



STUDENT INTERNSHIP PACKET

DUE May 1st

Student Name_____

Site of 80-Hour Internship_____

Name of Career Professional mentoring under_____

Address _____City/Zip_____

Phone_____Email_____

1. Professional Agreement_____

I agree to allow this student to participate in an 80-hour mentoring/internship experience.

Professional Signature

Date

2. 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

3. 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 Forms to Academy Office**



STUDENT PROFESSIONALISM CONTRACT FOR ASHP

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

Males: Collared shirt, tie and khaki pants.

Females: Knee length skirt and/ or dress pants w/ collared shirt.

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:

- Follow directions at all times. Always adhere to company policies.
- Protect eyes, face, hands, and body when involved in science experiments
- Carry out good housekeeping practices
- Know where to get help fast
- Know the location of first aid, eyewash, fire blanket, and fire extinguisher
- Conduct yourself in a responsible manner at all times.

Cell Phone Usage Code

- There is to be no use of cell phones during internship experience.
- Cell phones may be used for taking pictures for final project. Make sure you ask permission.

Computer Usage Code

- Do not use the computers unless instructed by your mentor.
- No downloading of software, games, or music is allowed.
- No random use or "surfing" without designated purpose is to occur.
- Personal email accounts are not to be checked during this time.
- DO NOT ACCESS inappropriate websites.
- No computer use will be allowed unless monitored by your mentor.
- Misuse and vandalism WILL NOT BE TOLERATED. Disciplinary Actions and Probationary Action will occur and removal from the internship.

Discipline Statement

All students are under CISD Discipline Management Policy for their particular experience.

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 and is UNACCEPTABLE.

Acknowledgement of Understanding

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

Student Signature _____ Date _____

Parent Signature _____ Date _____



STUDENT CHECKLIST

Student Name: _____

Place: _____

Supervising Mentor: _____

Office Contact Phone Number: _____

____ **1. Contact Mentor via phone call to make office contact**

- Set up actual days & times you will be onsite; have multiple options written ready to offer the contact.
- Get specific directions to the facility

____ **2. Clarify with office contact officials**

- What clothing will be appropriate for their setting
- Will I need to bring a sack lunch or \$\$\$ for lunch
- Will I stay in the office for lunch or do I need to arrange to go to lunch daily
- Are there elements of confidentiality I must be aware of; is there training I need prior to coming on site
- May I take pictures as this is a part of my portfolio requirement
- I will be providing your office with a copy of my portfolio PowerPoint after completion of the experience

____ **3. Do your research on the career PRIOR to onsite experience**

- This will give you more frame of reference with which to enter dialogue or ask good questions with the mentor during the experience

____ **4. Small notebook and pen/pencil to take notes each day of the experience; take a camera**

- This will be used within your portfolio PowerPoint; pictures should include the outside of the facility, inside the facility, special equipment/rooms that help the mentor function effectively; yourself on the job, staff (if appropriate), other terms (if appropriate)

____ **5. Provide the mentor with feedback form**

- Remind them the feedback form must be completed and faxed to the ASHP office for you to receive credit; point out the fax # on the sheet

____ **6. The critical "Thank You"**

- Verbally thank the mentor and staff
- Consider bringing a "cake" or goodies/treats for the final day you are there with a thank you card
- Send an official thank you card, even if you did all the above [this part of your experience is common courtesy and either leaves the door open for next year's students or closes the door forever!]

____ **7. Portfolio PowerPoint**

- Complete and submit to ASHP Headmaster Prior to the start of the school year



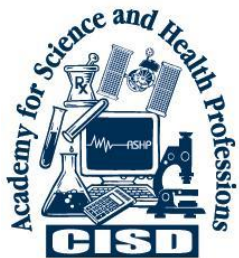
INTERNSHIP PORTFOLIO REQUIREMENTS

PowerPoint Portfolio includes:

- PowerPoint presentation of experience,
- Title slide including name & date of experience
- Researched Introductory material slides (see below)
- References slide using APA standards for citations
- Journal of daily experiences within PPT, or hardcopy
- Self-prepared interview Q&A within PPT,
- Timesheet hardcopy & signed by mentor,
- Pictures of experience (minimum 20, must include equipment, mentor/s, outside view of facility, other),
- Pre-Research pertaining to career/internship – MUST be included in PowerPoint Portfolio as Introductory information slides
 - Should include information such as information about the profession
 - Job description
 - Educational requirement for that career
 - State/national certifications/licensing requirements
 - Continuing education requirements
 - Average state and national salaries associated with the profession
 - Other interesting aspects of the profession
- Feedback form signed by mentor & returned to ASHP emailed/scanned to contactashp@conroeisd.net or faxed to 936-709-5842
- **DUE DATE: PRIOR TO BEGINNING OF NEW SCHOOL YEAR**

PowerPoint Portfolio:

- 10 slide minimum
- 30 slide maximum
- No Transition sound effects: transitions may be used between slides for positive effect only



Academy for Science and Health Professions Mentor/Supervisor Feedback Form

Thank you for working with our Academy student! Your time and effort in this shadowing experience has served to bring new insight to the real-world as it pertains to your professional arena. This experience enables our students to make more informed decisions about their future.

Please consider sharing your observations regarding the work habits, initiative, compliance with office guidelines, communication skills, and future potential of this student as they participated in this career connection.

Directions: Place a number (1-15) in the box for each performance factor listed which best expresses your evaluation of your shadowing student on that factor. Use the rating key below for each performance factor. Add comments in the space provided.

We hope you will take a moment to explain your ratings to the student/s you have mentored. Should you be unable to provide this final mentoring feature, please note that students have the opportunity to review their individual feedback form during the senior year.

Rating Key for Performance Factors

Superior	Excellent	Satisfactory	Acceptable
15 14 13	12 11 10	9 8 7	6 5 4

Performance Factors

Mentor Rating

- ____ Work habits: degree of accuracy; actively observant;
completion of task/activity in timely manner;
reliability; able to operate independently
- ____ Initiative: able to understand and carry to completion tasks;
doesn't need to be directed over time; motivated to
participate
- ____ Compliance: dressed appropriately; followed guidelines set up
for the experience within the office;
groomed appropriately
- ____ Communication: listening, written, and oral skills allow the
student to effectively express ideas, facts, and data;
appropriate English used; appropriate office conduct
used
- ____ Future Potential in this professional Arena: has good sense of
what is needed for this career; demonstrates motivation
for this type of professional work

Mentor Comments

Student Name _____ Internship Supervisor _____

Internship Site _____ Phone _____ Fax _____

Internship supervisor/mentor Signature: _____

Please **FAX or SCAN** Feedback Form to Academy Office at contactashp@conroeisd.net OR 936-709-5842

DO NOT Hand Deliver Via Student. Thank you.

