

# Internship Syllabus (12<sup>th</sup> Grade Only)

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## Course Overview

### Moderator

Mr. Tim Ehrmann

Internships provide real world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. The Internship is a semester-long opportunity with the primary focus of getting some on the job training and taking what's learned in the classroom and applying it to the real world.

### Phone

563-583-9771

Students interested in this experience must provide evidence that the skill level growth accompanying the Internship is on-going, which challenges their current skill level via problem-solving, communication, imagination and team-work. The Internship is not a simple job, which requires low level skill expectations.

### Email

tehrmann@holyfamilydbq.org

### Admittance

Students are not allowed to intern with a parent.

## Course Delivery and Grading

Internship students are expected to report to their job site as prescribed by the master schedule period structure. The exact times will be determined by the Counseling Office in partnership with the Internship Supervisor and student. Internships will take 2 class periods, preferably seminar with 3rd/4th or 5th/6th. This allows students almost 2 hours each day to intern. Students should intern 2-3 days a week, with the approval of their supervisor.

The course will be graded as a "pass" or "fail" course. Five (5) credits will be assigned upon successful completion of the course. This will be determined by evidence collected from two formal performance appraisals completed by the Internship Supervisor and Wahlert Catholic Program Moderator, and other assignments, including a performance log. **Students will present an end of the semester about their internship experience.**

### Resources

Students must arrange the internship work site opportunity with the help of the counseling office.

Students must have personal transportation to and from the job-site. This must be approved by their parent(s).

Students must adhere to all safety/training policies and procedures of the organization of which they are interning.

## Wahlert Catholic Internship Application

**Semester: Fall/Spring (Please circle)      Year: \_\_\_\_\_**

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Internship Provider Supervisor Name: \_\_\_\_\_

Internship Provider Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Contact Information: \_(      ) \_\_\_\_\_ Internship Provider Supervisor Email: \_\_\_\_\_

**Acceptance is conditional upon:**

- Excellent attendance record junior year. Total days absent junior year: \_\_\_\_\_
- Demonstrate citizenship. Less than 4 conduct points and/or 4 tardies junior year. Total number of conduct points \_\_\_\_\_ tardies \_\_\_\_\_ Admin signature: \_\_\_\_\_
- A history of quality academic performance relative to the students career interests. Which courses have you taken at Wahlert to prepare you for this internship?  
\_\_\_\_\_
- IF ANY OF THESE CONDITIONS ARE NOT MET, AN APPEAL PROCESS CAN OCCUR. THE APPEAL WILL BE A MEETING WITH MR. MEYERS, MRS. LENART AND MR. EHRMANN.

**Timeframe**

3rd/4th and Eagle Time (M - F 9:45 a.m. - 12:00) \_\_\_\_\_

Eagle Time and 5th/6th (M-F 11:00 a.m. -1:15 p.m.) \_\_\_\_\_

Other \_\_\_\_\_ Approved by administration: \_\_\_\_\_ (Administration initial)

**Course Completion Documentation:** (List the courses you have completed in each of these core areas.)

English	Math	Science	Social Science

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Advisor (Ehrmann) \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED WITH YOUR INTERNSHIP SUPERVISOR**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Weekly schedule(days and times) \_\_\_\_\_

Dates: \_\_\_\_\_ - \_\_\_\_\_ (Typically the first week of the semester until the last week of the semester)

**Internship DESCRIPTION:** ( What will the student be working on while he/she is at your business/organization? What tasks do you plan to give him/her? What areas do you hope he/she can have some shadow experience?)

What are the **GOALS** of this internship? What do you hope to get out of this experience? What do you hope the student will get out of this experience?

**Responsibilities of the internship supervisor (the supervisor should not be a parent or relative):**

- Provide a professional work experience for the intern 2-3 days a week for approximately 2 hours each day. The internship must provide real world experience and help the student grow in knowledge and skill level through problem-solving, communication, imagination , team work, etc.

- Provide the intern with a job description and establish goals for the internship experience.
- Provide the intern with feedback.
- Keep the intern informed, in writing, with both student and parent signature of any safety hazards. Inform the intern of any regulations they must follow while on site.
- Keep the faculty supervisor, Katie Lenart, informed of the intern's progress.  
(klenart@holymfamilydbq.org)
- Immediately convey any concerns about the intern's performance or attendance to the faculty supervisor, Katie Lenart.
- Complete the required evaluations of the intern by the stated deadlines. (see attached sheet)

Internship Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED WITH YOUR INTERNSHIP SUPERVISOR**

**Name:** \_\_\_\_\_

**Work Internship Business:** \_\_\_\_\_

**Work Internship Supervisor:** \_\_\_\_\_

**Wahlert Catholic High School Work Internship Course Contract**

Internships provide real world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. The Internship is a semester-long opportunity with the primary focus of getting some on the job training and taking what's learned in the classroom and applying it to the real world.

To ensure that the student is meeting the requirements of Wahlert Catholic High School and the responsibilities given to them by their Work Internship supervisor, the student agrees to the following:

- \*To arrive at the Work Internship employer on time.
- \*To model professionalism while working.
- \*To remain in good academic and behavioral standing at Wahlert Catholic High School.
- \*To avoid any complaints made by the Work Internship employer.
- \*To communicate with the Work Internship teacher and Work Internship employer if there is any deviation from the assigned time frame when on the job.
- \*To represent Wahlert Catholic High School in a positive manner.
- \*To avoid any and all actions that may cause the Work Internship employer and Wahlert Catholic High School to consider removing the student from the privilege of the Work Internship opportunity.

**If I violate any of the above requirements in excess amounts without communication, I will receive an "F/NC" grade in Work Internship.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor (Employer) Signature**

\_\_\_\_\_  
**Date**

Dear Parent of a Wahlert Intern,

I verify that my son/daughter, \_\_\_\_\_, is currently enrolled in an internship at \_\_\_\_\_ during 1st 2nd (please circle) semester. Currently my son/daughter is interning on M T W Th F (please circle) during Eagle Time and \_\_\_\_\_ period. I understand that he/she will be off Wahlert campus in order to intern with \_\_\_\_\_. My son/daughter is responsible for transportation to and from \_\_\_\_\_.

Currently my son/daughter is interning during \_\_\_\_\_ period. On the days they are not interning i would like my son/daughter to: (check one)

\_\_\_\_\_ Remain at Wahlert during \_\_\_\_\_ period.

\_\_\_\_\_ Be off Wahlert's campus during \_\_\_\_\_ period.

Parent Signature \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please contact Katie Lenart in the counseling office.

Sincerely,

Katie Lenart  
School Counselor  
563-583-9771 ext. 248  
[klenart@holymfamilydbq.org](mailto:klenart@holymfamilydbq.org)

# Internship Evaluation Rubric

Criteria	Insufficient (1)	Emerging (2)	Acceptable (3)	Proficient (4)	Exemplary (5)	Score 1-5
<b>Prompt and Regular Attendance</b>	<ul style="list-style-type: none"> <li>Is late or absent four or more times during the internship</li> </ul>	<ul style="list-style-type: none"> <li>Is late or absent no more than three times during the internship</li> </ul>	<ul style="list-style-type: none"> <li>Is late or absent no more than twice during the internship</li> </ul>	<ul style="list-style-type: none"> <li>Is late or absent no more than once during the internship</li> </ul>	<ul style="list-style-type: none"> <li>Exhibits perfect attendance</li> <li>Is continually on-time</li> </ul>	
<b>Positive Interaction with Others</b>	<ul style="list-style-type: none"> <li>Does not display positive interactions with people in this setting</li> <li>Is unable to resolve conflict in a mature manner</li> </ul>	<ul style="list-style-type: none"> <li>Displays positive interactions with some people in this setting</li> <li>Attempts to resolve conflict in a mature manner</li> </ul>	<ul style="list-style-type: none"> <li>Displays positive interactions with others</li> <li>Responds in a mature manner to resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Initiates positive interactions with others</li> <li>Responds in a mature manner to resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Inspires positive interactions among others in the workplace</li> <li>Responds in a mature manner to prevent or resolve conflict</li> </ul>	
<b>Open / Responsive to Suggestions, Directions, and/or Constructive Criticism</b>	<ul style="list-style-type: none"> <li>Is not responsive</li> <li>Does not accept constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat responsive</li> <li>Attempts to accept constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Consistently responsive</li> <li>Accepts constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Consistently responsive</li> <li>Seeks constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Always responsive</li> <li>Actively seeks out and applies constructive feedback</li> </ul>	
<b>Professional Attitude, Appearance, and Action</b>	<ul style="list-style-type: none"> <li>Does not conduct self in an acceptable manner</li> <li>Does not reflect positively on the organization</li> </ul>	<ul style="list-style-type: none"> <li>Conducts self in acceptable manner some of the time</li> <li>Reflects positively on the organization at times</li> </ul>	<ul style="list-style-type: none"> <li>Conducts self in expected professional manner</li> <li>Reflects positively on the organization</li> </ul>	<ul style="list-style-type: none"> <li>Conducts self in manner that brings praise from other employees</li> <li>Reflects positively on the organization</li> </ul>	<ul style="list-style-type: none"> <li>Conducts self in a professional manner that brings praise to the organization</li> <li>Reflects positively on the organization</li> </ul>	
<b>Organization Skills &amp; Practice</b>	<ul style="list-style-type: none"> <li>Does not keep workspace and projects organized</li> <li>Does not follow organizational policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Takes steps to keep workspace and projects organized</li> <li>Attempts to follow organizational policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Keeps workspace and projects somewhat organized to meet personal workflow needs</li> <li>Follows organizational policies and procedures most of the time</li> </ul>	<ul style="list-style-type: none"> <li>Keeps workspace and projects well-organized to meet personal and organizational workflow needs</li> <li>Follows organizational policies and procedures consistently</li> </ul>	<ul style="list-style-type: none"> <li>Keeps workspace and projects well-organized and anticipates personal and organizational workflow needs</li> <li>Always follows organizational policies and procedures</li> </ul>	
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>Does not speak adequately</li> <li>Does not use proper tone, eye contact, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Speaks adequately in a limited number of settings</li> <li>Sometimes uses proper tone, eye contact, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Speaks adequately in a variety of settings</li> <li>Adequately uses proper tone, eye contact, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Speaks proficiently in a variety of settings</li> <li>Frequently uses proper tone, eye contact, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Speaks powerfully in a variety of settings</li> <li>Always uses proper tone, eye contact, etc.</li> </ul>	
<b>Written Communication</b>	<ul style="list-style-type: none"> <li>Word choice is repetitive, vague, or simplistic</li> <li>Fails to use standard English</li> </ul>	<ul style="list-style-type: none"> <li>Most word choice is repetitive or simplistic</li> <li>Uses standard English most of the time but lapses into misuse</li> </ul>	<ul style="list-style-type: none"> <li>Word choice is effective</li> <li>Uses standard English; little or no distraction from message</li> </ul>	<ul style="list-style-type: none"> <li>Word choice is effective and varied</li> <li>Uses standard English</li> </ul>	<ul style="list-style-type: none"> <li>Word choice is effective, vivid, and leaves a strong impression on the reader</li> <li>Uses standard English</li> </ul>	
<b>Reliability &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>Cannot be relied on to perform job tasks</li> </ul>	<ul style="list-style-type: none"> <li>Can be relied on to perform job tasks some of the time</li> </ul>	<ul style="list-style-type: none"> <li>Can be relied on to perform job tasks most of the time</li> </ul>	<ul style="list-style-type: none"> <li>Can be relied on to perform job tasks as nearly all times</li> </ul>	<ul style="list-style-type: none"> <li>Can be relied on to perform job tasks at all times</li> </ul>	
<b>Demonstrates Initiative</b>	<ul style="list-style-type: none"> <li>Does not display motivation in interactions</li> <li>Unwilling or unable to create solutions to problems when instructed</li> </ul>	<ul style="list-style-type: none"> <li>Displays motivation in some interactions</li> <li>Occasionally creates solutions to problems when instructed</li> </ul>	<ul style="list-style-type: none"> <li>Displays motivation in most interactions</li> <li>Creates solutions to problems when instructed</li> </ul>	<ul style="list-style-type: none"> <li>Displays motivation in nearly all interactions</li> <li>Creates solutions to problems with little instruction</li> </ul>	<ul style="list-style-type: none"> <li>Displays motivation in all interactions</li> <li>Creates solutions to problems with no instruction</li> </ul>	
<b>Communicates with Supervisor Regularly</b>	<ul style="list-style-type: none"> <li>Fails to respond to supervisor communication</li> </ul>	<ul style="list-style-type: none"> <li>Typically responds to supervisor initiated communication</li> </ul>	<ul style="list-style-type: none"> <li>Always responds to supervisor communication</li> </ul>	<ul style="list-style-type: none"> <li>Always responds to supervisor communication</li> <li>Often initiates communication</li> </ul>	<ul style="list-style-type: none"> <li>Always responds to supervisor communication</li> <li>Initiates communication</li> </ul>	
<b>Fulfills Expectations of Supervisor &amp; Organization</b>	<ul style="list-style-type: none"> <li>Does not meet expectations and goals set by supervisor and organization</li> </ul>	<ul style="list-style-type: none"> <li>Meets some expectations and goals set by supervisor and organization</li> </ul>	<ul style="list-style-type: none"> <li>Meets expectations and goals set by supervisor and organization</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes exceeds expectations and goals set by supervisor and organization</li> </ul>	<ul style="list-style-type: none"> <li>Consistently exceeds expectations and goals set by supervisor and organization</li> </ul>	
<b>Student:</b>	<b>Course:</b>		<b>Supervisor:</b>		<b>Total Score:</b>	
<b>Comments:</b>			<b>Faculty:</b>		<b>Date:</b>	