



Tekoa Academy of Accelerated Studies T-STEM

Internship/Externship Opportunities Handbook



What is the difference between Internships and Externships?

Internships typically last eight weeks or longer, often during summer breaks. An intern functions as part of a company's team, performing real tasks, working against deadlines, and getting hands-on experience just like a regular employee.

Often interns are paid like regular employees too.

Externships, on the other hand, are much shorter, usually lasting only a day or up to a week. This makes them more flexible than internships because it's possible for a student to complete an externship during a winter or spring break.

<http://www.internships.com/student/resources/basics/externship-vs-internship>

What is Job Shadowing?

Job shadowing is a useful way to learn about a particular job of interest. It involves spending a limited amount of time (usually ranging from a couple hours to a week) following around a professional in that job. By observing a day (or days) in the life of the professional, the person shadowing learns what that job is really like.

Job shadowing is a great way to learn whether or not a job of interest is right for you.

<https://www.thebalancecareers.com/what-is-job-shadowing-2062024>



Nurse and Doctor Office Externship Opportunities:

- Magnolia Manor in Groves, TX
- First Response Urgent Care in Port Arthur, TX

Volunteering Opportunities:

- Retirement Community Home in Port Arthur, TX
- Operation Blessing - Construction to Repair Damaged Homes

Tekoa Academy is always exploring additional opportunities for students to engage in the workforce and community.



Tekoa Academy of Accelerated Studies Externship/Job Shadowing Opportunity

PARENT/GUARDIAN JOB SHADOW/EXTERNSHIP INTEREST FORM

My son/daughter would like to participate in job Shadowing/Externship, a work-based learning experience.

Student Name: _____

Work Site: _____

Work Site Host: _____

Work Site Phone # _____

In Case of Medical Emergency:

Parent/Guardian's Name: _____

Day Phone: _____

Emergency Contact Person: _____

Phone: _____

Family Physician: _____

Phone: _____

List Any Medication: _____

Allergies? _____

Other: _____

Name of Medical Insurance Carrier: _____

Phone: _____



TRANSPORTATION

Transportation is the sole responsibility of the parent or legal guardian. Participation in the program is voluntary. The school is not directly supervising, controlling, or providing the students' transportation.

CODE OF CONDUCT:

Job Shadowing/Externship is a Tekoa Charter School privilege to students and they shall therefore abide by all Tekoa Charter School rules, policies, practices, and agreements at all times, from the time they start their Job Shadowing/Externship until the time of its conclusion. Students shall dress in accordance with high school dress code/host company policy.

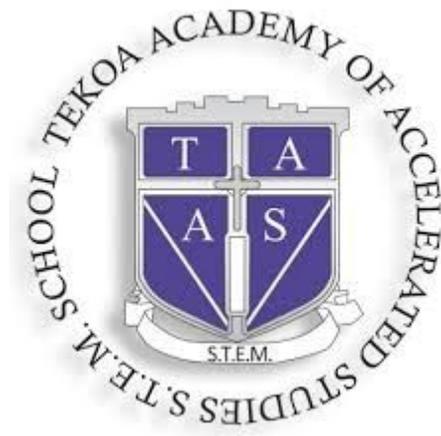


SUCCEEDING IN THE WORKPLACE

~ TIPS FOR STUDENTS ~

Appropriate behavior at the workplace is important whether you are participating in a job shadow/Externship or you are a permanent employee. The following tips will help you have a successful experience at the worksite:

1. Be honest.
2. Have a positive attitude – be friendly, courteous, polite and cooperative with workers and clients.
3. Be reliable and prompt.
4. Notify your job shadow host and the school if you are going to be late or absent.
5. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.
6. Respond positively to constructive criticism.
7. Take responsibility for your actions.
8. Give your best effort at all times.
9. Challenge yourself to be a lifelong learner.
10. Always be open to change.



Internship/Externship/Job Shadow Description

On a separate sheet, please provide typewritten responses to the following questions. Please answer completely and in detail.

1. Describe the setting for your externship experience.
2. What will be the primary activities that you will be involved with for the duration of the externship?
3. What do you hope to gain from your experience?
4. Will there be a connection between your externship and your future?
5. Is there any additional information you would like to provide that will assist us in evaluating your application?

