

Internship

Student Guidelines

New Covenant Christian School

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Internship Student Guidelines

(Effective January, 2016)

Introduction

Your participation in an internship within New Covenant Christian School will be a valuable part of your high school education. It provides:

Work Experience - In an employer's setting you will learn "on-the-job" with Learning Objectives developed by you, the employer, and faculty.

Potential for a permanent position and/or references within the field - Networking is an important part of job search, and this is the time to establish those contacts within the field that are invaluable when looking for a job at graduation. In fact, your internship employer may make an offer of permanent employment.

Credit(s) - You will receive one-half (1/2) credit for each successfully completed internship.

Compensation (if applicable) - Your internship may or may not be paid. That is an area which you will need to negotiate with the employer. Traditionally, no compensation has been provided for internships in some fields or when high school students are participants.

Application Overview

Internships within New Covenant Christian School are available either during the fall or spring semesters to students who qualify.

You should work with the Principal or others that he may designate as far as identifying a placement and/or employer. This determination should be based upon factors including, but not limited to: (a) your career interest; (b) geographical restrictions you may have; (c) time and financial restrictions; (d) your schedule for the semester; and (e) availability and willingness of the employer to provide the internship during the time period requested. **Remember that the school must approve all prospective employers!**

If you are just beginning the process, it might be helpful to learn how to:

- write a resume,
- locate employers, and
- interview successfully for the job you want.



Employer Criteria

Any employer who can provide employment and meet requirements listed below is eligible for participation. All employers and the Training Agreement must be approved by the New Covenant Christian School.

The employer must agree:

- To provide meaningful and challenging learning experiences directly related to the Learning Objectives in which the internship will be served and/or your career objectives.
- To provide a period of time of work (minimum of 60 hours during the semester) that will enable you to complete the required internship hours.
- To sign the Training Agreement including a nondiscrimination clause and the requirement that your direct supervisor must possess the clearances required by law.
- To evaluate your work performance and the extent to which you have met the Learning Objectives at the midpoint and at the end of the internship period.
- To provide a safe workplace for you to participate in your internship.

Additional Rules

- No unsupervised internships will be permitted.
- Students with existing jobs generally are not permitted to apply those jobs to an internship: New Covenant does not provide students with credit for doing their jobs. If the student desires to perform an internship with a present employer, the employer must agree to train the student in a different job for the number of contact hours required under the internship.
- Should the internship terminate prior to the student having completed the required hours, students will not receive credit for the internship and may receive a failing grade for the internship.
- Students seeking to perform internships in family-operated businesses may be required to designate a non-family member to supervise the internship.
- New Covenant retains the exclusive authority to approve proposed internships based upon the criteria set forth in the appropriate course objectives.



Student Eligibility

To participate in a work experience internship, you must:

1. Be either a member of the Junior or Senior class.
2. Have an overall cumulative grade-point average (GPA) of 2.5 or better.
3. Identify employer/placement where you will work.
4. Present for the Principal's approval a completed Training Agreement signed by the employer and the student.
5. Complete an Internship Application Form.
6. Be up-to-date in payment of your New Covenant tuition.

Academic Credit

By participating in and completing a work experience internship, you earn one-half (1/2) academic credit. **All New Covenant internships require that you work a minimum of 60 hours during the semester in which you register for the internship.** A letter grade will be given by New Covenant for the internship.

Training Agreement/Learning Objectives

Specific learning objectives will be collaboratively developed by you, the employer, and the Principal of New Covenant or his designee. You must also meet with Mrs. Snyder regarding the requirements of the internship and determination of your credits toward graduation.

You must obtain a job description from the employer. If no job description is available, work with your employer to enumerate tasks and discuss specifics of your duties, which must be recorded on the Training Agreement.

The Training Agreement must be signed by you, your employer, and New Covenant Christian School administration. The Agreement will be submitted to the employer at the initial visit or as otherwise arranged.



Student Responsibilities

You are responsible for completing the paperwork required for your internship in a timely manner. This includes: the Application for Internship, Training Agreement, Student Final Evaluation, Activities Log, Narrative Report, and Internship and Program Assessment. **You will be responsible for submitting your log periodically as required by the Principal of New Covenant or his designee.**

When you enter into an agreement with an employer, you also agree to follow the rules and regulations of the company for whom you will work. This means you will report to work on the employer's schedule; maintain satisfactory attendance and punctuality; dress appropriately on the job; and exhibit behaviors and attitudes in the workplace expected of an employee and a student attending a Christian school. Although you are in a learning situation, you are acquiring or reinforcing important worker traits or habits in order to be a dependable and responsible worker/employee.

If a situation arises that causes you to be absent from the job for an extended period of time (in excess of three days), you should notify both your employer and the Principal of New Covenant (or his designee) so that necessary arrangements can be made to make up this time.

If you are permanently or temporarily laid off or otherwise terminated from your position, you must contact New Covenant immediately. If there is a situation or circumstances that necessitate you leaving the job, you must contact New Covenant administration before you resign. In the event of either occurrence, although every attempt will be made to assist you in securing a suitable placement so that you can complete an internship, New Covenant is not responsible for securing replacement internship opportunities.

Job Site Visits/Evaluations

New Covenant Christian School will have contact with your employer/supervisor either via face-to-face meetings or via telephone, depending on the needs of the program, at one or more points throughout the semester. It is imperative that both you and your supervisor cooperate with the Principal or his designee to coordinate these contacts as requested.

Activities Log – You must maintain an Activities Log on a daily basis to document your attendance and activities. You can use a journal, notebook, e-mail, or any form approved by the school. New Covenant may request the Activities Log be submitted on



a weekly basis or periodically or at the mid-term evaluation. **A sample format is included in this publication.**

The Narrative Report - You are responsible for completing the Narrative Report as you conclude your work period. This serves as a record of your assessment of the experience. This Narrative Report should be a **minimum of four (4) to five (5) typed, double-spaced pages** and should constitute a reflection on your part of what you have learned and how your education at New Covenant has contributed to your work experience. A sample set of questions is included in this publication.

The Student's Evaluation of Internship, Activities Log, Narrative Report, and the Internship and Program Assessment should be given to the New Covenant Principal or his designee when required. **No credit will be provided for any internship experience unless all required hours are completed and all required documents, as set forth above, are submitted.**



New Covenant Christian School

Application for Internship

Student Name _____

Class Status: (Circle One) Junior Senior GPA _____. ____

Internship for Fall _____ Spring _____

Name of company or agency: _____

Address _____

On-site Supervisor / Contact Person: _____

Title _____

Telephone () _____ E-mail _____

Dates of Internship: From _____ to _____

Number of Hrs/week _____

Non-Paid _____ Hourly pay rate _____ Stipend _____

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Academic Director's Signature _____ Date _____

Subject to all New Covenant Christian School policies, rules and regulations governing internships.



INTERNSHIP TRAINING AGREEMENT

Name of Intern _____ Date _____

Name of Employer _____

Address _____

City/State/Zip _____

Phone _____ E-mail _____

Intern's Immediate Supervisor _____

Work Period _____ to _____

Hours per week _____ Pay rate/hour _____

***Please read the RESPONSIBILITIES below
prior to signing the Training Agreement.***

Student: Adhere to all employer policies and the *New Covenant Christian School Parent/Student Handbook*; make every effort to complete Learning Objectives during work period; notify employer and New Covenant Principal of any illness or emergency that interferes with completion of program; and contact New Covenant Principal prior to terminating program/placement.

Employer: Provide varied work experience and training opportunities as described below under Learning Objectives and in the *Employer Guidelines* booklet and assist New Covenant Christian School in evaluating the performance of the student; provide a safe and healthy Christian working environment; meet with student and New Covenant Christian School representative as needed; and provide the number of work hours needed per credit.

EMPLOYER HEREBY CERTIFIES IT IS IN COMPLIANCE WITH THE PA REQUIREMENT FOR OBTAINING CLEARANCES FOR EMPLOYEES IN CONTACT WITH STUDENTS.

New Covenant Christian School: Provide the student with instruction in job related skills prior to placement; meet with the employer to review the Learning Objectives; periodically visit the student at the Internship site where geographic location permits; grant credit for completion of successful work period.

Employer/Supervisor _____

Student _____

New Covenant Christian School _____



LEARNING OBJECTIVES

The following objectives for the work period have been established and agreed upon by the signing parties:



EVALUATION OF STUDENT INTERN

Student _____ Date _____

Employer or Institution _____

Address _____

Person Contacted _____

RATING (Faculty Coordinator assesses student's performance from interview with employer and student. Any deficient areas should be noted with recommendations/interventions for correction.)

Assessment	Superior	Satisfactory	Needs Improvement
Attendance			
Punctuality			
Appearance			
Attitude			
Quality of Work			
Meeting Learning Objectives			
Interpersonal Skills			
Sense of Responsibility			
Overall Performance			
Maintaining Log			

COMMENTS:

Faculty Coordinator: _____



STUDENT EVALUATION OF INTERNSHIP

STUDENT: _____ EMPLOYER: _____

NEW COVENANT SUPERVISOR: _____

INSTRUCTIONS: Rate the significance of the below according to the following criteria.

A Highly Significant D Little Significance	B Very True E Not Significant	C True
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The job provided me with an educationally meaningful experience.

A B C D E

I received needed guidance and assistance from college personnel during the work experience.

A B C D E

The job provided me with assignment related to my abilities and skills.

A B C D E

My work supervisor was reasonable and fair.

A B C D E

The job provided me with the opportunity to perform progressively more advanced tasks.

A B C D E

My work supervisor periodically discussed my performance with me.

A B C D E

My fellow employees were friendly and cooperative.

A B C D E

The work-based learning experience was essentially what I expected.

A B C D E

Comments or suggestions: _____

I would recommend the Internship program to other students.

Yes No

I would recommend this employer to other students.

Yes No

Signature _____ Date _____



Name _____ Employer _____

Internship Activities Log

Week of _____

<i>Day/Date</i>	<i>Activity</i>	<i>Number of Hours</i>
MONDAY		_____
TUESDAY		_____
WEDNESDAY		_____
THURSDAY		_____
FRIDAY		_____
SATURDAY		_____
SUNDAY		_____
	TOTAL	_____



Narrative Report Sample Questions

1. Did the internship experience affect your thinking and attitudes about your field?
How?
2. Did the internship experience help you understand what is required to be successful at work?
3. Did the internship experience help you understand something more than “book learning?”
4. Did the internship experience help you apply some of the lessons learned in the classroom?
5. Were there activities or assignments that raised new questions or helped to define future learning and work objectives?
6. Of all of the experiences you gained, which was the most valuable to you and why?
7. What helped you gain the most insight into what you learned?
8. What did you learn at work that you might not have learned in the classroom alone?
9. What experience did you have with your co-workers? Supervisor?
10. How did your internship impact your Christian walk?
11. What observations did you make or what experiences did you have that involved such issues as team work, ethics, attitudes, unprofessional behavior, flexibility, commitment, communication issues, etc.?
12. Describe the type of work you have been doing in your internship.



Student Internship Checklist

1. Complete an Application for Internship form, including securing all signatures at the bottom of the document.
2. Meet with the Principal (or his designee) to discuss the application and other pertinent issues, and to seek assistance in preparing your resume.
3. Develop the Learning Objectives listed on the Training Agreement in conjunction with the employer and the school.
4. Obtain all of the appropriate Training Agreement signatures and submit to the Principal.
5. Be available for job-site visitations (mid-term and final) as required by the school.
6. Maintain an Activities Log. See attached for example.
7. Complete a Narrative Report of your experiences. See attached.
8. Complete Student Evaluation of Internship Experience.
9. Complete Internship and Program Assessment.
10. Deliver the Supervisor Evaluation of Internship form to your supervisor (if requested by the School) and ask him/her to complete the form and return it to the Principal (or his designee) at New Covenant, as appropriate.
11. When requested, but no later than the last day of regularly scheduled classes, submit items 6, 7, 8, and 9 to the Principal (or his designee).
12. Notify the Principal of New Covenant if you encounter any problems during any phase of participation that may inhibit your ability to complete the required hours of work and the Training Agreement Objectives.

