

CURRICULUM MAP
School-to-work Internship

Semester Before	Month 1	Month 2	Month 3	Month 4	Month 5
<p>Student will:</p> <p>Verify eligibility as per Student Handbook.</p> <p>Pre-register for Internship with guidance counselor.</p> <p>Not pre-register for any other class(es) during half of day set aside for internship.</p> <p>Complete final application and place in hand of supervising teacher/counselor by May 15 or Oct. 15 of semester prior to semester of planned internship.</p> <p>Get all signatures necessary to approve internship.</p> <p>Have preliminary interview with supervising teacher two weeks before internship is set to begin.</p> <p>Have brief interview with jobsite supervisor one week before internship is set to begin.</p> <p>After interview with jobsite supervisor, hold final pre-internship discussion with supervising teacher, pick up first month's Daily Log Forms, and sign necessary papers.</p>	<p>Interns will:</p> <p>Attend internship each day.</p> <p>Maintain Daily Log Form.</p> <p>Meet briefly with supervising teacher during the first week and third week of Month One.</p> <p>Write a one-page reflection for Month One. Please type as specified.</p> <p>At end of month, give one-page reflection and Daily Log to supervising teacher. Pick up Daily Log for next month.</p>	<p>Interns will:</p> <p>Attend internship each day.</p> <p>Maintain Daily Log Form.</p> <p>Meet briefly with supervising teacher during second week of Month Two.</p> <p>At end of month, write a one-page reflection for Month Two. Please type as specified.</p> <p>Give reflection and monthly Daily Log to supervising teacher. Pick up Daily Log for next month.</p> <p>Supervising teacher or counselor will make one impromptu visit to student's internship site while student is there.</p>	<p>Interns will:</p> <p>Pick up quarterly Intern Evaluation Sheet. Take form to Intern's site supervisor or mentor.</p> <p>When supervisor/mentor completes the evaluation, intern will return the evaluation to the supervising teacher or counselor.</p> <p>Student's final grade depends upon: Daily attendance Completion of daily logs in timely fashion, Monthly reflections Site mentor's/supervisor's evaluation</p> <p>Attend internship each day.</p> <p>Maintain Daily Log Form.</p> <p>Meet briefly with supervising teacher during second week of Month Three.</p> <p>At end of month, write a one-page reflection for Month Three. Please type as specified.</p> <p>Give reflection and monthly Daily Log to supervising teacher. Pick up Daily Log for next month.</p>	<p>Interns will:</p> <p>Attend internship each day.</p> <p>Maintain Daily Log Form.</p> <p>Meet briefly with supervising teacher during second week of Month Four.</p> <p>At end of month, write a one-page reflection for Month Four. Please type as specified.</p> <p>Give reflection and monthly Daily Log to supervising teacher. Pick up Daily Log for next month.</p> <p>Student's final grade depends upon: Daily attendance Completion of daily logs in timely fashion, Monthly reflections Site mentor/supervisor's evaluation Written "Thank You" Notes Participation in Exit Interview</p> <p>Supervising teacher or counselor will write summary letter for Intern's Career Passport.</p>	<p>Interns will:</p> <p>Pick up second quarterly Intern Evaluation Sheet. Take form to Internship site supervisor or mentor.</p> <p>When supervisor/mentor completes the evaluation, intern will return the evaluation to the supervising teacher or counselor.</p> <p>Write "Thank You" Note(s) to all School-To-Work Internship mentors/supervisors.</p> <p>Participate in Exit Interview with supervising teacher or counselor.</p> <p style="text-align: right;">12/18/2006</p>