



MICRO INTERNSHIP

Second-year students enrolled in some Prosser programs will participate in a 15-hour business Micro Internship. This Micro Internship experience is designed to provide a platform for each student to develop and hone the skills and knowledge being learned at Prosser in a real-world situation. During the Micro Internship, students will report directly to the assigned worksite during their regularly scheduled Prosser class time. Students can expect the opportunity to not only observe and explore, but also to participate in actual hands-on work related to their Prosser training program.

The 15-hour Micro Internship program will be implemented in the first semester of the second year of training. All Micro Internship experiences are unpaid. While students will be provided actual hands-on work related to their Prosser training program, the Micro Internship is not focused upon employee productivity, but rather the learning experience for the extern. Students will be required to complete several pre and post Micro Internship classroom activities and assignments to strengthen the experience.

The Micro Internship requires a partnership between the student, teacher, and employer supervisor. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive for all.

Goals of the Micro Internship Program:

- Provide a forum for students to transfer knowledge and skills learned in the classroom to a workplace environment.
- Extend students' knowledge, understanding, and requirements of the career pathway.
- Demonstrate to students the connection between the CTE program-related coursework, academic coursework, and workplace requirements.
- Provide an experience for students to explore and understand workplace issues such as time management, workplace culture, teamwork, communication, and quality standards.
- Create an awareness and exploration in a specific career pathway.
- Provide a link between technical skill set and soft skill set.
- Advance students' academic, career, and personal development.
- Build and strengthen relationships between Prosser, local employers, and students.

Work-Based Learning

Prosser Career Education Center is committed to providing multiple work-based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real world situations. All work-based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization.



Work Based Learning Partner Responsibilities:

Each business will:

- Assign each student a mentor/supervisor.
- Provide 15 hours of Micro Internship experience. The program is to be completed within one week by reporting to the worksite during the regularly scheduled Prosser class. An average work day of 3 hours is expected.
- Allow students to observe and perform actual work related to the Prosser training program, as appropriate.
- Rotate students to multiple areas/departments if possible.
- Perform an exit interview/review with the student upon completion of the Micro Internship.
- Immediately report any problem or concern to the supervising teacher.

Student Responsibilities:

Each student will:

- Submit this agreement form prior to completing the job shadow in order for the teacher to sign and approve.
- Complete 15 hours of Micro Internship experience. The program is to be completed within one week by reporting to the worksite during the regularly scheduled Prosser class. An average work day of 3 hours is expected.
- Report to Prosser if not at the worksite during normal Prosser class time.
- Be responsible for transportation to and from the Micro Internship worksite.
- Immediately report any problem or concern to your teacher.
- Always represent Prosser in a professional manner during the Micro Internship experience including wearing appropriate dress for the industry in which you are studying.
 - When meeting adults in the workplace, smile, make eye contact, and use a firm handshake.
 - Do not attempt to communicate on a first name basis. Greet all adults with Mr. or Mrs., unless directed otherwise.
 - Be attentive and energetic through the Micro Internship; ask relevant questions.
 - Be punctual and maintain 100% attendance.
 - Thank the host throughout the Micro Internship.
- All students will complete classroom activities and assignments related to the Micro Internship such as:
 - Composing a Daily Narrative which includes a typed reflection describing specific Micro Internship activities, observations, and/or experiences learned for each day of the experience. A minimum of 100-200 words is required for each day.
 - Interview a minimum of 2 employees. Submit a summary of each interview.
 - Write a thank you letter to the supervising mentor.
 - Any other activity as assigned by the teacher.

Micro Internship Placement _____

Start Date ____/____/____ **End Date** ____/____/____

Employer/Site Contact Person & Email _____

Mode of transportation: Driving self Riding with: _____ Bus Other: _____

APPROVAL SIGNATURES NEEDED:

Student Printed Name

Student's Signature

Employer

Prosser CTE Teacher

Home School Counselor/Administrator

Parent/Guardian

WBL Coordinator