

Senior Internship/Capstone Project
West Geauga High School
2020-2021



West Geauga High School

2020-2021 Senior Internship/Capstone Project

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West Geauga High School

2020-2021 Senior Internship

INTERNSHIP RATIONALE

The Senior Internship Program, endorsed by the school administration and Board of Education, is designed to provide interested & eligible seniors with the opportunity to participate in meaningful, independent projects of their own selection & design.

The 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 must be done **before** students leave for their internships, EXCEPT FOR ADVANCED PLACEMENT STUDENTS. Students in AP courses will be required to sit for the AP exam during their assigned times.

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/Evaluating conclusions.
 - d. 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.

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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, 2021.
Early graduates are not eligible to participate.
2. Student must be **passing all current classes through the 4th nine week grade check**. If students have any “F” grades or incomplete’s (I), they are not eligible to participate.
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) **could** disqualify a student’s participation in Senior Internship.
5. Participating students must **not fail** any first semester class.
6. Inappropriate student behavior or disciplinary consequences, like a suspension, might disqualify the student from participating in Senior Internship.
7. Inappropriate behavior or disciplinary consequences that occur before the student leaves for internship can disqualify the student from participating in the 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 7, 2021**.
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 22, 2021**.
12. Student must arrange his/her Community Sponsor/location and is responsible for his/her own transportation. **No out of state trips 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.**

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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 22, 2021**.
3. The Faculty Advisor will submit a completed proposal to the 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 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 project location and for all transportation to and from the 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) complete the journal
13. Faculty Advisor will consult with community sponsor to determine if a student is meeting expectations. If a student is not meeting expectations, faculty advisors can recommend 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 for re-entry 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.**

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INTERNSHIP TIMELINE

Monday, Feb. 22, 2021: Senior Internship Proposal due to Faculty Advisor (p. 8-14)

Friday, Feb. 26, 2021: Senior Internship Proposal due to Marino (from Advisor)

Monday Mar. 1- Friday March 19, 2021: Interviews with Senior Internship Committee

Monday, March 22, 2021: Final notification of Senior Internship acceptance

Friday, April 30, 2021: Grade check (senior teachers) determines eligibility.

Monday, May 3, 2021: Final exam week begins for seniors eligible for the internship.

Friday, May 7, 2021: All books are to be turned in and all associated fees and fines are to be paid in the main office.

Monday, May 10, 2021: Senior Internship begins - AP testing begins, also.

Friday, May 14, 2021: First Internship Report due to Faculty Advisor.

Friday, May 14th, 2021: Prom (work 1/2 day in the morning)

Friday, May 21, 2021: Second Internship Report due to Faculty Advisor
Last day at Senior Internship site.

Monday, May 24, 2021: Final timesheets due to Faculty Sponsor for verification.

Wednesday, May 26, 2021: All Journals due to faculty advisor. (described in manual)

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INTERVIEW INSTRUCTIONS

1. Interviews will be conducted during the school day. Interviews will take place the weeks of **March 1st to March 19th**.
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 the internship; 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 required 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.***

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INTERNSHIP REFLECTION

Your final evaluation of Senior Internship should include the following information and will be due to your faculty advisor on the date listed on the timeline. 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 INSTRUCTION REMINDER

1. You are required to submit the following items to your **faculty advisor**:
 - a. Completed Journal
 - b. Reflection Paper
 - c. Final timesheet, signed by Community Sponsor
 - d. Thank you note/envelope addressed to sponsor (advisor must mail)

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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: _____

(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. _____

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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:

_____ / _____

Student Signature

Date Signed

_____ / _____

Parent Signature

Date Signed

_____ / _____

Faculty Advisor Signature

Date Signed

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PROPOSED INTERNSHIP TIME SHEET

Due: Monday, February 22, 2021

Indicate the hours you can be **expected** to be at your internship site each day. Remember, the internship requires students spend at least **five hours per day working**, excluding lunch, EACH DAY. Your sponsor might 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 time card filled out and signed by the community sponsor at the end of the internship.

Mon, May 10: _____
 Tues, May 11: _____
 Wed, May 12: _____
 Thurs, May 13: _____
 Fri, May 14: _____

WEEKLY TOTAL: _____

Mon, May 17: _____
 Tues, May 18: _____
 Wed, May 19: _____
 Thurs, May 20: _____
 Fri, May 21: _____

WEEKLY TOTAL: _____

PROJECT TOTAL: _____

Students whose hours and locations might 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*

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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'm responsible for all work and final exams in my classes.
- That it is my responsibility to notify all coaches/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/faculty advisor, I may be removed & 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 am 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

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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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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 22, 2021.** 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 26, 2021.**
 - 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.**

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 committee. All professional staff members, (teachers, media specialists, counselors, and administrators) are available as advisors. Advisors should limit themselves to four (4) students in order to work effectively with each one. Faculty advisors may not be related to their advisee's.

Student Signature _____ / _____
Date Signed

Faculty Advisor Signature _____ / _____
Date Signed

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ROLE OF THE COMMUNITY SPONSOR

SENIOR:

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

THE ROLE OF THE COMMUNITY SPONSOR:

The role of the community sponsor is essential to the success of senior internships at West G. As responsible men/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/sponsor, you give the student a concept of the adult world as it exists. As sponsor, you are asked to accept the following responsibilities:

1. Help the student organize his/her project and then indicate your approval 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:

1. The internship begins on **Monday, 5/10/21**. Student's last day at their site is **Friday, 5/21/21**.
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 a 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*

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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

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COMMUNITY SPONSOR EVALUATION FORM

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, 2021** 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.

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FINAL INTERNSHIP TIME SHEET

Due: May 25, 2021

Indicate the hours 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 the location. Any deviations should have already been approved by the Senior Internship Committee during the interview.

Mon, May 10: _____

Tues, May 11: _____

Wed, May 12: _____

Thurs, May 13: _____

Fri, May 14: _____

WEEKLY TOTAL: _____

Mon, May 17: _____

Tues, May 18: _____

Wed, May 19: _____

Thurs, May 20: _____

Fri, May 21: _____

WEEKLY TOTAL: _____

PROJECT TOTAL: _____

_____/_____
Student Signature *Date Signed*

_____/_____
Community Sponsor Signature *Date Signed*

_____/_____
Parent Signature *Date Signed*

