Senior Internship/Capstone Project
West Geauga High School
2019-2020
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West Geauga High School

2019-2020 Senior Internship

INTERNSHIP RATIONALE

The Senior Internship Program, endorsed by the school administration and Board of Education, is designed to provide interested and eligible seniors with the opportunity to participate in meaningful, independent projects of their own selection and design. The Senior Internship will occur during the last two weeks of the school year. Seniors will be exempt from the last two weeks of school. The grade each participating senior has upon leaving the classroom will be the grade for the last grading period and the semester final.

With the Class of 2018, the Ohio Department of Education allowed an additional opportunity for students to meet graduation requirements if they did not score the required 18 points on the end of year exams (EOY). If a student is using a CAPSTONE project as a means to graduate, s/he is still eligible to participate in the intern program. The CAPSTONE project can occur during the internship time frame. The students MUST make sure that the requirements of BOTH programs are being met by the project/internship. This can be cleared through a student meeting with the principal to ensure graduation requirements are being completed.

Final exams in all classes will be done before students leave for their internships, EXCEPT FOR ADVANCED PLACEMENT STUDENTS who choose to do the AP test. Students in AP courses will NOT be required to do the classroom exam in their AP classes. In other words, if a student is enrolled in an advanced placement class here at West Geauga, s/he is exempt from the classroom exam, provided the student registers for and takes the AP Exam.

The rationale behind the project is as follows:

1. To expose seniors to people and ideas, that are not a part of the classroom experience.

2. To develop further the students’ skills in
   a. Identifying a problem.
   b. Determining possible solutions.
   c. Reaching conclusions.
   d. Evaluating conclusions.
   e. Seeing the world outside the classroom and learning something in the process.

3. To give opportunities to students wishing to engage in
   a. Educational pursuit.
   b. Community service.
   c. Career exploration.

4. To help satisfy a student’s personal interests and his/her general intellectual curiosity.
West Geauga High School
2019-2020 Senior Internship
STUDENT ELIGIBILITY

Students who apply to participate in the Senior Internship must meet the following criteria:

1. Student must be classified as a senior and on track to graduate in June, 2020. Early graduates are not eligible to participate.

2. Student must be passing all current classes through the 4th nine weeks Progress Reports. If students have any “F” grades or incomplete’s (I) on their progress reports, they will not be eligible to participate in Senior Internship.

3. Student must meet all graduation requirements.

4. Student must follow attendance policies and procedures as stated in the student handbook, pages 22-25. Excessive absences and/or tardies (excessive is defined as 10+ total for the year – excused or unexcused) can disqualify a student’s participation in Senior Internship.

5. Participating students must not fail a first semester class.

6. Inappropriate student behavior or disciplinary consequences, such as a suspension, may disqualify the student from participating in Senior Internship.

7. Inappropriate student behavior or disciplinary consequences that occur before the student leaves for Senior Internship can disqualify the student from participating in the Senior Internship.

8. Inappropriate student behavior during Senior Internship may result in school disciplinary consequences and/or removal from Senior Internship and/or forfeiture of the opportunity to participate in graduation.

9. Student must turn in all books and pay all fines and fees by Friday, May 8, 2020.

10. Student must select and work with a Faculty Advisor. The Faculty Advisor will provide guidance and serve as a liaison with the Community Sponsor. The Faculty Advisor may not be related to the student and must be a certified West Geauga High School teacher/counselor.

11. Student must submit completed proposal to his/her Faculty Advisor by February 14, 2020.

12. Student must arrange his/her Community Sponsor/location and is responsible for his/her own transportation. No out of state internships will be approved.

13. Students failing the project will receive an “F” for 4th quarter in Government. If student is not enrolled in Government, s/he will receive an “F” in the Language Arts course.
West Geauga High School
2019-2020 Senior Internship
INTERNSHIP GUIDELINES

1. Students are not allowed to complete their internship with any employee of the West Geauga School district, including the middle school and elementary schools.

2. Student is to submit Internship Proposal to his/her Faculty Advisor (pages 8-14) by February 14, 2020.

3. The Faculty Advisor will submit a completed proposal to the Senior Internship Committee for review and approval. The Senior Internship Committee has final authority to approve or reject student proposals.

4. Student must meet all criteria stated in the STUDENT ELIGIBILITY section.

5. Student is required to spend ALL 10 days at the Community Sponsor’s place of business. A full day means no less than five (5) hours. Any deviation must be explained in the proposal (page 10). The Senior Internship Committee will review and approve all possible deviations.

6. Student is to receive no compensation for project work. Student may not use current place of employment for this project. This includes Excel Tecc students who are paid.

7. Student is responsible for writing a thank you note to the Community Sponsor & faculty advisor.

8. Student is responsible for all expenses incurred during the project.

9. Student is responsible for arranging the location of the project and for all transportation to and from that location.

10. Student is not permitted on school grounds during the school day unless arrangements have been made with the Faculty Advisor.

11. Senior Internship locations must be within the local area. No out-of-state locations will be approved.

12. Student must meet the requirements of the project:
   a) communicate with the Faculty Advisor once a week
   b) submit a final, typed reflection paper on the project
   c) complete thank you note to Community Sponsor
   d) Create a 5 minute visual presentation for their government class

13. The Faculty Advisor will consult with the Community Sponsor to determine if the student is meeting expectations. If the student is not meeting expectations, the Faculty Advisor can recommend the withdrawal of a participating student. The student will return to school immediately and will fail all work missed during participation in the internship. The student must complete all course work from reentry into the class. If the student does not return to school, he/she may be denied the privilege of participation in the graduation ceremony.

14. West Geauga High School will not assume any liability incurred through the participation of the student in the internship.
West Geauga High School
2019-2020 Senior Internship
INTERNSHIP TIMELINE

Friday, Feb. 14, 2020: Senior Internship Proposal due to Faculty Advisor (p. 8-14)

Tuesday, Feb. 18, 2020: Senior Internship Proposal due to Marino (from Advisor)

Tuesday Feb. 25 - Friday March 13, 2020: Interviews with Senior Internship Committee

Friday, March 20, 2020: Final notification of Senior Internship acceptance

Friday, April 24, 2020: Progress Report grades – determine eligibility

Friday, May 1, 2020: All books are to be turned in and all associated fees
and fines are to be paid

Monday, May 4, 2020: Final exam week begins for seniors eligible for the senior internship

Friday, May 8th, 2020: Prom

Monday, May 11, 2020: Senior Internship begins

Friday, May 15, 2020: First Internship Report due to Faculty Advisor

Friday, May 22, 2020: Second Internship Report due to Faculty Advisor
Last day at Senior Internship site.

Tuesday, May 26, 2020: Day 1 Presentation in English or Government Class

Wednesday, May 27, 2020: Day 2 Presentation in English or Government Class
West Geauga High School
2019-2020 Senior Internship
INTERVIEW INSTRUCTIONS

1. Interviews will be conducted during the school day. Interviews will take place the weeks of Feb. 25th to March 13th.

2. You will be given an interview time and a pass out of class. Interviews will last about 10 minutes.

3. You should be dressed and groomed appropriately on the day of your interview. It is important that you make a good impression on the Senior Internship Committee. This group will determine your fate as it relates to the Internship.

4. Based on the results of your interview, you may be called back for a second interview with a full committee.

5. Schedule a time to meet with your faculty advisor and review the following questions. There may also be additional or follow-up questions asked during the interview.

   a) Why did you elect to participate in this specific experience?
   b) What have you done to prepare yourself for this Internship?
   c) What do you expect to gain from this endeavor?
   d) Do you anticipate any issues with your internship, and if so how do you plan to deal with them?
   e) How will you positively represent West Geauga through this venture?

JOURNAL INSTRUCTIONS

1. Every student on Senior Internship is expected to keep a journal.

2. Be sure to include the exact hours that you worked each day at the top of the page.

3. Give the specific time when you wrote your entry.

4. Use complete sentences. Avoid fragments and phrases.

5. In addition, each entry should consist of a minimum of two paragraphs, to consist of the following:
   a. Paragraph 1 – Describe exactly what you did on a particular day.
   b. Paragraph 2 – Write a personal reaction or evaluation of what you did that day.

6. Some ideas for your consideration:
   • Did you like what you were doing? Why or why not?
   • Why do you suppose you were asked to do a certain activity?
   • Did everything happen exactly as you expected it to, or were there some surprises?
   • How will you benefit from what you are learning?

7. The journal is not to be written on the job, but after your day’s work is done.

8. It is your responsibility to have your faculty advisor check your journal weekly for appropriate length and content.
West Geauga High School
2019-2020 Senior Internship
INTERNSHIP REFLECTION

Your final evaluation of Senior Internship should include the following information and will be due to your faculty advisor the day of your presentation. You will be expected to use good composition skills.

Your reflection paper must be typed, double spaced, with a font no larger than 12 points, and 2-4 pages in length.

1. Restate your goals and objectives.

2. State how you achieved your goals.

3. Explain why you think you succeeded in achieving your goals or why you did not.

4. Describe the benefits you derived from this experience. Describe both positive and negative experiences.

5. State what specific skills or procedures you learned.

6. Explain abstract qualities you learned or discovered that you already had (self-reliance, self-discipline, self-motivation, compassion for the ill and disabled, patience and understanding for the young, perseverance, etc). Explain how these qualities were exemplified in your work.

FINAL PRESENTATION INSTRUCTIONS

1. As a final culmination of your Senior Internship Project, you will give a visual presentation that summarizes your experience. These will take place in your Government or English class.

2. Presentations will take place on Tuesday, May 26, 2020 or Wednesday, May 27, 2020.

3. Be prepared to describe your experience and discuss what you learned while participating in the internship. Also be prepared to answer questions from the audience.

4. Be prompt to your presentation. Tardiness to the presentation and/or failure to bring each completed item to the faculty advisor may result in forfeiting your opportunity to participate in graduating exercises (pg.11, Student-Parent-Sponsor Agreement).

5. You are required to submit the following items to your faculty advisor at this time.
   a. Completed Journal
   b. Reflection Paper
   c. Final time sheet, signed by Community Sponsor
   d. Thank you note/envelope addressed to sponsor (advisor must mail)
2019-2020 Senior Internship

INTERNSHIP PROPOSAL

(Please print in ink or type neatly – Submit 2 copies to your Faculty Advisor)

NAME: ____________________________________________________________

PHONE: ____________________________________________________________

ADDRESS: _________________________________________________________

__________________________________________________________

STUDENT EMAIL ADDRESS: _________________________________________

INTERNSHIP SUBJECT AREA: _________________________________________

FACULTY ADVISOR: _________________________________________________

ADVISOR SIGNATURE: _______________________________________________

COMMUNITY SPONSOR INFORMATION

Company Name: ______________________________________________________

Phone: __________________________________________________________________

Address: ______________________________________________________________

Name of Sponsor: _______________________________________________________

Title: ___________________________________________________________________

Sponsor Email Address: _________________________________________________

Sponsor Signature: _____________________________________________________

Directions From West Geauga High School: _________________________________

_____________________________________________________________________

West Geauga High School
2019-2020 Senior Internship

INTERNSHIP PROPOSAL

(Please Print in Ink or Type Neatly - Submit 2 copies to your Faculty Advisor)

List at least 3 specific goals for this internship.
1.___________________________________________________________________
2.___________________________________________________________________
3.___________________________________________________________________
4.___________________________________________________________________
5.___________________________________________________________________

List at least 3 specific activities you will be doing.
1.___________________________________________________________________
2.___________________________________________________________________
3.___________________________________________________________________
4.___________________________________________________________________
5.___________________________________________________________________

Are you presently working, or have you worked for this company or person in the past?
Yes ________ No ________

If so, when and in what capacity?
______________________________________________________________

Do either of your parents or other close relatives own or manage this business?
Yes ________ No ________

Are either of your parents or other close relatives employed at this location?
Yes ________ No ________

If you answered yes to either question, please explain the situation in detail:
______________________________________________________________

______________________________________________________________

______________________________________________________________

Student Signature                                      Date Signed

______________________________________________________________

Parent Signature                                       Date Signed

______________________________________________________________

Faculty Advisor Signature                               Date Signed

West Geauga High School
2019-2020 Senior Internship
PROPOSED INTERNSHIP TIME SHEET

Due: Friday, February 21, 2020
Indicate the hours you can be expected to be at your internship site each day. Remember the West G. Senior Internship requires the student spend at least five hours per day working, excluding lunch, EACH DAY. Your sponsor may expect you to work up to 8 hours a day if it is customary for regular employees. This schedule can be amended as the project commences. You must then have a final timecard filled out and signed by the community sponsor at the end of the internship.

Mon, May 11:_______________________

Tues, May 12:_______________________

Wed, May 13:_______________________

Thurs, May 14:_______________________

Fri, May 15:_______________________

WEEKLY TOTAL:_______________________

Mon, May 18:_______________________

Tues, May 19:_______________________

Wed, May 20:_______________________

Thurs, May 20:_______________________

Fri, May 22:_______________________

WEEKLY TOTAL:_______________________

PROJECT TOTAL:_______________________

Students whose hours and locations may vary must do the following:
Attach a separate sheet to this proposal giving specific details about project hours and locations.

_______________________________________________________________/_______________________________
Student Signature Date Signed

_______________________________________________________________/_______________________________
Community Sponsor Signature Date Signed

_______________________________________________________________/_______________________________
Faculty Advisor Signature Date Signed
West Geauga High School
2019-2020 Senior Internship
STUDENT-PARENT-COMMUNITY SPONSOR AGREEMENT

TO THE STUDENT:
I agree:
• To adhere as closely as possible to the schedule and objectives which I have set for myself.
• To make progress reports at the times and in the form designated by my faculty advisor.

I understand:
• That I am exempted from academic requirements during the period of the internship.
• That if I choose to discontinue my internship and continue attending classes, I am responsible for all work and final exams in my classes.
• That it is my responsibility to notify all coaches and activity sponsors of my internship, that successful completion and acceptable reporting of the project are required, that I am required to attend those activities required for graduation.
• That I must NOT receive payment for this internship.
• That the school is not liable for any injuries that I may sustain as a result of this internship.
• That I am responsible and liable for all transportation and any costs connected with the internship.
• That if I fail to meet expectations of Community Sponsor and Faculty Advisor, I may be removed and returned to school.
• That I have read and understand all of the eligibility guidelines.
• That if I fail to complete the Senior Internship requirements or are removed from Senior Internship for any reason, I may forfeit the opportunity to participate in graduation exercises.

TO PARENT/GUARDIAN:
I have read the guidelines for the Senior Internship and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and I understand that the school is not liable for any injuries that he/she may sustain as a result of this internship.

TO THE COMMUNITY SPONSOR:
I have seen a copy of the Senior Internship guidelines for West Geauga High School and the student has given me a copy of the role of the Community Sponsor. She/he has discussed with me the aims and objectives of the Senior Internship. We have discussed both his/her and our mutual expectations. I have read his/her proposal for the Senior Internship. I approve it and will fulfill my obligations as outlined in the Role of the Community Sponsor. Furthermore, I agree not to pay this student in any way, nor in the future, for services rendered during project time. I understand that the school is not liable for any injuries that he/she may sustain as a result of this internship.

_______________________________________________________________ / _______________________________
Student Signature Date Signed

_______________________________________________________________ / _______________________________
Community Sponsor Signature Date Signed

_______________________________________________________________ / _______________________________
Parent Signature Date Signed
West Geauga High School
2019-2020 Senior Internship
FACULTY ADVISOR AGREEMENT

I agree to be the Faculty Advisor for: ________________________________

Faculty Advisor Name: ____________________________________________

We agree to set meeting appointments ONCE per week in the following manner:

Week 1:
Describe Weekly Contacts:

Week 2:
Describe Weekly Contacts:

_______________________________________________________________/_______________________________
Student Signature                      Date Signed

_______________________________________________________________/_______________________________
Faculty Advisor Signature               Date Signed

_______________________________________________________________/_______________________________
Parent Signature                        Date Signed

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West Geauga High School
2019 - 2020 Senior Internship
ROLE OF THE FACULTY ADVISOR

1. To act as a consultant to the student:
   a. Assist in determining reasonable objectives for the available time.
   b. Recommend resources and materials valuable to the internship’s completion.
   c. To review the completed internship and evaluation form before submission to the committee and make appropriate comments on the back of the community sponsor form, which will be of value to the committee.
   d. Collect proposals by 2:30 p.m., Friday, February 14, 2020. Check for all required signatures and completeness of internship packet. Return to students if incomplete. Faculty Advisors must submit all proposals to the Senior Internship Committee (Marino) on or before Tuesday, February 18, 2020.
   e. Collect and review student’s journal and reflection paper. Grade them on a pass/fail basis and report any failure to the Senior Internship Committee.
   f. Assist the student in preparing for his/her peer presentation in Government class.

2. To provide appropriate liaison with the community sponsor during the internship. This entails contacting the community sponsor during the first week of the project and any other time that may be deemed necessary.

3. To meet with students for a weekly conference during project:
   a. To review time sheets and journals weekly
   b. To advise of project progress.
   c. To recommend additional resources and materials.
   d. To offer assistance in overcoming unexpected obstacles.

4. To provide articulation between the student and the committee. All professional staff members, (teachers, media specialists, counselors, and administrators) are available as advisors. Advisors should limit themselves to four (4) advisees in order to work effectively with each one. Faculty advisors may not be related to their advisees.

_______________________________ / _________________________________
Student Signature                     Date Signed

_______________________________ / _________________________________
Faculty Advisor Signature             Date Signed
West Geauga High School

2019-2020 Senior Internship

ROLE OF THE COMMUNITY SPONSOR

SENIOR:
This page is to be given to your Community Sponsor at the time you discuss with him/her what his/her duties will be. Be sure that your community sponsor reads your written proposal and understands the commitment. They must sign the bottom if they agree to the terms and conditions of the Senior Internship.

THE ROLE OF THE COMMUNITY SPONSOR:
The role of the community sponsor is essential to the success of Senior Internship at West Geauga High School. As responsible men and women in the community, you will play an active part in the student’s learning experience. In playing a dual role as a student’s mentor and sponsor, you will give the student a concept of the adult world as it really is. As sponsor, you will be asked to accept the following responsibilities:

1. To help the student organize his/her project and then indicate your approval of it by signing this form.
2. To advise and guide the student as he/she follows through on his/her internship proposal and sign a weekly time sheet to indicate that he/she has completed the required hours.
3. To fill out an evaluation form at the close of the project.

The following is additional pertinent information that we feel you will find useful:

2. Students are to work a minimum of five hours per day (excluding their lunch break).
3. Attendance and punctuality are important. Absences must be made up.

4. A student may NOT be paid for his/her project work.
5. No relative may be in a direct line of supervision for the student. The student may not work at a relative’s place of business or at a place of business where he/she has been employed previously.
6. West Geauga High School will not assume any liability incurred through the participation of the student in the internship.
7. Each student will also choose a Faculty Advisor who acts as a consultant for the student. The advisor will further act as a liaison between the community sponsor and the school. Please do not sign this form unless item number 8 is filled out. Please keep this information in the event that you would need to contact the school.

8. WG Faculty Advisor: __________________________ Phone Number: ________________

__________________________________________________________ / ______________________
Student Signature Date Signed

__________________________________________________________ / ______________________
Community Sponsor Signature Date Signed
West Geauga High School
2019-2020 Senior Internship
COMMUNITY SPONSOR EVALUATION FORM

Student’s Name:_____________________________________________________

Name of Community Sponsor:________________________________________

Company Name:____________________________________________________

Please Circle One:

Level of Interest: EXCELLENT GOOD FAIR POOR

Communication Skills: EXCELLENT GOOD FAIR POOR

Reliability (attendance, punctuality): EXCELLENT GOOD FAIR POOR

Cooperation/Attitude: EXCELLENT GOOD FAIR POOR

Initiative: EXCELLENT GOOD FAIR POOR

Contribution: EXCELLENT GOOD FAIR POOR

Motivation: EXCELLENT GOOD FAIR POOR

Appearance: EXCELLENT GOOD FAIR POOR

Level of Commitment: EXCELLENT GOOD FAIR POOR

Receptive to New Ideas: EXCELLENT GOOD FAIR POOR

Ability to work with others: EXCELLENT GOOD FAIR POOR

Did the student meet your expectations? YES NO
Please Comment:

Student’s Strengths:_______________________________________________________________

Student’s Weaknesses:_____________________________________________________________

In what ways do you feel that the student benefitted from the experience?:
______________________________________________________________________________
______________________________________________________________________________

How did you benefit from the student’s Internship?__________________________________
______________________________________________________________________________

How do you evaluate the Senior Internship Program?________________________________
______________________________________________________________________________
______________________________________________________________________________

What suggestions do you have for improving the Senior Internship?___________________
______________________________________________________________________________
______________________________________________________________________________

Would you be willing to sponsor another Senior Internship? YES NO

May this information/evaluation be shared with the student? YES NO

Please return by Tuesday, May 26, 2020 to:
West Geauga High School
Attn: (Fill in Faculty Advisor Name)
13401 Chillicothe Rd.
Chesterland, Ohio 44026-3532
FAX: (440)729-5959

Thank you for your assistance in this Internship. West Geauga High School hopes that you found your experience to be a rewarding one. Please contact Joe Marino at 440-729-5950 or joe.marino@westg.org with any major concerns.
**West Geauga High School**  
**2019-2020 Senior Internship**  
**FINAL INTERNSHIP TIME SHEET**

**Due: May 26, 2020**  
Indicate the hours that you were at your project site each day. This schedule can be amended from the original proposal, but students must have spent at least 5 hours a day for 10 days at their location. Any deviations should have already been approved by the Senior Internship Committee during the interview process.

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**WEEKLY TOTAL:________________**

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**WEEKLY TOTAL:________________**  

**PROJECT TOTAL:________________**

_______________________________________________________________  
Student Signature / Date Signed  
_______________________________________________________________  
Community Sponsor Signature / Date Signed  
_______________________________________________________________  
Parent Signature / Date Signed