

MCHS Career Academy Internship FAQ

For Students, Parents, & Staff | Updated June 6, 2019

What is the Academy Internship requirement? Students must complete 135-hours of work with a business/organization relating to the field of Digital Media or Engineering (depending on their academy) between their Junior and Senior year. Students should be shadowing professionals in various positions during their time in the internship and actively contributing to projects within the organization. Students must complete the **required** coursework found on the [Internship Canvas site](#) before, during, and after the internship to obtain the honors course credit on their MCHS High School transcript and meet the requirement for the Academy. Students that do not complete the internship requirement will receive a failing grade on their high school transcript for this course.

How do I find an internship? Students are encouraged to begin looking for an internship during their Junior year so that they have secured a placement before the summer. Most students complete the 135-hour requirement in the summer between Junior and Senior year, but students are able to begin earlier, as long as the hours are completed **prior to the beginning of their Senior year**. It is recommended that students research local businesses and organizations online that relate to their specific interests within Digital Media or Engineering and then send these companies a Cover Letter (in the form of an email), a copy of their Resume, and a link to their project work/portfolio. Students are also encouraged to network within their current social circles (family, friends, religious organizations, extracurriculars, etc.) to make contacts to find an internship site. Get creative! If you're interested in Skateboarding, find a local Skate Park and see if they have any use for your skills (ie. design graphics, producing vidoes, drafting 3D models, etc.) . You must advocate for yourself and "sell" your skillsets. **Ultimately, it is the responsibility of the student to secure an internship site. This process is a key learning experience for our Academy students because helps students develop life skills in responsibility, time management, meeting of deadlines, and communication.**

Do you have a list of companies/internship sites in the past that can be used? Mrs. Council will send out information about potential internship locations via the Remind App as they become available. Mrs. Council does not have "a list", as this information changes on a regular basis and she will not share internship providers information without their explicit permission. Please check your Remind messages often, but **do not rely on this as the only source of internship sites**. See the above question "How Do I find an internship?" for more information.

Are the due dates on Canvas final? No. However, if you are not meeting those due dates, you **will** struggle to complete your internship requirements by the final deadline. **All of the elements on the Canvas Internship site must be completed no later than September 30, 2019. No work will be accepted after this date.** This includes all of the forms, the timesheet, the journal entries, the thank you card, the 2 honors portfolio projects, the internship evaluation, and the presentation, which will be given in early October in front of the other Academy students, teachers, parents, and business partners. **Mrs. Council WILL NOT follow up with individual students on missing items. It is the responsibility of the student to make sure that all items are completed on Canvas by the final deadline.** If the students have questions about the individual assignments, they are encouraged to schedule a meeting with Mrs. Council to discuss. Parents are encouraged to have their student log into Canvas at home regularly to see what assignments still need to be completed. *See the question below, "What does Mrs. Council need when I START my internship?" for the importance of submitting documentation in a timely manner.*

What if I don't find/complete an internship? It is mandated by WCPSS (not Middle Creek HS) that all Academy students complete this internship credit successfully in order to graduate from the academy. If the internship is not completed by the above deadline, the students' Academy status will be revoked, they will no longer be invited to participate in Academy functions, and their schedule may be affected. They will not be allowed to put membership in the Academy on any resume, scholarship, or job application if they are removed from the academy. Additionally, these students will not be allowed to walk at the Academy Graduation for the **Class of 2020. Students will also receive a failing grade (0%) on their high school transcript for this course.**

Where can I find the assignments that are due for the internship portfolio? All of the assignments are on the [Internship Canvas Site](#) and should be submitted through this online portal. You can access this Canvas site at school or at home, or even on your cell phone. You will need a printer and way to scan documents to submit some parts of the internship portfolio. The Adobe Scan App is highly recommended, which works easily on both Apple and Android mobile phones.

What does Mrs. Council need BEFORE I start my internship? There are 4 items that should be completed during the Spring semester of your Junior year - (1) The Academy Internship Interest Form, the (2) Pre-requisites for an Internship form, your (3) Professional Resume, and the (4) Code of Conduct Form. All of these are required BEFORE you begin to seek an internship site. All of these can be found on the [Internship Canvas Site](#).

What does Mrs. Council need when I START my internship? You MUST provide Mrs. Council with the following documents via the [Internship Canvas Site](#) at the very START your internship:

- Internship Agreement form completed & signed (by student, parents, & internship supervisor)
- Learning Objectives Form completed and signed (by student & internship supervisor)

These documents provide Mrs. Council with the contact information for your Internship site and supervisor. Mrs. Council must provide this information to WCPSS in order to make sure you are insured during the internship. **It is imperative that this is completed DAY 1 of your internship, or before.** All of these can be found on the [Internship Canvas Site](#).

What does Mrs. Council need DURING my internship? During your internship, you will need to complete your (1) Internship Timesheet and the (2) 10 journal entries (with photos) on the Internship Canvas Site. Mrs. Council may also schedule site-visits or check-ins with your Internship Supervisor during your internship. It is also recommended that you begin working on the 2 Honors Portfolio Projects during the internship. These two projects do not have to be completed until **September 30, 2019**, however, students will need to gather items during the internship or order to complete these projects. All of these can be found on the [Internship Canvas Site](#).

What does Mrs. Council need AFTER my internship? Upon completion of the internship, students should complete (1) a student internship evaluation form and provide (2) a copy to Mrs. Council of the "Thank You Note" that was written from the student to the Internship Provider. Mrs. Council will contact the Internship Supervisor to get a formal evaluation, which is **30% of your final grade for the internship credit**. The 2 Honors Portfolio Projects should also be completed and turned in before **September 30, 2019. No work will be accepted after this date.** All of these can be found on the [Internship Canvas Site](#). You will also need to prepare for your internship presentation in October.

Can I use my Part-Time Job for the internship? Yes - you may use up to 67.5 hours from a part-time job to contribute towards the 135-hour internship requirement. *See below question "What do I need to turn in to get credit for Part-Time Job hours?" for more information.*

What do I need to turn in to get credit for Part-Time Job hours? You must complete the following items (in addition to the forms you turn in for your internship site) for your Part-Time job in order to obtain credit for these hours:

- Timesheet signed by your supervisor
- Learning Objectives Form

All of these can be found on the [Internship Canvas Site](#). Simply submit the assignment on Canvas more than once (once for your internship and again for your Part-Time Job) - Mrs. Council will be able to see all submissions.

Can I complete my internship hours at more than one internship location? Yes - you may split up the 135-hour requirement over multiple locations, however, you will need to fill out the following forms for EACH location and split up the journal entries and portfolio projects over the multiple sites.

- Internship Agreement Form
- Learning Objectives Form
- Timesheet signed by your supervisor

All of these can be found on the [Internship Canvas Site](#). Simply submit the assignment on Canvas more than once (once for each internship location) - Mrs. Councilll will be able to see all submissions.

When is the Internship Presentation? The internship presentation will be held in **October of the 2019-2020 School year**. The date will be announced at the beginning of the school year through the Academy newsletter, the Academy website, the Remind App, and your senior Academy classes. Parents, teachers, students, and business partners are encouraged to attend.

How is the internship graded? The internship has 4 categories of required items that are graded. Below you will see a breakdown of each category and the weight it is assigned for the overall grade for the CTE Honors Internship Credit on your high school transcript:

- Internship Documentation (15%)
- Journal Entries (25%)
- Presentation & 2 Honors Portfolio Projects (30%)
- Supervisor Evaluation (30%)

For a more complete rubric, visit the [Internship Canvas Site](#).

Questions? Contact Mrs. Christina Councilll, Academy Coordinator, at ccouncilll@wcpss.net