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What is Internship?

What is Executive Internship?

Basically "Executive Internship" is a class whereby students are hoping to work at an internship (job) that they think they want to do as an adult before they spend the time and the money in college. The purpose of this course is to supplement the existing curriculum by providing community internships. It also provides a practical introduction to the work environment through direct contact with professions in our community. Students apply textbook learning, leadership skills, and understanding in challenging and creative professional areas. The nature of this program requires great flexibility in the duration of the course and the number of contact hours. Student performance standards will be designed to meet the uniqueness of the internship. This experience will provide students with a level of experience in career areas that they plan to pursue in postsecondary education.
The objectives of Internships are:

1. To gain expertise and experience in a particular profession.
2. To create a positive vision for themselves and their future.
3 .To set priorities and achievable goals.
4. To become community contributors by contributing talents, energies, and time.

Who are the interns?

Interns are seniors only who have completed all of their required graduation courses. Depending on the internship it is required that they have a 3.0 average. There must be no history of In School Suspension or evidence of attendance/tardy problems.

Do interns get paid?

No, they receive school credit.

How many hours should they work?

They must work between 6 – 8 hours a week.
120 hours per semester. 240 hours for the school year. Basically, they put in an hour for each school day that we are in session. Many interns work flexible hours. They might put in 6 hours in one day and not come in the next day. Schedules should be worked out with the employer.

Is this internship for the entire year?

Internship is usually for the entire year. 6th and/or 7th period. Employer always has the option of terminating the intern if the relationship does not work out.

What paperwork will the employer have to do?

You need to sign your name to a few forms and at the end of the internship fill out an evaluation form that requires the employer to circle the appropriate responses. If you are an employer and wish to contact me:
Marilyn Ruthardt (marilyn.ruthardt@sarasota.k12.fl.us) or
School Number: 486-6726 x 65654 Home (between 4 - 9) 493-5393
Cell 716-1825

Syllabus

Executive Internship Syllabus
A Personal Journey Into Finding Your Career

Internship Coordinator: Mrs. Marilyn Ruthardt

Contact information: Marilyn.ruthardt@sarasotacountyschools.net
School: 488-6726 extension: 65654
Home phone: 941-493-5393 no calls after 9 p.m. **Parents please call home phone only.
Cell phone: 941-716-1825 Cell is for immediate communication with interns.

Prerequisite:
You must be a Senior with a 3.0 unweighted GPA or better. 3.5 for Medical, Dental and Veterinary.
You do not have excessive days absent (more than 8 per semester). You have never been arrested.
You do not have a history of OSSand/or ISS. You do not have excessive tardies (more than 3) per semester.

Purpose:
The purpose of this course is to supplement the existing curriculum by providing community internships. It also provides a practical introduction to the work environment through direct contact with professions in our community. Students apply textbook learning, leadership skills, and understanding in challenging and creative professional areas. The nature of this program requires great flexibility in the duration of the course and the number of contact hours. Student performance standards will be designed to meet the uniqueness of the internship. This experience will provide students with a level of experience in career areas that they plan to pursue in postsecondary education. This course is designed to help individuals gain the personal skills and knowledge required to make realistic academic and career decisions. Areas of emphasis include self-knowledge, interest and personality.

Objective of Internships:
1. To gain expertise and experience in a particular profession.
2. To become community contributors by contributing talents, energies, and time.
3. Demonstrate how important personal, career and work values fit into your plans.
4. Demonstrate goal-setting techniques applied to personal future planning
5. Demonstrate the knowledge of interest and personality evaluation instruments.
6. Apply the results of evaluation instruments to selecting careers.
7. Chose and use career research material and resources.
8. Demonstrate the basic process of informational interviewing.
9. Identify employment opportunities in major career fields.
10. Identify and demonstrate traditional and non-traditional approaches to job search.

Grading:
Your grades will be posted on CROSSPOINTE. Each semester will count 25%. Within the semester, your grades will be counted on a total point system. Grades will include attendance to mandatory class meeting dates, time logs, and all class assignments.
The final exam, which is the oral presentation explaining your internship will be worth 50% of your total grade.

Attendance:
At the beginning of the year in August, students should plan to attend each class day until they have procured their job position and have handed in all required documents. Beginning September 8th, attendance is required for every other scheduled Thursday listed below. Because of the nature of this course **there will be no make-up work**. 10 Points will be deducted (just like pay) for not coming to class. Note that if you are present in school all day, you are expected be present for internship class. Promptness is essential to the work force. We expect you to arrive to class on time.

Each tardy to class meeting will result in the deduction of 5 employability points. 5 pts Employability will be deducted for each day the time log is late.

Presentations (Final Exams) TBA. You will get complete details and dates as year progresses. Date will depend on end of the year activities determined by the administration.
** Note Employers have the right to reject your application. They are not Sarasota County School employees. They might interview you for the job position. For some jobs you might have to take a drug test. Some might ask for a resume. I will be happy to help and guide you with resumes and interviews.

IMPORTANT INFORMATION
regarding class meeting dates and hours due:

Class meeting dates are mandatory. If you are present in school on our internship required class meeting date, then I will expect you to show up for class. Employability points will be deducted for unexcused absences which also means forgetting to come to class. (10 pts.)

You are expected to come to class on the designated day **on time**, just like any other class. Employability points will be deducted for tardiness. (5 pts.)

Time logs for the designated dates are due during our class meeting dates. Employability points will be deducted for each day that the time log is not handed in on time. (5 pts.)

If you have a passport or an emergency and cannot attend class, please be considerate and call or email Mrs. Ruthardt. Do not send messages via other students.

DO NOT make doctor appointments or other arrangements during this class meeting time. Since we meet every other Thursday, I will expect you to be responsible and come to class. You are responsible for the information shared during our class time. There is no makeup.

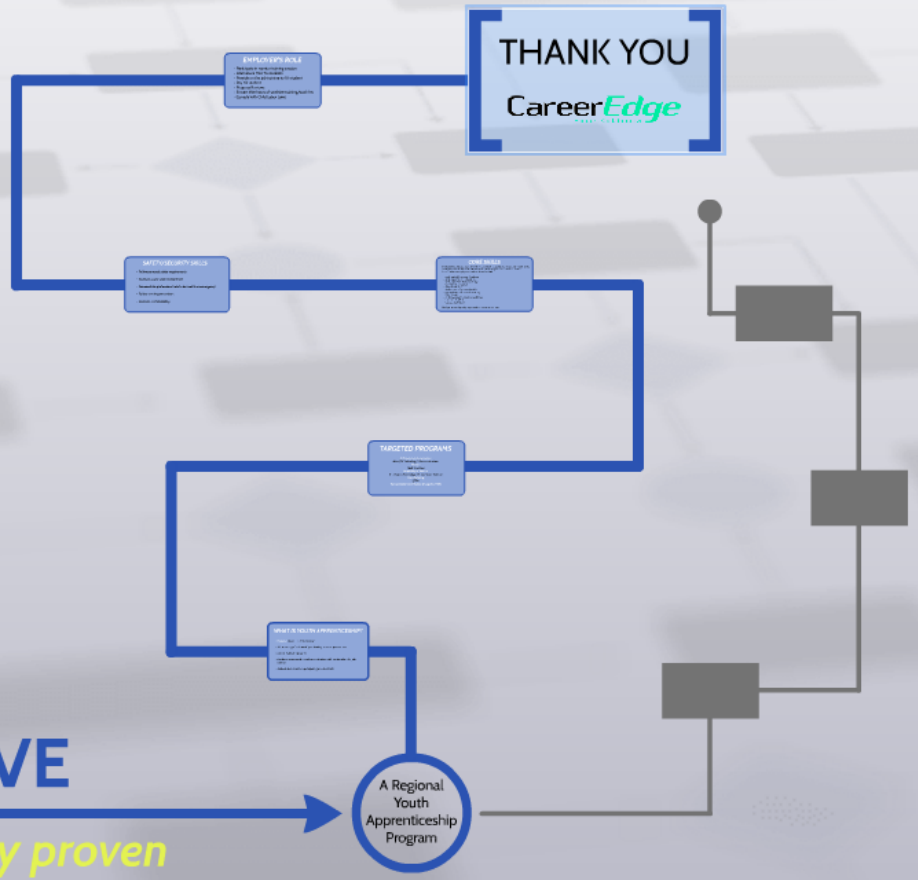
If you are ill you must call your internship site and let them know you will not be in (just like you would for a paying job). You must make up the time just like you make up class work.

Be aware that most businesses remain open on days that school is not in session (ex: MLK Day), and it is your responsibility to make prior arrangements if you plan on not reporting to your internship site.

Hours DO NOT include travel time.

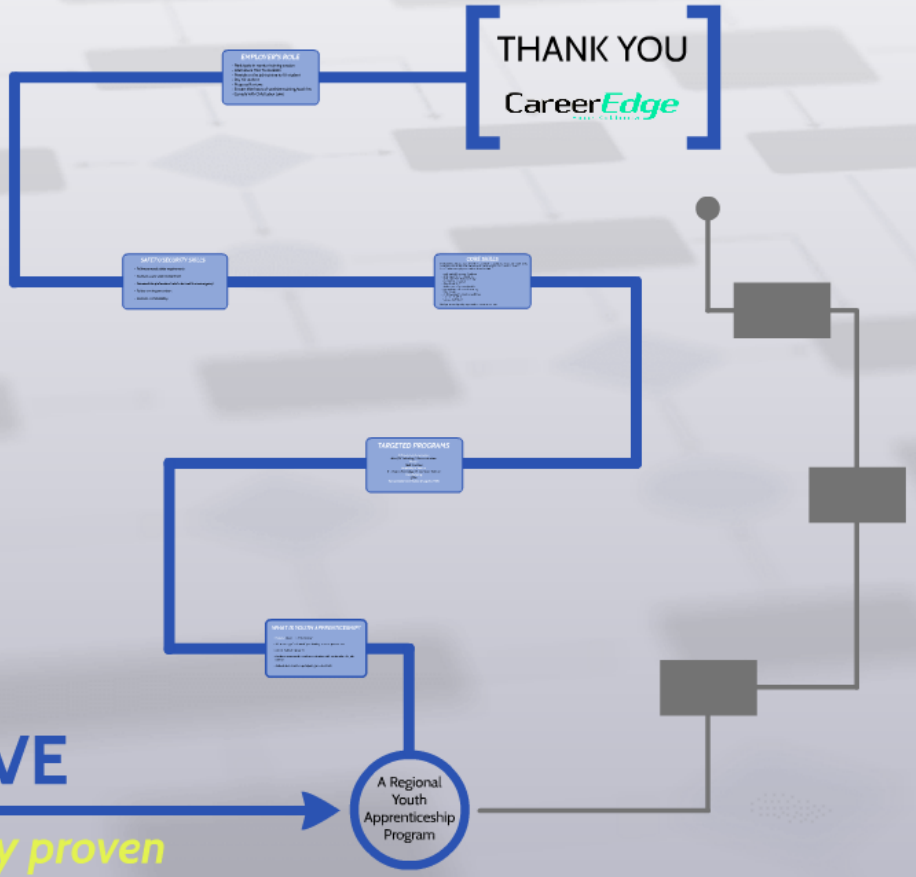
MEDICAL INTERNS must add an additional HIPAA/Hospital Training Day to be announced. **DO NOT BE LATE for this training. There is NO MAKEUP for this training since it is conducted by hospital personnel .** If you are not present and on time for this training you will NOT be able to do internship at the hospital at all. Which means that even though you are not interning at the hospital, your doctor cannot take you to the hospital if you have not completed this training.

Because Medical interns have training, your hours will begin AFTER your training.



SCHOOL-TO-WORK INITIATIVE

Employer driven, Student tested, Successfully proven



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A Regional
Youth
Apprenticeship
Program

WHAT IS YOUTH APPRENTICESHIP?

- **Regional** School-to-Work initiative
- HS students get "real-world" paid learning in an occupational area
- ONE or TWO year program
- Combines academic AND technical instruction with mentored on-the-job training
- Available to ALL youth in participating school districts

TARGETED PROGRAMS

Architecture & Construction
Arts, A/V Technology & Communications
Finance
Health Services
Hospitality & Tourism
Information Technology (IT)/Computer Science
Manufacturing
STEM
Transportation, Distribution & Logistics (TDL)

CORE SKILLS

Employers hire employees expecting that they can learn, be productive, and provide a return on the training investment. The combination of on-the-job training as well as relevant classroom instruction boosts employee retention and increases ROI

- Apply applicable academic knowledge
- Apply applicable career knowledge
- Apply applicable industry knowledge
- Communicate effectively
- Act professionally
- Demonstrate customer service skills
- Cooperate with others in a team setting
- Think critically
- Exhibit regulatory & ethical responsibilities
- Use resources wisely
- Use basic technology.

It is important to align this program with current career pathways.

EMPLOYER'S ROLE

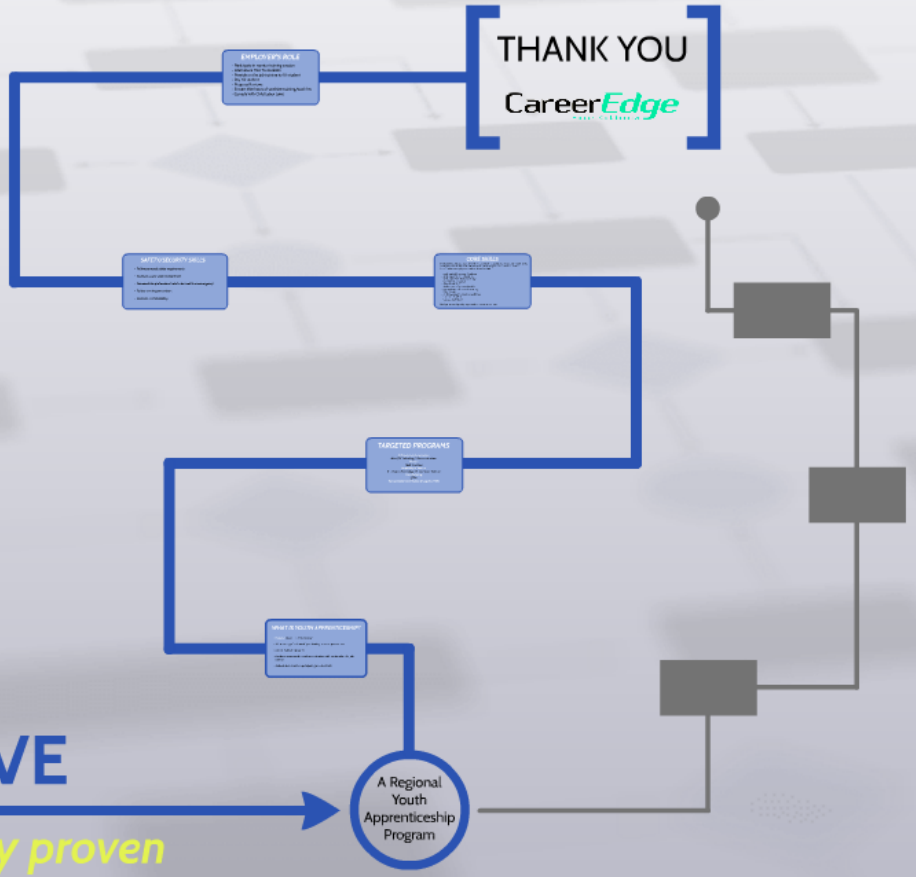
- Participate in mentor training session
- Interview & Hire YA students
- Provide on the job training to YA student
- Pay YA student
- Progress Reviews
- Ensure 450 hours of worksite training/work hrs
- Comply with Child Labor Laws

THANK YOU

CareerEdge
Funders Collaborative

SAFETY/SECURITY SKILLS

- Follow personal safety requirements
- Maintain a safe work environment
- Demonstrate professional role to be used in an emergency
- Follow security procedures
- Maintain confidentiality



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