



SPHS INTERNSHIP PROGRAM COURSE SYLLABUS

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SPHS INTERNSHIP PROGRAM HOURS AND CREDITS

- 1 Semester/5 Credits per semester
- Course requires students to:
 - Complete two, two-hour workshops,
 - Attend guest speaker presentations (may be at lunch or after school)
 - Complete 60 hours of internship work for a business/organization that has an official signed agreement (MOU) with the South Pasadena Unified School District.

COURSE DESCRIPTION

The SPHS Internship Program gives juniors and seniors the opportunity to explore various careers and further their professional growth. Offering hands-on experience, including a competitive job placement process, internships with local businesses offer opportunities to practice critical thinking, communication and problem solving skills. This class requires completion of two pre-requisite workshops and all specified forms before students may apply for existing internships. Due to the offsite component of this class, prospective students must be responsible, reliable, and have an excellent attendance record with no disciplinary history. Internships may be repeated for additional credit – the workshops only need to be completed once.

COURSE GOALS/LEARNING OUTCOMES

At the completion of the *workshops*, students should understand and be able to articulate the following:

- Job skills needed to succeed in a work environment (including personal brand, enthusiasm, attitude, communication, teamwork, networking)
- How to plan for retirement
- Safety and security in the workplace
- How to write a cover letter and resume
- Basic job interview skills

At the completion of the *internships*, students should understand and be able to articulate the following:

- How different departments within a particular company/organization function
- Basic facts about an industry/field
- Company/organization vision, mission, rules/regulations
- How to track hours worked and complete evaluations
- What it takes to be a valued, competent employee

From time-to-time, industry experts may give presentations to students during lunch or after school. Students will learn more about various careers and career paths through these presentations.

STUDENT EXPECTATIONS/ATTENDANCE

- a. Attend workshops/activities
- b. Arrive on time
- c. Participate in activities
- d. Complete assignments on time
- e. Be respectful and keep a positive attitude
- f. Maintain planned work schedule during internships

Note on attendance: both workshops must be completed consecutively (Workshop #1 then Workshop #2) during the same semester, unless prior approval is requested. However, a student may complete the workshops in a semester prior to applying for internships.

Students must complete 60 hours of work for the business/organization providing the internship.

CLASS (WORKSHOP) MATERIALS

The following materials are recommended for each workshop:

- a. Pens/Pencils
- b. Notebook
- c. Previously written cover letters/resumes (cover letter/resume writing workshop only) on thumb drive for editing

Please notify Ms. Fox (afox@spusd.net) if you need assistance with any of these materials.

HOMEWORK

Homework may be assigned during the workshops in order for students to be prepared to apply for internships. Any assignments and deadlines will be posted on my teacher webpage at sphstigers.org (Andrea Fox). All homework assignments should be completed by the deadlines assigned by Ms. Fox. Late work will not be accepted since it affects the students' ability to apply for internships.

GRADES

The SPHS Internship Program is a pass/fail course. Students must complete the two pre-requisite workshops, all required assignments and evaluations including speakers' series opportunities, if available, and 60 hours of work (documented) in the internship in order to receive credit.

Points are earned upon completion of: (percentages are approximate)

- Two workshops – 25%
- Assignments – 10%
- Evaluations and check-ins – 10%
- Speakers' series (if available) – 5%
- 60 hours of work at internship – 50%

NOTE: due to the nature of the internship program it is imperative to complete all the requirements. In order to receive a PASS, the student must complete 90% of the available points. Anything less than 90% will be considered FAIL.

Due dates will vary depending upon the semester (Fall, Spring, Summer) and will be communicated clearly via email and during the workshops.

Gradebook -- I will post grades to my online grade book within one week of the assignment due date. I would like students to check their grades regularly. The online gradebook will be available after

students are hired for internships and are enrolled in the program/course. The online gradebook can be accessed through Aeries.net.

OFFICE HOURS/CONTACT

I am available during brunch and lunch between 9:30 a.m. and 12:15 p.m. in the counseling office and at other times by appointment. Students should use these opportunities to receive help and turn in forms. It is best to check to make sure I will be there at any given time before coming in to meet with me. Email is the best way to contact me and I will respond within 48 hours.

CLASSROOM RULES/PROCEDURES (applies to workshops and presentations)

- Arrive ready to work (on-task)
- Head to your seat at the scheduled start time (on-time)
- Bring recommended materials to the workshop
- Use appropriate language
- Follow directions
- Respect the teacher, other students and school property

Consequences

If you chose not to follow the rules, then:

- First offense – warning
- Second offense – asked to leave workshop
- Third offense – not allowed to sign up for internship program
- Tardy – you must be no more than 15 minutes late to a workshop; if you are more than 15 minutes late, you must sign up and complete the workshop at a different time

STUDENT PROCEDURES

- Entering the classroom
 - Greet Ms. Fox with a handshake and hello
 - Sign in on the class list
 - Select a seat
 - Immediately begin working on the assignment posted on the screen
- If you are late
 - Walk in quietly
 - Sign in at the tardy sheet
 - Select a seat
 - Join the activity in progress
- If you are absent
 - You must let Ms. Fox know before the workshop or within the first 15 minutes of the workshop, then you will be allowed to sign up for the workshop the next time it is offered.
- Turning in assignments
 - Ms. Fox may collect homework, group-work or individual work. Make sure the assignment has your full name and date. This should be on the top margin of your assignment.
- End of class/dismissal
 - With 10 minutes left of the workshop, Ms. Fox will ask students to complete projects, turn in any paperwork, place laptops back on the carts and review upcoming dates and deadlines

- Guest speakers
 - If the workshop features a guest speaker or if you are participating in a speaker presentation, then all classroom procedures apply

PARENT/STUDENT AGREEMENT

I, _____, have read and understand the SPHS Internship Program Class Syllabus. I realize that in order to PASS the course, I must complete 60 hours of work before the last day of the semester, and I must complete 95% of the available points including workshops, assignments, evaluations, timecards, check-ins and speakers' series meetings.

I, _____, am the parent/guardian of the student named above. I have read and understand the SPHS Internship Program Course Syllabus. I understand the requirements of the course in order for my student to receive a pass on their high school transcript.

Student Signature

Date

Parent Signature

Date
