

**Holliston High School Senior Internship
In Partnership with the
Department of Elementary and Secondary Education (DESE)**

The Final Project Should:

- Serve as an archival record of the internship experience
- Demonstrate students' ability to identify and develop professional competencies
- Show the benefits of Work-Based Learning
- Provide viewers with the learning and scope of the internship experience
- Share the impact on student's personal and professional growth

The Final Project Should Include:

*The Final Project should be shared in a Google slide presentation and include the below.
These are the guidelines from MassHire and the Department of Education.*

Title Page

List your name, the program, the internship coordinator, the internship site, and the term/time of completion (be creative).

Table of Contents

List and number all sections below.

Learning Objectives

A single page that lists the original objectives of the internship

Introduction

The introduction should include a description of the internship site and the scope of the work completed during the internship (job description)

Description of Work

Please include your tasks and responsibilities, your achievements, and your contributions.

Resume

Upload your Work Resume.

Work-Based Learning Plan

Include the completed Work-Based Learning Plan (completed with your mentor)

Final Essay

Include your Final Essay in this section.