lunch breaks
I will go: ☐ on foot ☐ by bike ☐ by train/subway/bus other : ..... Commute time:	I will take a lunch break: ☐ at the employer's cafeteria ☐ in town ☐ at home other : ..... Length of lunch breaks : .....
People I have already met at this company/organization:	

Step 2 During my internship : details of the place I am observing

Description of the company/organization (what they do, why, since when, etc)
Description and functions of any employee of the company hosting me during my internship, including studies and career progression:
Other comments (why I chose this internship; advantages and disadvantages that I note; type of work)

At the end of my internship, I remember to have my evaluation form filled out by my supervisor. (Annex 2)

Step 3 After my internship:

What I think of my internship experience now that it's complete

1. The tasks I was given to accomplish...
2. What I did well was... Because...
3. What I struggled with was... Because...
4. The welcome I received at my employer was...
5. Other employees helped me...
6. During this experience I learned...
8. The best part was...
9. What I liked less was…...
10. This internship helped me to know more about what I want to do in the future because….

Presenting my Internship - Friday, **June 11 2026**

After your internship experience, you will be asked to present on what you did and what you learned. You will have **10 minutes** to present your internship and answer questions.
Ten minutes goes by fast - you cannot recount everything you experienced. So choose carefully the details of your presentation based on what the audience would need and like to hear. Practice your presentation ahead of time, keeping track of time so that you get the feel for your time usage.

Marking Scheme for the oral presentation:

	Evaluation criteria	**VS**	**S**	**A**	**I**	**VI**
Content	**Introduction : present yourself, briefly explain where you had your internship, how you got this internship**					
	Presentation of the company (sector, activity, competition, number of employees, future developments, etc)					
	Description of the internship : daily tasks, initiatives, challenges					
	Description of a specific job. How one can become employed in that role? What requirements ? Pros and Cons					
	Conclusion : critical assessment, what interested you and what was less interesting? Would you recommend this kind of work to 9th graders? And how has the internship influenced your long term plans?					
	Thoughtful responses to questions					
Format	**Use of images, games, quizzes, show & tell, etc. to help the audience visualize the internship experience you had.**					
	Confidence in presenting: dynamism, quality of language, interactivity					
	Reactivity to questions / Visible personal involvement					
Grade **A** **B** **C** **D**	**Comment to be included in the Second Semester Report:**					

VI : Very Insufficient I : Insufficient A : Average S : Satisfactory VS : Very Satisfactory

Annex 1

Internship for 10th graders – June 1-5 2026

Explanatory note from the FASNY for the attention of potential host companies

In order to give students an introductory experience of life in the workplace, FASNY is setting up work experience periods in various work situations for its 10th Graders.

This internship forms part of a careers education program.

This is **not** a professional training period involving real work tasks. Our pupils do not have the necessary skills.

It is, then, an opportunity for **observation**, a one week 'visit' during which the employer may nonetheless give students age-appropriate tasks within their scope.

Although the students remain pupils of the FASNY throughout this period, they must respect the house-rules of the host company (health and safety, conscientiousness, punctuality, discipline, working hours).

The designated dates are**: Monday June 1st - Friday June 5th 2026**

Financial implications for the employer: None (no salary, no allowances, no compensation for meals or transport costs).

There will be an introductory session at school before the work experience starts, and a debriefing period afterwards.

The work placement areas are chosen by the student (and his/her parents) in keeping with the student's particular interests and planned career.

The student will have a "school-tutor" who will liaise with the host company and act as contact should any problems arise.

The host company will undertake to provide the student with a "company-tutor", a referee responsible for organising the work experience, giving the student various aspects of work to observe or study (charts, different activities within the company), any appropriate tasks, inviting the student to take part in a meeting or a visit, etc.

A placement agreement will be drawn up and signed by representatives of the host company and FASNY, the student and their parents.

Annex 2

SUPERVISED INTERNSHIP
EVALUATION OF THE STUDENT'S ACTIVITIES

IMPORTANT
Please note that this form must be completed by the Internship Supervisor and should be given to the student at the end of the internship.

NAME and first name of the student:
On placement in the Company from (date) :

Name of the company :

Name and position of the Supervisor :

E-mail :
Telephone :

Grading scale								
Exceptional	Excellent	Very Good	Good	Quite Good	Fair	Quite poor	Poor	Bad

ANALYTICAL EVALUATION:
A) Intellectual ability:

Understanding of tasks set	
Curiosity, sense of observation	
Reasoning (logic, analysis, synthesis)	
Open-mindedness (ability to tackle a problem with an open mind and without reticence)	

Remarks :

B) "Professional" behaviour:

Interest for work requests	
Dynamism, efficiency	
Ability, efficiency	
Ability to react	
Method, organisational skills	
Concern for quality	
Practical sense	
Availability	

Remarks :

C) General behaviour:

Dress sense, general presentation	
Oral expression	
Written expression	
Contact with others, team spirit	
Self confidence	
Ability to adapt	

Remarks :

Date :

Signatures :
Company Director
Internship Supervisor

N.B. : It is advisable that the Internship Supervisor of a company representative informs the trainee of the evaluation reported on this form before his/her departure.