

Hamilton Wenham Regional High School Senior Internship Project

As seniors look towards their future, the internship can be used to open the door to future learning opportunities and to develop relevant experience that can help with the decision of a college major. The internship is a learning opportunity for a senior to take advantage of the fourth quarter of school using one of three pathways: Career Exploration, Community Building, or Academic Exploration.

The Pathways

1. Career Exploration - Students can choose this pathway to explore a career of interest.
2. Community Building - Students can choose this pathway to develop and execute a community service project in Hamilton or Wenham.
3. Academic Exploration - Students can choose this pathway to further explore and study an academic subject of their choice.

The Process

You should begin thinking about your senior internship project at the end of junior year or the outset of senior year. By the end of the first quarter, you will select a pathway and an internship opportunity. Throughout the second quarter, you will draft your proposal for your project, have the idea approved by the H-W Internship Project Advisors, and then begin the process of securing an internship where your project will take place. By the end of the second quarter, you will submit your application with all signatures required for approval.

Seniors that meet all of the eligibility requirements listed below may apply to participate in an internship during the fourth quarter. An approved internship allows students to be released from some or all of their classes in order to pursue an alternative educational experience. The program will be graded for successful completion of the outlined responsibilities and obligations. Students enrolled in AP courses are expected to keep up with the class work and take the AP exam while participating in the internship program. Students not meeting the deadlines for their senior internship project will be pulled from their internship and will return to classes and will be responsible for all missed work.

Eligibility Requirements

- ☐ 70% or higher in every class for semester one and quarter 3.
- ☐ No out-of-school suspensions
- ☐ Community Service requirement fulfilled before the application is submitted
- ☐ Parent or guardian approval
- ☐ Completed Internship Approval Form
- ☐ All other graduation requirements are met
- ☐ School attendance, as defined in the HWRHS Student Handbook, must be satisfactory for all classes

Timeline

Date	Action	Forms Due
End of Q1	Choose a Pathway	None
End of Q1	Find an Internship opportunity	None
During Q2	Draft your proposal, have it approved by the H-W Internship Project Advisors	Internship Approval Form
End Q2	Secure internship, submit Internship Approval Form	Internship Approval Form
During Q4	Submit all timesheets and writing prompts on time.	Timesheets and Writing Prompts
At end of Internship	On-site supervisor evaluation completed	On-site Project Supervisor Evaluation
TBD	Internship Exhibition Project	Internship Exhibition Fair

Who's Who:

H-W Internship Project Advisor

Ms. Maney will oversee the entire Senior Project and handle day to day operations.

On-Site Project Supervisor

- The person at your internship site who you work with to help achieve your Senior Project goals and expectations.

Senior Internship Responsibilities and Obligations

- ☐ Attend Internship Meeting on TBD , during powerblock in room 100.
- ☐ Obtain an appropriate internship location/employer.
- ☐ Identify an On-Site project supervisor at that location.
- ☐ Submit completed Internship Approval form to the H-W Internship Project Advisor on or before the end of quarter two.
- ☐ Complete necessary assignments on time throughout the internship project.
- ☐ Submit signed weekly timesheets each Monday by 7:30 am.
- ☐ Senior Internship Reflection
- ☐ Internship Exhibition Fair TBD, HWRHS Lobby.
 - ☐ Prepare a visual aid (poster, a presentation on laptop/tablet, images, etc.)
 - ☐ Prepare to answer questions about your project
 - ☐ Students must attend and present at the Internship Exhibition Fair to receive a passing grade

4th Quarter and Final Grades for Interns

Grades for seniors participating in the internship program will be computed as follows:

- A pass/fail grade for the internship will appear on your 4th quarter report card and final transcript.
- AP students participating in the internship will remain in their AP courses.
- For all other classes, the 4th quarter grade will be the same as the quarter three grade.

Weekly Timesheet and Writing Prompts due every Friday by 5:00 pm.

Directions: All writing prompts should be a minimum of one page typed, grammatically correct, and professional looking. This will be submitted on Google Classroom.

Topics for Weekly Writing Prompts:

Week	Focus	Prompt(s)
1	Description of Personnel Structure	Where are you doing your internship? Who is your On-site Project Supervisor? What is your Supervisor's role at the company? What are your responsibilities?
2	Interview a Colleague	Include educational background, job preparation, experiences, and future professional goals.
3	Press Release (click for template)	Create a press release that describes your responsibilities related to your specific tasks and explain how these relate to the company goals.
4	Mini-Reflection	What challenges did you overcome? What growth have you seen in yourself throughout this project? What lessons have you learned? What was your most rewarding moment thus far in your experience?
5-6	Exhibition Project & Final Reflection	Finalize all aspects of your Internship Exhibition Project and Final Reflection. Present Exhibition Project during Week Six during Wednesday PowerBlock in the lobby.

Student Name: _____ Date: _____

Student HW Email: _____ Student Email: _____

Student Cell Phone: _____ Student Home Phone: _____

Parent/Guardian name: _____ Parent/Guardian signature: _____

Academic Exploration

Description of Proposal (include challenges, solutions, and intended outcomes):

[illegible]

On-site Internship Supervisor: _____ Date: _____

Required Signatures

This will be completed the last week of quarter 3

Block	Subject/Teacher Name	Current Grade in Course	Teacher Signature
A			
B			
C			
D			
E			
F			
G			

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____

School Administrator: _____

Date: _____

Senior Internship Weekly Timesheet

*All timesheets **MUST** be put in the box outside of room 100 by 7:30 AM each Monday.*

Week of: _____

Day	Date	Start time	End time	Daily Total hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Timesheets **must** be signed by the student and supervisory personnel weekly in order for the student to receive credit for their internship.

Total Hours **should equal** the amount of school time the student is not in class.

Student name: _____ Date: _____
Print Name Sign Name

Supervisor Name: _____ Date: _____
Print Name Sign Name

Student Internship Travel Permission Form

Date: _____

I understand that as part of the student internship program at the high school that _____ will need to spend time at an off-campus location and will be responsible for any and all travel required for the internship. This includes consistent use of a vehicle or public transportation.

Student Name: _____
Name_____
SignatureParent/Guardian: _____
Name_____
SignatureParent/Guardian: _____
Phone #_____
Email

Senior Internship On-site Project Supervisor Evaluation

Thank you for your willingness to supervise a Hamilton-Wenham Intern. Your wisdom, expertise, and the opportunity you have provided him/her will help them develop vital knowledge, skills, and experiences as they move on to their postsecondary careers. Please complete the evaluation of your intern below. I appreciate your time and effort and hope this has been a worthwhile experience for you and your organization.

Name of Intern: _____

Internship Location: _____

Name of Internship Supervisor: _____

Signature of Internship Supervisor: _____

Date: _____

Please circle the rating which best describes their performance in the following areas:

	0-Failure	1-Needs Improvement	2-Satisfactory	3-Exemplary
Punctuality	Routinely arrived late/left early or absent entirely	Arrived late/left early on occasion (5 - 10 times)	Rarely arrived late or left early (1 - 4 times)	Never arrived late or left early
Professionalism	Regularly conducted themselves in an immature, unprofessional fashion	Occasionally conducted themselves in an immature, unprofessional fashion	Rarely conducted themselves in an immature, unprofessional fashion	Always performed their tasks in a professional manner
Initiative	Needed constant prodding to work	Occasionally needed to be directed to attend to a task	They initiated and completed tasks with rare reminders to focus	Always initiated and completed tasks
Contribution	Their presence harmed your organization	Their presence was mostly negative for your organization	Their presence mostly contributed to your organization	They positively contributed to your organization

Overall Rating: _____

Comments/Feedback Regarding your Intern

Senior Internship Final Reflection & Exhibition Project

Final Reflection

Now that your Internship experience has drawn to a close, you must reflect on the experience and what you have learned from it. Answer the questions below in a formal, typed final reflection paper upon the end of your internship experience.

Format Requirements:

- Double spaced
- 12-point font
- Proper citations and [works cited](#) page for all outside resources used
- 2 - 3 pages in length

Questions to Answer:

- What was your project? Include information on
 - Where it was
 - Why you selected it
 - What you did
- Did this experience give you greater clarity on the *career* path you wish to pursue? How will this experience influence your personal or career choices?
- What did you learn about yourself and your interests that you previously did not know?
- How were you challenged as a result of this experience?
- Would you recommend the internship program to other students, why or why not?

Exhibition Project

Exhibition Project Requirements:

- ☐ Creative Medium to present above information (website, video, tri-fold display, etc.)
- ☐ Be prepared to talk to people about your experience