

# INTERNSHIP Program Syllabus & Parent Consent

**Student Name:**

## PREREQUISITE

Students must be in or completed the final carnegie unit (course/credit) of their CTE program sequence.

## COURSE DESCRIPTION

The DUSD CTE Professional Internship Program is an in-depth, work based learning program with 60 hours of experience in a career area of interest. This is a semester course and is worth .5 credit each semester, which is repeatable for a yearlong experience. Each student will receive projects and two mentor evaluations during the semester that will reflect their grade. Credit will be given upon completion of the course.

## INTERNSHIP RULES

No one has the right to interfere with the learning, safety, or well-being of others. All school handbook rules and policies will be enforced in this program. You are responsible for you own work and your own actions. Students may lose credit in the program for excessive absences during the semester, regardless of whether or not the absences are verified.

## STUDENT EXPECTATIONS

Students will attend the program and work diligently on projects and assignments. Students will turn in work to their personnel files for grading. Students will notify teacher in advance of days that will be missed due to extracurricular activities so that assignments can be obtained in advance. Students will actively participate in an internship learning experience the entire semester to meet the 60 hours requirement. If the student meets the requirements before the end of the semester, they are still required to participate at the coordinator’s discretion

## MAKE-UP WORK

Make-up work may be done in accordance with handbook rules and district policies. It is your responsibility to obtain the make-up work.

## TRANSPORTATION

Transportation to and from the internship site will be the sole responsibility of the student.

## GRADING POLICY & WEIGHTS

Grading Scale				
A	B	C	D	F
90%-100%	80%-89%	70%-79%	65%-69%	Below 65%

Weights for Internship Program	
10%	<b>Aligned Checks for Understanding:</b> All projects and personal assessment program/ internship site paperwork
60%	<b>Major Assessments and Projects:</b> Student Performance Evaluations (10%), Mock Interview (10%), completed 80 work-based learning hours (40%)
10%	<b>Assessment Tasks:</b> Production of a comprehensive Professional Career Portfolio

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### UNIT OF STUDY

<b>Learning Module One: Planning My Future</b>	
<ul style="list-style-type: none"> <li>• <b>Career Plan:</b> Personal Assessment, Career Research Essay</li> </ul>	
<b>Learning Module Two: Preparing for My Future</b>	
<ul style="list-style-type: none"> <li>• <b>Business Communications:</b> Cover Letter, Resume, Applications, Follow-up Letter, Thank You Letter</li> <li>• <b>Resume Development</b></li> <li>• <b>Evaluating Interview Skills:</b> Research Interviewer/Business, Participate in a Mock Interview, Evaluate Interview Skills</li> </ul>	
<b>Learning Module Three: Experiencing My Career</b>	
<ul style="list-style-type: none"> <li>• <b>Internship Experience:</b> Colleague Interviews, Standards Development, Student Performance Evaluation, Wage/Hour Form, Professional Portfolio, Reflection</li> </ul>	

- **TRANSPORTAION-** I understand that students must provide their own transportation and the Dysart Unified School District #89 and DUSD Administration assumes no responsibility when a student travels in a private vehicle.
- **RELEASE/FLEXTIME-** Please note that during the student’s internship time, they **will not** be in class. Some students will complete their internship hours during their scheduled class time and others will complete their hours after school and/or on weekends. This flextime schedule means the student will be released and **should not be on campus**.
- **PORTFOLIO-** I understand that my student will create a portfolio.

\_\_\_\_\_  
Student Signature                                  Date

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

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Parent/Guardian Name (Please Print)