

# Masconomet Regional High School



# Internship Fair 2010

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Dear Seniors,

The Senior Intern Program is an opportunity for you to maximize an intern experience. As you interact with your workplace, invent a project of your design, explore a topic of interest, or even complete a project you have begun, you will prepare to exhibit and present your final project on **FRIDAY MAY 28** in the Field House. A committee of teachers and staff members will serve as mentors and evaluators of your intern presentation.

Prior to the start of your internship, you will submit a proposal that will establish guidelines, expectations and deadlines of your project. You will be assigned a mentor from the Masconomet staff who will assess your progress, and you will choose a guide (the specialist of your project or intern site) to act as your outside professional during your internship. If you meet all requirements, **including good academic standing in all subject areas, an attendance record of no more than 15 unexcused absences from all of your classes, completion of your community service by the end of the first semester, no outstanding obligations, and other regulations listed in the calendar hand book**, you will receive a written confirmation of your internship.

\* If you do not meet the requirements outlined by the Intern Study Program, you will be placed in our onsite Intern Study Program. You will participate in a **5 week** onsite internship designed to meet and facilitate your academic requirements. For all seniors in this program, your day will begin at **8:00** where attendance will be taken in rooms assigned to you. At that point you will follow the schedule provided to you prior to the start of the onsite internship. During the program you will work on and complete a project concentration to exhibit with the rest of your classmates on **May 28, 2010**. See below for dates and details regarding your project.

\*If you plan to take any **Advanced Placement Exams**, you must remain in the course unless excused by your teacher. You may participate in the Internship on an abbreviated program. The Intern Study Committee will work with you to plan an internship. See page 4 for a separate AP Intern Program Contract.

	<b><u>Dates to Remember</u></b>
<b>Wednesday, January 20</b>	<b>Community Service Form due</b>
<b>Tuesday, March 3</b>	<b>Internship proposals must be handed in to Mrs. Shapiro – room 309</b>
<b>Monday, April 12</b>	<b>All students must meet with their mentors in classroom or office.</b>
<b>Friday, April 16</b>	<b>Intern checkout at the end of the day.</b>

**Monday, April 26**

**Intern program begins for all Seniors!**

**Wednesday, May 12**

**Midterm report and required meeting with mentors (student and mentor must set a date to meet prior to the start of the internship.**

**Thursday, May 27**

**Last day of internship**

**Friday, May 28**

**INTERNSHIP EXHIBITION  
FOR ALL SENIORS  
MENTOR'S FINAL  
EVALUATION OF PROJECTS  
ALL SENIORS MUST BE  
PRESENT FROM 11:00 – 2:30**

**If you have any questions or need more information, please contact Mrs. Shapiro at (978) 887-2323 ext. 1309 or email [dshapiro@masconomet.org](mailto:dshapiro@masconomet.org).**

## **PROJECTS, INTERN SITES, ADVANCED PLACEMENT**

### **Rationale:**

The proposal is the most important part of the project. In the proposal, the guidelines for the project are laid out, the expectations are made, and the deadline is established. The proposal is the framework for the planned work. The project should take the form of the outline provided by the proposal. In order to benefit most from the experience, a project should be designed and planned with the mentor as carefully and as precisely as possible before the work begins.

### **Mentor**

Every project must have a mentor, although the mentor does not need to be an expert in the field. The mentor's role is to supervise work on the project and to channel research towards applicable resources; however, the primary concern should be on the progress of the project.

### **Guide**

Since the mentor is not necessarily an expert in the field of study, it is crucial to have a guide who is.

### **Focus of Paper**

See page 7 and follow guidelines given.

### **Describe your presentation and the equipment you will need.**

The final presentation of work may take many different forms. Please refer to page 7 for a variety of options to consider.

### **Give a schedule of your day:**

This section helps to establish a time framework for the project.

**The Intern Study Program** will run from **April 26 to May 27**. Exhibition of senior intern projects will take place on **May 28 from 11:00 to 2:30 p.m.** in the Field House. **Attendance is mandatory.**

### **Due Date**

The **Intern Study Program** will be completed within fourth quarter period. The internship period begins **April 26**, pending the final approval of individual proposals. **Proposals must be passed in to Mrs. Shapiro no later than March 3. No proposals will be accepted after that date.**

### **Approvals**

All signatures must be obtained before the project commences. The permission is conditional if, in the mentor's opinion, sufficient progress is not being made, the project may be terminated. The project may begin after all the signatures have been acquired and checkout form completed and returned.

**Proposal Contract  
Intern site/Project**

Student Name \_\_\_\_\_ (Name of members of group) \_\_\_\_\_  
 Student Address \_\_\_\_\_  
 Student Home Phone \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Guide Name \_\_\_\_\_  
 Guide Address \_\_\_\_\_  
 Guide Business Phone \_\_\_\_\_ Guide e-mail/cell phone \_\_\_\_\_

**Schedule of Internship, including classes:**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**Specify the equipment you will need for your project demonstration on MAY 28.  
 BE CERTAIN OF YOUR CHOICE; NO CHANGES AT THE FAIR.**

Computer \_\_\_\_\_  
 Table Display \_\_\_\_\_

**Attach to this proposal a word-processed (not hand written) description of your internship, describing the work you will be doing with your guide and the project you will display on MAY 28. NO PROPOSAL WILL BE ACCEPTED WITHOUT THIS INFORMATION or IF IT IS HAND WRITTEN. Your proposal must be completed and handed in to Mrs. Shapiro (room 309) by March 3, 2009 by the end of the day, otherwise your internship will be denied.**

**Approvals:**

**I have read the above information and I approve of this Intern Study Project. It is understood that, if sufficient progress is not made, this approval may be withdrawn.**

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

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

Guide: \_\_\_\_\_ Date: \_\_\_\_\_  
**PRINT NAME**

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print Name - finding your own mentor is optional)

Intern Study Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**I give my permission to be publicly photographed/quoted in the newspaper or other media.**

## Proposal Contract Advanced Placement

Student Name \_\_\_\_\_ (Name of members of group) \_\_\_\_\_

Student Address \_\_\_\_\_

Student Home Phone \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Guide Name \_\_\_\_\_

Guide Address \_\_\_\_\_

Guide Business Phone \_\_\_\_\_ Guide e-mail/cell phone \_\_\_\_\_

List the AP courses you plan to continue.

Course	Teacher

Specify the equipment you will need for your project demonstration on **MAY 28. BE CERTAIN OF YOUR CHOICE. THERE WILL BE NO CHANGES AT THE FAIR.**

OWN Computer \_\_\_\_\_

Table Display \_\_\_\_\_

**Attach to this proposal a word-processed (not hand written) description of your internship, describing the work you will be doing with your guide and the project you will display on MAY 28. NO PROPOSAL WILL BE ACCEPTED WITHOUT THIS INFORMATION OR IF IT IS HAND WRITTEN. Your proposal must be completed and handed in to Mrs. Shapiro (room 309) by March 3, 2010 by the end of the day, otherwise your internship will be denied. (Include your weekly schedule.)**

**Approvals:**

**I have read the above information and I approve of this Intern Study Project. It is understood that, if sufficient progress is not made, this approval may be withdrawn.**

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Guide: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINT NAME**

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name – finding your own mentor is optional)

Intern Study Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**I give my permission to be publicly photographed/quoted in the newspaper or other media.** \_\_\_\_\_ (Student Signature)

## GUIDE SITE EVALUATION

**Name of Student:**

**Date:**

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Dear Guide:

Your candid appraisal of your Senior Intern's work would be very helpful to us. We are very appreciative of your accepting our students for this program and feel that this experience is very worthwhile to our students in their career exploration. Any comments from you about the student (or Intern Study Program), especially regarding **dependability, general performance, independence and responsibility** would be greatly appreciated. We, at Masconomet, send our sincere thanks for giving our Interns your time and knowledge.

**Comments:**

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Guide's Signature

Company Name (if applicable)

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Address

Telephone/e-mail

**MENTOR'S THREE-WEEK EVALUATION**

**May 12, 2010**

**I. Information:**

Student's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

**II. Evaluation:**

What has the student accomplished so far?

Have there been notable problems that have delayed the student's progress? If so, have they been addressed?

**Keep this form and the Guide Evaluation in your mentoring folder for grading purposes. If there are any unreasonable problems, please communicate them to Debbie Shapiro.**

**III. Signatures:**

Student's Signature: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_

## **The Paper**

Your paper must be a 5-7-page document that contains the following details:

1. A description of the reasons why you chose this project.
2. A description of the steps taken to complete your project.
3. A description of any difficulties encountered during the course of your project and how you solved them.
4. Describe the results of your project and what you have learned from the experience.
5. Include a Works Cited Page of the resources you used to complete your project.

## **The Project**

Guidelines for Presentations:

1. Presentations are made to your mentor during the Intern Exhibition day.
2. All interns must be in attendance from **11:00 to 2:30** and must remain at project table.
3. Presentations may be in a variety of forms:
  - a. a videotape-step-by-step process of what was learned.
  - b. a question-answer period-a submission of detailed facts learned from your experience. You will provide an opportunity for your mentor and others viewing your project to ask questions.
  - c. a musical selection – you must provide the written music, the tape or CD player, and a tape or CD of your own.
  - d. a formal “thesis defense” – you will come to a conclusion about an experiment, observation or project; now you must defend your findings.
  - e. a three-dimensional piece that represents four to five weeks of time, effort and knowledge.
  - f. other physical or written representations of your intern study experience including a portfolio or your work.

## Senior Intern Study Program

### Criteria for Evaluation

These are the three evaluation components of the program. Each level is evaluated as follows:

#### Individual Ratings

#### Example

Paper

Grade paper: P or F

Presentation

Grade presentation: P or F

Final Grade – see evaluation sheet on page 9.

#### Intern/Guide Site

Mentors are responsible for collecting the guide site evaluation.

#### Paper

Mentors will receive a five to seven page paper from their students. The paper should be graded according to the criteria provided on page 7 of the Intern Study Program guide. If you need samples of previous papers, see Mrs. Shapiro in room 309.

#### Presentation

Mentors will be responsible for evaluating the final presentation of their students on **May 28 from 11:00 to 2:30 in the Field House**. Please notify Mrs. Shapiro if you will not be available to view and grade your student's presentation.

#### Final Grade

Mentors should provide a final grade according to the criteria above and submit the grade to Ms. Aguilar in the Registrar's office by **Tuesday, June 1**.

**Senior Intern Study Program**

Evaluation Grade Sheet

Student:

Mentor:

Guide:

1. Paper \_\_\_\_\_

2. Project Presentation \_\_\_\_\_

FINAL GRADE \_\_\_\_\_

**PLEASE SUBMIT FINAL GRADES TO MS. AGUILAR NO LATER THAN TUESDAY, JUNE 1.**