



PARK HILL SCHOOL DISTRICT

# **PROFESSIONAL STUDIES**

2015-2016 Handbook

*Connecting classroom learning with professional experiences*

# Park Hill Professional Studies Internship

## INSTRUCTIONAL PHILOSOPHY

---

Students are expected to meet the course goals and to be able to demonstrate required professional skills. Students are expected to behave in a professional manner in their interactions with industry and business professionals and the classroom instructor. Students will work independently, with the internship site Project Manager, and the classroom instructor to learn career-specific skills. Internship site experiences will require students to draw upon academic skills in mathematics, language arts, science, and social studies as well as interpersonal skills.

## COURSE DESCRIPTION

---

A Professional Studies internship provides students with a professional-based learning experience that enables students to work within a business context. Students will also participate in clarifying their college and/or career goals and developing their professional skills under the supervision, guidance, and mentoring in collaboration with a classroom instructor and an industry professional. This class is designed for students who want to participate in a professional learning experience in their chosen career path.

## COURSE GOALS

---

The student will:

- Understand future planning
- Create awareness of community needs
- Practice professionalism (norms and behaviors)
- Set and embrace personal and professional boundaries
- Understand non-cognitive/behavioral skills
- Demonstrate appropriate communication skills
- Apply “Standard Business English”
- Participate in a supervised professional experience
- Conduct research
- Gather data and assess the results
- Conduct financial planning and create budgets
- Demonstrate confidence and appropriate self-expression
- Develop self-awareness of strengths and opportunities for instructional philosophy
- Face fears and overcome resistance
- Establish self-awareness and reflection
- Prove resilience
- Understand his/her role in a team
- Demonstrate appropriate teamwork and team building

- Demonstrate problem-solving, critical thinking and brainstorming techniques
- Exhibit resourcefulness
- Analyze small group dynamics
- Apply professional skills

## ONBOARDING ACTIVITIES

---

- The classroom instructor will introduce the Professional Studies internship program the first day of class. The course syllabus, portfolio requirements, and CAPSTONE project will be discussed, as well as course policies, attendance and tardiness policies. The instructor will outline course operational procedures, including the projects to be completed by individual students. The evaluation and grading system will be introduced at the beginning of the course to advise students of the standards they will be expected to successfully meet in the Professional Studies internship course.
- Students will participate in onboard activities for the first four weeks of class. The classroom activities are designed to provide students with the understanding and mastery of professional skills needed to be successful in the professional learning experience.
- Students will be placed in their internship class once they have successfully demonstrated their understanding and mastery of basic professional skills in the classroom setting.

## CLASSROOM STRUCTURE

---

- The instructor will provide direction and assistance in the initial onboarding activities.
- The instructor will make periodic visits to the internship site to visit with the student and Project Manager to assess the learning process.
- The instructor will meet with students once per week inside the classroom to facilitate personalized learning. These classroom sessions will focus on the completion of a resume, digital portfolio, and CAPSTONE project, as well as the exploration of post-secondary opportunities.

## ASSESSMENT PLAN

---

Student evaluation of performance will be based on:

- Attendance
- Punctuality
- Completion of on-site projects
- Completion of a CAPSTONE project
- Completion of a digital portfolio
- Quality of work at the internship site (mid-term and final)

## INTERNSHIP OBJECTIVES

---

- Apply knowledge to real-world problems in a real-world work experience setting
- Develop sound decision-making skills through the professional-based learning experience
- Describe and demonstrate appropriate professional conduct in a work environment
- Develop a professional vision that values 21<sup>st</sup> Century skills in the workplace

## INTERNSHIP GRADING

---

Assessment	Percentage
Weekly Journals	5%
Unit 1-3 Coursework	50%
Project Manager Evaluation	15%
PHPS Instructor Evaluation	5%
Unit 4 CAPSTONE Project	25%

\*Final point value will be close to the above example. Final point breakdown is at the discretion of the PHPS Instructor.

Letter grades for the course are based on the guidelines outlined below:

90-100	A
80-89	B
70-79	C
60-69	D
50-59	F

## INTERNSHIP HOURS

---

The professional learning experience will take place during the 4<sup>th</sup> block at each high school. Students will be required to perform 10-12 hours outside his/her class time to complete the onsite course requirements. Park Hill Professional Studies internships meet the DESE (Department of Elementary & Secondary Education) guidelines for unpaid internships.

## ATTENDANCE/TIME FORM

---

Internship students will be required to submit weekly attendance/time cards. Internship students will mark their time in and out of internships and have their Project Manager sign their time card at the end of the reporting period. Attendance/time forms should be submitted to the Park Hill Professional Studies internship instructor within one week of the end of the reporting period.

## **PROJECT MANAGER EVALUATIONS**

---

The Project Manager will conduct mid-term and final evaluations of the student's work and progress during their profession-based learning experience. The PHPS instructor will provide evaluation forms to the student and the Project Manager. The Project Manager will submit the mid-term and final evaluations of the student's work to the PHPS instructor. The Project Manager will share the mid-term and final evaluations with the student. The Project Manager will conduct a final performance evaluation and share their overall thoughts on the internship.

## **WEEKLY PROGRESS REPORTS**

---

All students will submit an electronic weekly journal to their PHPS instructor. The weekly journal must include information regarding the work completed for the week, the total hours the student worked for the week and a short reflection regarding what the student learned that week. The PHPS instructor will provide specific details regarding the format of the weekly journal report.

## **CAPSTONE**

---

- Show mastery for every priority standard
- Participate in exit interview
- Complete a digital portfolio that includes, but is not limited to, title page, cover letter, resume, job description, artifacts from internship, evaluations, and professional skills
- Students will participate in an oral presentation to an authentic audience

## **ROLES AND RESPONSIBILITIES**

---

### **PRINCIPAL**

The homeschool Principal, with the help of instructors in the school, is will establish and implement the Park Hill Professional Studies internship program. The Principal is responsible for:

- Communicating the goals and expectations of the Park Hill Professional Studies program to the school and community.
- Providing necessary administrative support to the program.
- Overseeing the communication of information to parents and the arrangements for parental involvement.
- Participating in the Professional Studies program evaluation.
- Addressing questions, and if necessary, mediating problems and issues among the participants in the experience.

## **DIRECTOR OF PROFESSIONAL STUDIES**

The Director of Professional Studies is a staff member of the school district and serves as the central information resource for all questions concerning Park Hill Professional Studies. The Director is responsible for:

- Informing the program participants of their roles and responsibilities.
- Arranging for the training of Park Hill Professional Studies instructors.
- Arranging for the availability of time for PHPS instructors to meet with their students and worksite mentors.
- Informing prospective student interns about the process and requirements of securing and participating in an Internship.
- Helping students with the Internship implementation elements, such as setting goals, contacting faculty and employers, obtaining training agreements, securing necessary site training, etc.
- Responding to parent and student cares and concerns.
- Conducting program evaluation
- Addressing questions, and if necessary, mediating problems and issues among the participants in the experience.

## **PHPS INSTRUCTOR**

The instructor will help the student integrate the internship into his/her total academic experience. The instructor is responsible for:

- Discussing the student's goals in finding and completing an Internship.
- Assisting with the selection of an internship site in collaboration with the PHPS Director.
- Setting requirements needed by the student for placement, including course and internship site competencies.
- Helping the student in defining the academic requirements for the Internship. Academic requirements can be a journal, paper, relevant research, and/or projects.
- Maintaining appropriate contact with the student throughout the Internship to give direction, support, and training received as related to contract agreement.
- Meeting with the Project Manager prior to signing the Training Agreement to establish contact, communication, and student requirements.
- Consulting with the worksite to determine educational objectives, student competencies, appropriate experiences, and the expectations for the student during the project.
- Facilitating communication between the worksite and student.
- Participating in other forms of recommended contact throughout the Internship, such as site visits, email or phone calls with the intern and Project Manager, progress reports, feedback sent between the Professional Studies intern and PHPS instructor, and meetings which occur off-site between the intern and instructor.
- Reviewing the mid-term evaluation from the worksite that evaluates the student's performance thus far.
- Reviewing and evaluating the CAPSTONE Project at the end of the Internship.
- Reviewing the Internship final evaluation of the student's performance from the worksite.
- Reviewing the post-internship assessment from the student that evaluates the experience.
- Providing academic direction and evaluating the learning derived from the Internship and the academic projects.

- Consulting with the Project Manager at the culmination of course requirements, to assign the student a grade for the Internship.

## **PROJECT MANAGER**

A staff person employed by the worksite supervises student interns. Typically, the Project Manager has experience and expertise in the area in which the student is interning. Project Managers are responsible for:

- Meeting individually with interns prior to the beginning of the internship.
- Determining qualifications for the position.
- Providing the student with realistic, challenging projects that facilitate learning (students should not be conducting work of a clerical nature unless the internship experience is in an office setting).
- Being certified in a related career/technical field.
- Helping the student learn about the business “culture” and adjust to the workplace.
- Informing the student about the business regulations regarding confidentiality and public access to information.
- Serving as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession. The Project Manager should have sufficient experience in the field to draw from and share that experience with the student intern.
- Meeting with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern’s work. Project Managers may also help by recommending ways to enhance the intern’s learning.
- Submitting both an Internship mid-term evaluation and final evaluation of the student’s Internship experience to the school, describing achievements and providing suggestions for improvement.
- Participating in assigning the student a grade for the Internship.

## **PARENTS/GUARDIANS**

Parental support is a key factor in student success. Parents/Guardians can help their child by:

- Supporting the student in developing, implementing, and reviewing their personal plan of study.
- Helping their child identify their strengths, learning style, interests, talents, skills, and needs in Naviance.
- Being supportive of the child’s goals, pointing out their strengths and accomplishments, encouraging them to explore the range of alternatives for their future, and encouraging them to ask for help when they need it.
- Being willing to sign an agreement form relating to requirements of the Park Hill Professional Studies program (technology, transportation waiver, photography/social media waiver, texting policy, confidentiality statement)

## **PHPS INTERN (STUDENT)**

Student interns are responsible for:

- Selecting the internship worksite in cooperation with the instructor and/or Project Manager.
- Consulting with the instructor to formulate academic goals that can be discussed with the Project Manager during the interview.
- Developing, with the assistance of the instructor and the Project Manager, a Training Agreement outlining expectations, responsibilities, and a work schedule (including timelines and expected completion dates) and having it endorsed by all parties.
- Keeping a log of their attendance and weekly journal and reflections.
- Learning about and acting in a manner consistent with the business “culture” and its commitment to a high level of service to the public.
- Learning about and adhering to business regulations regarding confidentiality and public access to information.
- Maintaining high standards of professionalism while at the Internship site.
- Seeking out supervision and assistance at the worksite as needed.
- Completing the academically related tasks that are agreed upon by the instructor and intern (such as a journal, mid-point checks, supplementary research, and/or a paper).
- Submitting a post-internship evaluation form to the instructor at the conclusion of the course.
- Attending regularly scheduled meetings with the instructor.
- Participating actively in classroom sessions.
- Developing, reviewing, and completing a digital portfolio.
- Understanding the responsibilities of placement and site outcomes that will help determine grade and credits awarded.
- Participate in an oral presentation/exit interview with the instructor and Project Manager.



# INTERNSHIP ORIENTATION CHECKLIST

---

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Project Manager \_\_\_\_\_

*Directions:* Check the box after the item has been discussed and reviewed with the student intern.

## Welcome/Introduction

- What it means to work at this company

## Tour of Workplace

- Overall tour of facility
- Comprehensive tour of work area
- Point out fire extinguishers, fire escapes, and evacuation routes
- Introduce student intern to staff

## Tour of Employee Facilities

- Restrooms
- Lunch Facility
- Telephones
- Parking
- Storage of personal belongings

## Company Specifics

- Discuss company structure/organizational chart
- Type of business, product, service
- Types of customers
- Other branches or divisions
- Company policies and procedures (personnel handbook)
- Occupational information related to industry
- Technology available in the company
- Training on how to use phone system
- Dress code

## Department Specifics

- Basic functions and expectations of the department
- Work schedule (hours, break times, etc.)
- Check-in procedures
- Attendance requirements (punctuality, calling in when absent, etc.)
- Working with other departments and co-workers
- Importance of being part of the departmental team

## Job Specific

- Discuss internship agreement
- Discuss employability skills
- Training on office equipment



### **Safety Training**

(The employer is responsible for training about what safety hazards might occur at the training site)

- Company safety training
- Special hazards
- Stairwell/fire exits, fire extinguishers
- Accident prevention

### **Supervisor Expectations**

- Dress code (clothing, hair, jewelry, etc.)
- Customer service
- Work performance (productivity, work habits)
- Teamwork

### **Special Training and/or Forms**

- Safety training
- Sexual harassment training
- Confidentiality statement (if in addition to Park Hill's)

### **Student Forms**

- Review Intern Agreement
- Give liability information
- Explain school schedule
- Review Evaluations

\_\_\_\_\_  
 Student Intern's Signature

\_\_\_\_\_  
 Project Manager's Signature

\_\_\_\_\_  
 Date Form Completed

## **TRAINING SITE PROCEDURES**

---

Report the following occurrences daily to the Park Hill Professional Studies Internship Instructor:

1. Absences and/or tardies. Students may be sent home for the following reasons. In this situation, the student is considered absent.
  - a. Inappropriate dress
  - b. Unprofessional conduct
2. Leaving the training site early.

## **TRAINING SITE AND STUDENT EXPECTATIONS**

---

1. The student is expected to be at the training site every day and at the appointed time each day.
2. The school will provide a PHPS instructor who will review the competency checklist with the training site supervisor on a regular basis.
3. The training Project Manager agrees to notify the PHPS instructor immediately if any problem occurs that cannot be resolved by the training site supervisor.
4. The training site can at any time terminate a student if the situation is not working out or if the student is demonstrating poor performance.
5. Students are to have a variety of experiences that will assist them in making a career judgment concerning the selected site.
6. Students are expected to conduct themselves in a manner that complements the expectations of the training site supervisor.
7. Students will dress professionally.
8. Students will do nothing to disrupt the normal routine of the training site.
9. Care needs to be taken by the training Project Manager to consider any unsafe conditions and correct them or avoid placing students in these situations.

## **TRAINING AGREEMENT**

---

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Student Career Objective \_\_\_\_\_ Worksite Placement \_\_\_\_\_

Worksite Employer \_\_\_\_\_

Address \_\_\_\_\_

Project Manager \_\_\_\_\_ Telephone No. \_\_\_\_\_

Dates of Internship \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Total Weekly Hours \_\_\_\_\_

### **Worksite Employer Responsibilities**

1. The training site will adhere to all State and Federal regulations regarding employment; child labor laws, minimum wages and worker's compensation.
2. The Project Manager will provide an overview of the worksite and its operations, as well as safety instruction.
3. A mid-term and a final evaluation will be completed by the Project Manager.
4. The training site will not employ a student intern to displace a regular worker.
5. Exposure to hazardous work will be incidental to the student's training and not an integral part of the student's training program.
6. The worksite employer agrees to follow the plan for training by the PHPS Instructor; to give the student intern a variety of work assignments according to the project plan, and to provide comprehensive instruction under the direction of qualified personnel.
8. The worksite agrees to provide adequate equipment, materials, and other facilities required in order to provide an appropriate learning experience for the student intern.
9. The worksite agrees to keep accurate records of the student intern's attendance and to notify the PHPS instructor if the student intern is absent without notification.
10. The worksite agrees to permit the school's PHPS instructor/District Director to visit the student intern and Project Manager at the place of employment to determine progress, obtain direct feedback, and make adjustments in the project plan whenever necessary.
11. The worksite will hold regular meetings between the student intern and PHPS instructor to discuss progress, issues, and concerns.

### **Student Intern's Responsibilities**

1. The student intern agrees to perform the assigned duties in a loyal manner and work to the best interests of all concerned.
2. The student intern will discuss any worksite problems immediately with the Project Manager and the PHPS instructor.
3. The student intern will adhere to company policies; the internship may be terminated for the same reasons as those that apply to regular employees.
4. The student intern must be regular in attendance at school and on the internship site. If unable to report to work, the student will notify the Project Manager and the PHPS Instructor before the start of the school day.
5. The student intern will report to school for designated meetings and instruction.
6. The student intern will dress professionally and safely for the worksite.
7. The student intern will complete the activities, assignments, and paperwork required by the professional-based learning program.
8. The student intern will demonstrate a willingness to learn throughout the professional learning program.

### **School Responsibilities**

1. The program is under the direct supervision of the Director of Professional Studies.
2. The student intern will receive related instruction and safety instruction from the school during the professional learning experience.
3. The PHPS instructor will visit the student intern and Project Manager on a regular basis at the training site and evaluate their progress.
4. Park Hill School District agrees to award credits earned in this program toward the student's high school diploma.
5. Park Hill School District agrees to adhere to the curriculum and program regulations and standards of the Missouri Department of Elementary and Secondary Education and the Park Hill Professional Studies Program.
6. The PHPS instructor will schedule regular meetings of student interns, Project Managers, and the Director of Professional Studies to discuss progress, issues, and concerns.

### **Parent or Guardian Responsibilities**

1. The parent/guardian will allow the student to participate in the professional-based learning program as described in this agreement.
2. The parent/guardian will assume responsibility for the personal conduct of the student intern.
3. The parent/guardian will work with the student to arrange transportation to and from the worksite.
4. The parent/guardian will absolve the instructors, worksites, and the Board of Education of all responsibility involving incidents during the professional-based learning experience.
5. The parent/guardian will ensure that the student has appropriate apparel for the worksite.
6. The parent/guardian will encourage and support the student to succeed in the professional-based learning experience.



This memorandum is for the purpose of outlining the agreement between the Park Hill School District and the professional learning site on the conditions of training to be given a student intern while on the job. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement.

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Project Manager \_\_\_\_\_ Date \_\_\_\_\_

PHPS Instructor \_\_\_\_\_ Date \_\_\_\_\_