Academy Internships

Introduction

The internship program involves pairing an Academy student with a mentor scientist, technician, engineer, medical or health practitioner, or other professional. The internship can be local, in another city, state, or country. The goal is to provide the student with real-world experience in an area of his or her own professional interest.

The internship is designed as a one-half credit course (local) and is required for graduation from the Academy. Student expectations are high and the prospective mentor may look forward to working with a young woman or man who is hard-working, enthusiastic, cooperative, punctual, and dependable- a productive learner in the role of student apprentice.

Internship Eligibility

An Academy student who has completed 14 Exploration credits is eligible to do an internship. The experience is designed for students between the junior and senior year since they have taken the necessary coursework to be a viable worker, have the maturity to handle the workforce, and are able to get to the work site.

The student internship is self-placed; however, we do have a partnership with Education for Tomorrow Alliance (EfTA) where students can apply to be placed with a community business to complete the internship requirements. Students may use a variety of platforms and combinations of activities to fulfill the internship requirements such as:

- a summer research program or camp at a university (actual learning experience must equal the total hours needed for the internship)
- the student internship program offered by Education for Tomorrow Alliance (applications are available in the spring of sophomore year)
- Completing internship programs with local hospitals (Houston Methodist, HCA Conroe VolunTEEN program, etc.)
- working with a family or community acquaintance in the student's field of interest

Student Requirements

- It is the student's responsibility to complete the internship requirements. All internships not sponsored by EfTA must be approved in advance. Each student must submit the following things before the internship can begin:
    - Internship Worksheet
    - Student Professionalism Contract
    - Resume
- The internship may take place during the school year or summer. The one-half credit is earned for a minimum of 80 clock hours of work which will be logged and submitted on the **internship time log**. Additional clock hours do not generate additional credits. Students chosen for the EfTA Summer Internship Program must successfully complete all components of the program to be eligible for the internship credit.

- <u>Before the internship</u>, research the career you are interested in pursuing in the future, and begin creating your presentation slides with the following information:
    - Information about the profession
    - Job description

    - Educational requirements for that career
    - State/National certification/licensing requirements
    - Average state and national salaries associated with the profession
    - Any other interesting information that led you to choose that career path and/or internship

- During the internship, students must maintain a **portfolio** containing:
    - Examples of their work
    - Photographs (at least 20, but make sure to follow mentor's rules for photography)
    - A copy of their resume
    - The internship time log
    - Mentor/supervisor feedback form at 20 hours and 80 hours, and
    - A journal of activities and reflections after completing 20, 40, 60, and 80 hours of work (at least 4 entries, but you could choose to complete more)

- After the internship, students should:
    - Complete their student evaluation of the internship (video reflection)
    - Create a brochure sharing the highlights of the internship that includes:
        - the location of the internship (company name, mentor, etc)
        - the job description
        - photographs and descriptions of activities completed
        - lessons learned/ "takeaways" from the experience
    - Create a digital presentation that can be shown at the Internship Showcase Night in the spring semester. Your presentation should include:
        - Title slide including your name, where you completed the internship, and the dates you worked
        - Introductory information researched before the internship (include citations)
        - Journals of activities and reflections completed during the internship
        - Photographs of the experience
        - Student reflection after the internship
            - *Presentations should be at least 10 slides and no more than 30 slides*
            - *Please do not use any sound effects*
    - Write a thank you card for ASHP to deliver to your mentor with the official ASHP thank you letter

  These items will be shared with the mentor and the ASHP office, and they will be your presentation for the Internship Showcase Night, so make sure to do your most professional work to make the best impression.

- All items created for the internship experience are due to the ASHP office for credit no later than the first day of the new school year. If the timing of your internship requires you to need an extension on the deadline, please contact the ASHP Headmaster for approval in advance.

Writing Your Resume

You may need several versions of your resume in the upcoming year depending on the purpose and the recipient. Resume information is required for college applications, scholarship applications, and other online applications. You will need to submit a resume for your internship so your mentor can learn more about you and so we can begin to give you feedback and revise

your resume so it is ready for college and scholarship applications in the future. The CHS College and Career counselor offers regular resume help sessions, and she can review your resume and give you feedback by appointment.

Information For Mentors

Prior to becoming eligible for an internship, an ASHP student has completed 14 exploration credits. Exploration credits allow students to explore things they might be interested in studying after high school, such as biology (through trips to the natural science museum, zoo, hospitals), engineering (through trips to engineering firms, robotics competitions, etc), computer science (through online programming experiences, app development opportunities, etc).

Students may seek out their own internship opportunity after researching your company/organization. You may have applicants for internships from students who are friends with your former interns, or these students may be placed by EFTA through their summer internship program.

We encourage flexible scheduling to accommodate the needs of both the intern and mentor. For example, during the school year, the intern might work 2.5 hours per day twice a week for 16 weeks or 2.0 hours per day three times a week for 14 weeks. During the summer, the student might work 16 hours per week for five weeks, or 40 hours per week for two weeks.

We suggest that the mentor interview the prospective intern as if considering hiring him/her. An intern should meet expectations in terms of preparation and enthusiasm. More than one intern candidate may be interviewed before a decision is made.

The mentor should give the intern one or more specific assignments. Goals for the internship should be negotiated and set.

We ask that the mentor conduct an initial evaluation of the intern after approximately 20 hours of work and a final evaluation at the end of the internship period. Forms for this purpose are provided by the student.

2025 Student Internship Worksheet

Student Name _____

Internship Site/Company _____

Name of Career Professional Mentor _____

Mentor Address _____City/Zip_____

Phone_____Email_____

Professional Agreement **(Mentor)**
I agree to allow this student to participate in an 80-hour mentoring/internship experience.

_____

Mentor Signature Date

Student Agreement
I understand and agree to follow all on-site rules, dress codes, confidentiality guidelines, and safety guidelines described by the office of the mentor-professional.

_____

Student Signature Date

Parent Agreement
I understand and agree to allow my student's participation in an 80-hour internship experience to meet core Academy requirements. I also understand and agree that my child must follow all on-site rules, dress codes, confidentiality guidelines, and safety guidelines described by the office of the mentor-professional.

_____

Parent Signature Date

Submit signed form to ASHP Office no later than May 12, 2025

ASHP Student Professionalism Contract

Please remember that you represent yourself, your family, Conroe High School, the Academy for Science and Health Professions, and Conroe ISD when on your internship assignment. You should conduct yourself in a professional, responsible, and respectful manner at all times.

Dress Code

The official uniform for internships/career shadows is dependent on the area in which the student will experience. It is expected that the uniform will be clean and neat in appearance during the internship experience. No blue jeans, tee shirts or open toed shoes (flip-flops) will be acceptable.

Participants are expected to inquire as to the appropriate level of dress **PRIOR** to onsite experience. If the industry mentor provides no expectations, then the following dress code is expected:

- Collared shirt and tie
- Dress shirt/blouse
- Dress pants
- Knee-length skirt

Hair must be properly combed, and in health or medical experiences, must be tied back for those with long hair.

Safety Code

Safety will be dependent on the area of the experience, however, some more common guidelines to follow will include following your mentor's directions at all times and adhering to company policies regarding safety. Make sure to carry out good housekeeping practices by throwing away your trash, keeping your work area clean, and leaving your work site better than you found it.

Electronic Guidelines

Please remember that your internship is work time, not free time, so use of electronics should be limited to only what is needed to accomplish internship activities. Use of cell phones is not permitted during the internship experience except to take pictures and complete tasks as assigned by your mentor, but make sure to ask permission from your mentor before any cell phone use. You should not use your phone to fill time as you are there to learn from the experience.

Computers are not to be used unless you are instructed to do so by your mentor. If you do use a computer during your internship, you should not download any software, surf the internet, check personal email, or access anything that is not necessary for successful completion of your internship.

Misuse of electronics will not be tolerated. You will be removed from the internship program, and you will face disciplinary consequences from ASHP for any violations of this policy.

Discipline Statement

All students shall abide by the CISD Student Handbook for the duration of their internship. Any reported violations will result in disciplinary consequences and ASHP consequences. Expectations for behavior from all students in the Academy are one of high moral, ethical, and mature behavior. Any level of misconduct or inappropriate behavior (inclusive of language, dress, etc) will not be tolerated.

Acknowledgement of Understanding

I have read and understand the above policies and the actions that may be taken if there are any infractions.

Student Signature_____Date_____

Parent Signature_____Date_____

ASHP Internship Time Log

Date	Time In	Time Out	Total Hours	Activities

Total hours: _____ *[Please submit additional time logs if more hours are needed.]*

Student Signature: _____Date:_____

Mentor Signature: _____Date:_____

ASHP Student Internship Checklist

Student Name: _____
Internship Location: _____
Supervising Mentor: _____

Submit the following items to the ASHP office for internship approval:

- ☐ Internship Worksheet
- ☐ ASHP Student Professionalism Contract
- ☐ Resume

Before the internship begins:

- ☐ Conduct your pre-internship research and add it to your digital presentation to be completed after the internship.
- ☐ Contact your mentor to make sure you know
  - ☐ the days and times you will be at the location.
  - ☐ the specific directions to the facility and where you should check in.
  - ☐ what the dress code expectations are for the workplace.
  - ☐ if you can stay on site for lunch (if applicable) or if you should arrange to leave for lunch. Make sure to bring money or your own lunch if your work times overlap lunch breaks.
  - ☐ if there are any elements of confidentiality you should be aware of before you begin.
  - ☐ if you are allowed to take pictures. Make sure to explain that this is an element of your portfolio requirement, so if there are restrictions of what you can photograph or when you can photograph, make sure you understand those in advance.

When the internship begins, remember to:

- ☐ keep a record of the hours you work and your activities on the Internship Time Sheet.
- ☐ provide your mentor with the Intern Evaluation form [This will also be emailed to them by the Headmaster, but it is a good idea for you to give them a copy and discuss it before you begin your internship].
- ☐ take photographs and gather artifacts that could be used for your portfolio and presentation.
- ☐ bring a notebook and something to write with to take notes for your reflections and for you to remember what you learned. Remember, you should not be on your phone during your internship hours other than when you are taking photographs, so do not rely on apps to track your activities.

After the internship, remember to:

- ☐ write a thank you card to your mentor to show appreciation for their time. You will turn this in to the ASHP office to be sent to your mentor.
- ☐ assemble and submit your portfolio.
    - ☐ Resume
    - ☐ Time logs
    - ☐ Examples of student work and photographs
    - ☐ Student evaluation of internship - *submitted electronically*
    - ☐ Internship journals - 20, 40, 60, and 80 hours of work activities and reflections
    - ☐ Internship brochure
    - ☐ Digital presentation - *share to drop box and print slides two per page to include in portfolio*
- ☐ Sign up for ASHP Internship Night - *link will be sent once the portfolio has been submitted*

Please remember that your internship and the related activities are to provide you experiences that will help you gain valuable insights to make career and study decisions in the very near future. You are also in a position to get a very valuable letter of recommendation for college programs and scholarships from your internship mentor that will set you apart from others who have not had a similar experience. Make sure to approach this experience with the professionalism and outlook that highlights your best ability from your first contact with your mentor through your presentation about the experience. Your mentor and their colleagues will be invited to attend our ASHP Internship Night, so you want to make sure you put forth your best effort with this experience and your presentation and highlight you mentor company appropriately.

ASHP Intern Evaluation

Student Name: _____ Evaluation Period: 20hrs/Initial 80hrs/Final

Mentor Name: _____ Internship Site: _____

Thank you for working with our ASHP student on this internship experience. Your time and effort bring real-world insights to our students, and it enables them to make more informed decisions about their future. **This feedback form is not associated with a grade**, so please be as constructive as possible**.** It is used to provide us with valuable insights for coaching and guidance before our students leave our program.

Directions: Place a number (1-5) in the space next to each performance factor listed which best expresses your evaluation of your intern. Use the rating scale below for each performance factor. Please add comments in the space provided that will help us coach our student and allow them to grow in the future. Please go over this evaluation with your intern, and return it to contactashp@conroeisd.net.

Intern Rating Scale				
Superior	Excellent	Satisfactory	Acceptable	Marginal
5	4	3	2	1

Performance Indicators

_____ **Quality of Work**: *Degree of accuracy; freedom from error; thoroughness and reliability in completing duties; followed guidelines set for the experience*

_____ **Communication**: *Listening, written, and oral skills which result in the student being able to effectively express ideas, facts, and data*

_____ **Attendance/Punctuality/Professionalism**: *regularity and promptness in being at work; appropriate office conduct; dressed and groomed appropriately*

_____ **Initiative**: *Able to understand and carry tasks to completion; degree to which the student is a self-starter; motivated to participate; willingness to undertake self-directed work*

_____ **Organization/Time Management:** *Ability to effectively handle multiple work assignments and manage time to accomplish objectives*

_____ **Interpersonal Relationships:** *Ability to work with others in undertaking work assignments; shows versatility in work relationships*

_____ **Dependability:** *Reliability in carrying out commitments and obligations of the position*

_____ **Outlook Toward Responsibilities:** *Maintains a positive attitude toward all required responsibilities of the program*

Comments:

_____

_____

_____

_____

_____

Intern Signature: _____

Mentor Signature: _____ **Date:** _____