

2017-2018 School Year



# Pre-Apprenticeship Internship

## Internship Information Packet

*Adviser- Rachel Wooding*

[nrws\\_rwooding@tccsa.net](mailto:nrws_rwooding@tccsa.net)

Phone: (419)846-3833 ext 1104

Fax: (419)846-3163

*Principal- Randall Hafner*

[news\\_hafner@tccsa.net](mailto:news_hafner@tccsa.net)

Phone: (419)846-3833 ext 1306

Fax: (419)846-3163







## Pre-Apprenticeship/Internship Northwestern High School

Teacher: Mrs. Rachel Wooding

Email: [nrws\\_rwooding@tccsa.net](mailto:nrws_rwooding@tccsa.net)

[nrws\\_rwooding@northwestern-wayne.k12.oh.us](mailto:nrws_rwooding@northwestern-wayne.k12.oh.us)

Office Phone: 419-846-3833 ext 1104

Cell: 330-304-8096

please leave msg/texts welcome

**Course Description:** Senior Seminar: Internship is a year long class. It is worth 2 credits.

This course is an alternative to the traditional Senior Seminar in which students will participate in an internship for an average of 12 hours per week during the school year. The internship should be in the student's chosen career field. During the second semester students will write a research paper on a topic in their chosen industry. Students are encouraged to think of possible topics for their research paper throughout the course of the internship. Students are expected to maintain current journals (18) and log sheets (35), and stay up to date on class activities and assignments.

### Classwork:

Through class work students will *develop* personal and professional skills, as well as leadership, team building, and communication skills, *demonstrate* current and emerging strategies and technologies used in professional settings, *evaluate* beliefs, values, attitudes, and behaviors in relation to workplace laws, ethics, and etiquette, and *recognize* the effects of stress and stress reducing activities on personal health.

### Class Expectations:

Practice good record keeping, stay up to date. **Failure to turn log sheets in on the assigned due date will result in detention.**

Follow school rules & be respectful of others during your internship. You are a representative of Northwestern High School.

Ask questions of your mentor so you can learn more about the career field

Be prompt in addressing any concerns you have with your internship to the teacher

Complete and turn in all assignments when they are due



### Your portfolio:

Students will need a 1 ½ inch binder in which they will keep copies of the internship logs, journals, research paper, and other class/internship items. The binder will need to have 8 separate tabs. This portfolio will be used at the presentation at the end of the school year. The binder may be stored in classroom.

### Important Information:

A Google Classroom has been set up for students in Senior Internship, class code is **clhm42s** Students



will complete a series of online modules for course work. These are due approximately every other week and contribute to one of the two credits offered for this class. Documents can be downloaded from the site at anytime and communication with the adviser can also be done via the application.

Early release may be offered after morning classes, provided all graduation credit/classes have been met

On days with modified schedules (Pep Rally, testing schedules) students are expected to attend all scheduled school classes before leaving for their internship unless there are extenuating circumstances. These will need to be discussed with the senior seminar internship adviser beforehand as well as with any teachers whose class will be missed so that assignments can be made up.

### Teacher Note

Your senior year can be both exciting and stressful and an internship can add to both of these feelings. As your adviser I look forward to learning about the new things you experience, it is one of the most rewarding things I get to do as a teacher. Please know that I am available if you have any questions or concerns, especially about your internship. Good communication between us will be imperative in your successful completion of the program. If you are having any difficulties or problems at your place of internship you must let me know as soon as possible. I can not help if I am unaware that help is needed! In addition I am here to help advise you, offer support, provided references, and to listen.



## Guidelines for a Senior Project

The **senior project** is an integral part of a student's final year of high school. It integrates the knowledge, skills, and concepts from the student's program of study into one culminating project.

A senior project consists of a written research paper, an internship, a short production showcasing the internship experience, and an oral presentation. School guidelines dictate how the projects are graded. The components are:

- ◆ **Research Paper** - a 7-10 page formal paper that encourages students to develop and demonstrate proficiency in conducting research and writing about a chosen topic. The topic for the paper should be a current issue or controversy in the chosen career field.
- ◆ **An Internship or Pre-apprenticeship**- The student will participate in an internship/pre-apprenticeship 15 hours per week throughout the school year
  - ◆ The Senior Seminar Committee and Mentor will approve the initial plans.
  - ◆ Each student will document his or her progress in a journal and a time log that will be monitored every week.
  - ◆ The mentor will evaluate the student's performance via a weekly checklist on the student's log sheet throughout the internship to ensure the student is learning through their experience. There is a self evaluation component involved for the student as well.
  - ◆ Students will document some of their internship experiences to include in their portfolio and presentation.
  - ◆ During the internship students tasks may vary from hands on participation, observation, attending meetings, creation of materials, and any other tasks that are appropriate for learning more about the industry. Students are encouraged to ask questions related to the career field.
- ◆ **In-class work**
  - ◆ In class work will consist of meeting times with the instructor, group discussion, and further exploration of student's chosen career.
  - ◆ Through class work students will *develop* personal and professional skills, as well as leadership, team building, and communication skills, *demonstrate* current and emerging strategies and technologies used in professional settings, *evaluate* beliefs, values, attitudes, and behaviors in relation to workplace laws, ethics, and etiquette, and *recognize* the affects of stress and stress reducing activities on personal health.
- ◆ **Oral Presentation** - a formal presentation of the paper and portfolio before a panel of judges.
 

The presentation consists of:

  - ◆ a speech
  - ◆ an explanation of the internship experience and selection of research topic
  - ◆ a discussion of lessons learned and how they will impact future plans
- ◆ A **Mentor** has expertise in the student's field of study and commits to help guide the student in developing the paper and product. Each student is responsible for finding a mentor and following their directives throughout the internship.



## Senior Seminar: Pre-Apprenticeship/ Internship Guidelines

Completing Senior Seminar is a requirement for graduation from Northwestern High School. The Senior Seminar Pre-apprenticeship/Internship grade will be recorded on the high school transcript and will count as 2 credits. The Senior Seminar Internship will be one year long.

1. Each senior must have a mentor approved by the Senior Seminar Committee. The mentor cannot be a relative and must have expertise in the project area. The mentor may not be the parent of a classmate. The mentor must also be at least 25 years of age.
2. No relative may be in a direct line of responsibility for the student or for the area or department in which he/she works.
3. A student may do his/her project at a place where he/she has been previously employed only if the activities are completely different from those he/she has done before.
4. During the Pre-apprenticeship/ internship, each student will submit a weekly journal
5. During the internship, each student will maintain a time log. The log will be turned in at a set time every week. Failure to turn log in on time will result in a detention. This log must be signed by the mentor and it should accurately reflect the amount of time the student has participated in the internship. This form will also function as a weekly evaluation tool by the mentor.
6. The Senior Seminar Committee and the Senior Seminar Evaluation Committee will make a final evaluation of the student's internship and will aid in determining the final score.



## Role of the Internship Mentor

**This page is to be given to your mentor at the time you discuss his or her role and duties as related to your project. Be sure that your mentor understands the commitment before signing this form.**

The mentor is essential to the success of the Senior Seminar Internship student at Northwestern High School. As responsible men and women of the community and experts on students' topics, the mentors play an active role in the learning experience.

### **As Senior Seminar mentor, you will be asked to accept the following responsibilities:**

1. The mentor must have an email address in order to read and respond to student and teacher communications throughout the semester.
2. Help student develop a research question for a 7-10 page paper, which will be completed in the second semester.
3. Read the student's rough draft and provide feedback on the content of the paper.
4. Help the student set up an internship of **12 hours per week** throughout the school year.
5. Supervise and assist student as needed
6. Be present at student's presentation at the end of the school year (May).
7. Sign forms and complete evaluations associated with different stages of the paper and internship.

### **Additional information you may find useful:**

1. No relative may be a mentor or in direct line of supervision for the student. Nor may the mentor be a parent of a classmate.
2. Each student will also have an advisor who acts as a consultant for the student when writing the research paper and monitoring the internship. Because the advisor may or may not have expertise in the project area, your assistance is especially important to the student. The advisor will further act as a liaison between the mentor and the school. Your contacts with the school can be made through the Senior Seminar Internship advisor, Mrs. Rachel Wooding.
3. The student is bound by a set of guidelines that he/she should share with you. Failure of the student to comply with these guidelines will jeopardize graduation.
4. The student will keep a weekly journal and write a final evaluation of his/her internship. These are not to be done during his/her time with you.



We trust that the student's work will be beneficial not only to him/her, but also to you as the project mentor and that you will both gain satisfaction. Thank you for your interest in Northwestern High School. If you have any questions, do not hesitate to call the school at (419) 846-3833.

### **Mentor Background Information**

How do you know the student?

What is your area of expertise?

How many years of experience do you have in the field?

Presentations will be the week of May 7, from 8:00 - 3:00. Does your schedule allow the flexibility for you to commit at least ½ hour during that time to evaluate your mentee's presentation?

\_\_\_\_\_

Project Mentor Signature

\_\_\_\_\_

Date

### **Mentor Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Senior Seminar Internship Advisor:**

Please feel free to contact me if you have any questions or concerns regarding the internship program.



Mrs. Rachel Wooding, Family and Consumer Sciences Teacher  
Pre-apprenticeship/Internship Adviser

FCCLA Adviser

[nrws\\_rwooding@tccsa.net](mailto:nrws_rwooding@tccsa.net)

(419) 846-3833 ext. 1104

7473 N. Elyria Rd. West Salem, OH 44287



## Mentor Availability Form

Mentor Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Senior Seminar presentation is the culmination of all the work that the student has done. Because of all the help that the mentor has provided it is important for the mentor to be a part of the final evaluation. Presentations will be the week of May 7 from 8:00 AM to 3:00 PM. Please put a check mark on ALL days/times that you ARE available.

	Mon. 5-10	Tues 5-11	Wed. 5-12	Thurs. 5-13	Fri. 5-14
<b>8:00</b>					
<b>8:30</b>					
<b>9:00</b>					
<b>9:30</b>					
<b>10:00</b>					
<b>10:30</b>					
<b>11:00</b>					
<b>11:30</b>					
<b>12:00</b>					
<b>12:30</b>					
<b>1:00</b>					
<b>1:30</b>					
<b>2:00</b>					
<b>2:30</b>					



## Northwestern High School

### APPRENTICESHIP / INTERNSHIP POLICIES & AWARENESS CONTRACT

The guidelines listed below are criteria upon which each student in the pre-apprenticeship / internship program must meet in order to **qualify** and **remain** in the program.

1. **Attendance:** 95% or better (9 days or less with few days tardy).
  2. **Skill Status:** *Must meet minimum skill competencies and established by teachers and industry in each area.*
  3. **Transportation:** Must have available, reliable transportation.
  4. **On track for graduation:** Must have no deficiencies or other hindrances that would prevent receiving a high school diploma on schedule
  5. **Parental Approval:** Parent or guardian and student must sign student apprenticeship / internship awareness contract
  6. **Willingness to commit:** Students must have the understanding and desire to complete the school to apprenticeship / Internship program
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1. Students cannot change sponsors (employers) without the approval of the pre-apprenticeship / Internship adviser. If granted he/she must give employer a two-week notice. Failure to give notice will remove you from the program. This applies to the pre-apprenticeship/internship program as well as the accepted work site. (Safety concern or layoff)
  2. If the student misses work or school they must call and notify employer, school and apprenticeship / Internship adviser that morning.
  3. **Numerous absences without doctor's excuse may result in removal from the internship.** If you are present at school, you are to be present at your internship if scheduled that day.
  4. Be on time and ready to work. Tardiness is not acceptable.
  5. Show a positive attitude and interest toward his/her work. Be a good role model
  6. Students must keep accurate work hour reports and turn in to internship adviser **on time.**
  7. Follow all employer and school policies and safety rules.
  8. Notify internship adviser as soon as possible of any problems or concerns at work. (Injury /unsafe conditions / harassment / other)
  9. Do not be involved in activities that could lead to suspension from school or being dismissed from work.
  10. Treat employer, employees and equipment with respect.
  11. Only work on and with equipment that you have been trained on and approved to be working with.
  12. All criteria for eligibility must be maintained during the apprenticeship / internship

In addition to the above criteria, each student must show a positive attitude and interest toward his or her work. This will be evaluated by the student's job performance, discipline, and attendance record. Students are not permitted to change sponsors (employers) without the approval of the pre-apprenticeship / internship adviser. Failure to fulfill any of the above stated conditions will result in removal from the program and return



to the regular school program. The rigor and pace of this program require that the student and parent/guardian must assume the responsibility to meet program and graduation requirements.

Failure to follow the above policies may result in removal from the apprenticeship / internship program.

**I have read the above paragraphs and agree to abide by these rules if I am selected to be a participant in the Northwestern apprenticeship / internship Program.**

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Student Signature

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Date

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Parent/Guardian Signature

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Date



## Northwestern High School

7473 North Elyria Rd. West Salem, Oh 44287

Phone (419)846-3833 Fax (419) 846-3163

<http://www.northwestern-wayne.k12.oh.us/>

### Apprenticeship Consent Form

I \_\_\_\_\_ give permission for \_\_\_\_\_ to participate  
(Parent/Guardian Name) (Student Name)

In Northwestern's Apprenticeship Program with \_\_\_\_\_  
(Company Name)  
 from \_\_\_\_\_ to \_\_\_\_\_ .  
(Beginning Date) (End Date)

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor/Mentor Name: \_\_\_\_\_

I understand that Northwestern High School's Apprenticeship/Internship Program provides a supplemental learning experience for the students. I understand that the activities associated with this experience are such that the school staff cannot supervise students during certain segments of the apprenticeship experience. I also understand that this educational experience is to take place during regular school hours. It is the students' responsibility to attend regular academic classes. Schedules may vary depending on the program.

I hereby give my consent to the above named student's participation in the Apprenticeship/Internship program and its associated activities supervised or unsupervised. Furthermore, absolve the apprenticeship program and its associated activities, school official and chaperones of liability in the event of injury or death.

I \_\_\_\_\_ give permission for my son/daughter to drive to the apprenticeship  
(Parent/Guardian Name)  
 site without riders.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date



# Northwestern High School

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## Emergency Medical Authorization

(Complete one section below)

### Grant to Consent

I hereby give my consent for the administration of any treatment deemed necessary by a licensed physician, or dentist and/or transfer of the child to any hospital reasonably accessible. This authorization does not include any major surgery unless the medical opinions of two other license physicians concurring in the necessity for such surgery.

Please list any facts concerning your child's medical history including allergies, medication being taken, and any other physical impairment to which a physician should be alerted

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### Refusal to consent

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment I would like the following actions to be taken:

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



Northwestern High School Pre-Apprenticeship/ Internship  
Program

DRUG TESTING WAIVER FORM (STUDENT)

I, \_\_\_\_\_, (student) understand that random drug testing is considered a part of the apprenticeship/internship program.

**Northwestern will maintain the results of the drug test(s) administered. Negative and/ or positive test results will be reported to the student's mentor/supervisor.**

I understand the above conditions and hereby agree to comply with them. I, hereby, give full consent to undergo random drug testing as a condition of my apprenticeship/internship experience.

\_\_\_\_\_  
Print Name (Student)

\_\_\_\_\_  
Signature and date

Northwestern High School Pre-Apprenticeship/ Internship Program  
DRUG TESTING WAIVER FORM (PARENT OR LEGAL GUARDIAN)

I, \_\_\_\_\_, (parent or legal guardian) understand that drug testing is considered a part of the apprenticeship/internship program at Northwestern and allow my minor child or dependent to voluntarily participate in the random drug testing requirements.

I understand that I can revoke this consent waiver in writing at any time prior to the time that their urine is submitted for testing.

**Northwestern will maintain the results of the drug test(s) administered. Negative and/ or positive test results will be reported to the student's mentor/supervisor.**

I understand the above conditions and hereby agree to comply with them. I, hereby, give full consent for my minor child or dependent to undergo a drug test as a condition of the apprenticeship/internship program.

\_\_\_\_\_  
Print Name (Parent or Legal Guardian)

\_\_\_\_\_  
Signature and date



## Weekly Work Log and Evaluation

Northwestern High School

7473 N. Elyria Rd, West Salem, OH 44287

Phone: (419) 846-3833

Fax (419)846-3163

Name:

Employer:

Date from

to

	Hours	Type of Work or reason for absence
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total		

### Mentor Observation

Category	Excellent	Good	Fair	Poor
Attendance	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Appearance for work	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Attitude	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Safety Procedures	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Communications	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Follows instructions	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Overall performance	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Student Signature/Date:

Student Comment(s):

Mentor/Employer Signature/Date:

Mentor/Employer Comment(s):

This Form is due to Mrs. Wooding every Monday while participating in the apprenticeship/internship. Failure to turn in log on assigned due date will result in a ½ hour detention