



Winterim Internship Program **2016-2017**

The Winterim Internship Program provides a unique opportunity for juniors and seniors to observe and experience a working professional's life for two weeks. This experience can help students discover their God-given design and abilities, and provide purpose for their educational pursuits.

The full internship consists of at least 60 hours of unpaid time over the 2-week period. Participation in the Internship Program is a privilege that involves significant responsibilities on the part of the student. These responsibilities begin long before the first day on the job, and culminate in a luncheon following Winterim.

Students and Parents must provide their own transportation during the internship. They must arrive on time (be early), cooperate with their mentor on site, and provide a service to the hosting business or organization. Students must submit several forms prior to the start of Winterim, respond (via email) to questions about their work during the internship period, and share their experiences with their peers at the conclusion of the program.

Students' grades for the program will be based on their research and preparation prior to the internship, completion of journal responses during the internship, evaluation by their host organization, and their participation in the concluding activities.

Those students who are interested in the internship program should begin contacting possible host companies in the spring or summer. Definite plans should be completed during the fall, and the **Application form should be submitted by the stated due date of November 7, 2016.**

While we welcome students to explore various opportunities on their own, we are very excited about some formal opportunities that have emerged. We have formally planned to offer an annual internship with PA Representative (199th District) – Stephen Bloom. This will be one of several internship opportunities which require a formal interview.

Opportunities may include:

- **Bethesda Mission**
- **Capital Area Pregnancy Center**
- **Country Meadows – Retirement Living & Support**
- **Cure International – Medical humanitarian organization**
- **Joy Center – Childcare & Preschool**
- **Martin's Rolls – Business, Marketing, Operations**
- **New Hope Ministries**
- **PA State House of Representatives – Rep. Stephen Bloom**

Thank you so much for your attention to these opportunities!



WEST SHORE CHRISTIAN ACADEMY

Student Internship Application

2016-17

(Must be turned in to Guidance Office by November 7th, 2016)

Name _____ Grade _____

Home phone _____ Cell phone _____

Email address _____

Name of Company /Organization of proposed internship

Address _____

City _____ State _____ Zip _____

Contact person _____

Business phone _____ E-mail _____

Expected duties as an intern _____

Applicant's goals for his/her internship _____

Internship Checklist 2016-17

Pre-Internship Responsibilities

- _____ Complete the **Application** form (*Must be turned in by November 7th, 2016*)
- _____ Research chosen career area
- _____ Contact host
- _____ Complete the **Student Contract & Parent Permission Form** (*Must be turned in by December 5th, 2016 with Supervisor's Signature*)
- _____ Complete the **Student Research and Expectations Form** (*Must be turned in by December 12th, 2016*)
- _____ Arrange transportation (plan _____)

On-Site Responsibilities

- _____ Arrive at site on time every day
- _____ Display appropriate personal and social skills at internship site
- _____ Dress and act appropriately
- _____ Participate in work activities as much as possible
- _____ Complete daily journal questions

Post-Interning Responsibilities

- _____ Complete and turn in **Student Evaluation Form** (*Must be turned in by January 20th, 2017*)
- _____ Write a personal (hand-written) note of thanks to your “employer” and submit a copy to your internship coordinator.
- _____ Participate in concluding activities at the end of Winterim



WEST SHORE CHRISTIAN ACADEMY

Student Internship Contract

2016-17

(Must be turned in to Guidance Office by December 5th, 2016)

Student _____

Host Organization _____

Student Responsibilities:

1. Be on time every day. If you are ill, notify your site supervisor. If there is snow, you should go only if it is deemed safe by your parents and the organization (consult and call before you leave to confirm). Be sure to keep your site supervisor's phone number accessible and be sure to use professionalism and courtesy.
2. Carefully listen to, and follow the instructions of your site supervisor. Be attentive to details.
3. Cooperate with all your co-workers and others with whom you come in contact. Learn by listening and watching everyone.
4. Adhere to the dress code of your host company. Be sure to ask about special dress on certain days. If in doubt, dress up.
5. Work with diligence. Be available and willing. Ask how you can help, and then do the job completely. Be sure to clean up and leave your work area clean.
6. Ask questions; this is how you will learn.
7. Be respectful, courteous, and responsible at all times.
8. Represent yourself and WSCA in the best possible manner, adhering to WSCA's standards of conduct. "Whatever you do, do it with all your heart, as unto the Lord." (Col.3:23)

I, _____, intend to complete the internship program to the best of my ability, adhering to all of the prescribed guidelines, and fulfilling all of my responsibilities, including those listed above.

Signature of Student: _____ Date _____

Signature of Site Supervisor at Host Organization:

_____ Date _____



Internship Parent Permission
2016-17

(Must be turned in to Guidance Office by December 5th, 2016)

Please read the following information carefully. There are important aspects of the internship program which parents need to understand.

You have chosen to participate in the Winterim Internship Program at an off-campus location. While we have screened many of the internship organizations, and some are Christian and family based, we cannot guarantee that the standards held by every internship host or business will be the same as those held by West Shore Christian Academy. As parents, you must decide whether you are comfortable with the environment of the organization.

Transportation to and from the work site is the responsibility of you and your son/daughter. Neither West Shore Christian Academy nor the host organization will be responsible for any transportation liability.

Your student will be a “visitor” at the organization. He/she will not be covered by workman’s compensation, or other company health insurance. Parents agree to provide adequate insurance coverage for their child(ren).

Your student is expected to spend at least 60 hours of unpaid time at the host organization. Problems arising from illness or inclement weather should be resolved by your student and the host organization just as they would in a paid working situation.

In addition to the 60 hours, it is required to complete several research forms, respond to daily journal questions, and share their experiences at a luncheon at the conclusion of Winterim. Students’ grades will be based on the completion of all the required activities.

I (print parent/guardian’s name) _____ have read and understand the commitment and risks involved in the internship program. I knowingly and willingly give my student _____ permission to participate in the Internship Program. I agree to not hold West Shore Christian Academy liable for any incidents and will hold WSCA free of any legal responsibility for any claims, demands, or suit for damages arising from the internship experience.

Parent Signature

Date



WEST SHORE CHRISTIAN ACADEMY

Information for Host Internships 2016-17

Each year the students of West Shore Christian Academy are given the opportunity to participate in the Internship Program. This program, scheduled during our Winterim (January 2-13, 2017), is a unique opportunity for our juniors and seniors to observe and experience a working professional's life for two weeks. These experiences can help students as they discover their abilities, and make decisions about their future education and careers.

While this is primarily a learning experience for students, they are also expected to serve and support your organization. They are required to be punctual, respectful, cooperative, and courteous. They are not merely to be spectators; they should work as much as is possible and practical.

Since this internship is part of the school's curriculum, students will receive a grade and credit towards graduation requirements. Their grade will be based on successful completion of the required 60 hours of internship during the 10 day period, and their responses on various forms and questionnaires. There will also be opportunity for the student's school supervisor to evaluate both the intern and the program. Additionally, at a mutually agreeable time and if it is possible, a representative from West Shore Christian Academy will come to observe the intern at work.

Thank you for allowing us to partner with you in this valuable and exciting educational opportunity. Please feel free to contact us with any questions you might have at cwerner@westshorechristian.org or dcarpenter@westshorechristian.org.

Sincerely,

Connie Werner
Internship Program Coordinator
School Counselor

Derek Carpenter
Director, Winterim Program



WEST SHORE CHRISTIAN ACADEMY

Student Expectations Internships 2016-17

(Must be turned in to Guidance Office by December 12th, 2016)

Student Name _____

Host Organization _____

Completion of this form will require some research, interviews with people at your host organization and self-reflection. **Parts 1 and 2** must be completed prior to the start of your internship. **Part 3** may be completed during the time of your internship.

Part 1

Describe the business of the organization: _____

How long has the company been in business? _____

Who will be supervising you at the internship site? _____

What do you expect your duties to include _____

What are your goals for this internship?

1. _____

2. _____

3. _____

Part 2

What time are you expected to arrive at, and leave, your host company? _____

What are you expected to wear each day? _____

Are you expected to bring your lunch or purchase it on location? _____

If you are driving, where will you park your car? _____

Part 3

Write a brief history of the company.

What is the mission and vision of the company? What are its goals?

If you were to pursue a career at this company in the future, what formal education would you need?

What opportunities are available for young people in this profession?

What is the expected annual salary range for this profession?

Intern Evaluation



WEST SHORE CHRISTIAN ACADEMY

Intern Name: _____

Organization Contact Person: _____

Thank you for your valuable assistance and participation with the Internship Program.
Please help us evaluate this program by responding to the following questions.

1. Did the student complete at least 60 hours of unpaid time? Yes___ No___

2. Was the student courteous and respectful at all times? Yes___ No ___

3. Did the student cooperate with his/her supervisor and all employees? Yes___ No ___

4. Did the student act courteously toward clients and/or customers? Yes___ No ___

5. Was the student dressed appropriately? Yes___ No ___

6. Was the student punctual? Yes___ No ___

7. Did the student attempt to provide service to the company? Yes___ No ___

8. Would you be willing to host another student in the future? Yes___ No ___

9. What impressed you about the intern? _____

10. Please list any suggestions for improvement for the Internship Program.

11. Additional comments:

Optional Reference: Please feel free to write a letter of reference for your interning student. Letters of reference should be copied and attached to this evaluation by the student intern himself/herself.

Signature: _____ Date: _____

Position: _____

Company: _____



WEST SHORE CHRISTIAN ACADEMY

Student Program Evaluation

(Must be turned in to Guidance Office by January 20th, 2017)

Student Name _____

Host Organization _____

Describe the most interesting experience of your internship.

Describe the most challenging aspect of this internship experience.

Describe how this internship helped you think about a future career?

Would you recommend this host company to other students? Why or why not?



WEST SHORE CHRISTIAN ACADEMY

INTERNSHIP SITE VISIT

Student Name _____ Grade _____

Internship Site _____ Date _____

Evaluator _____ Position @ WSCA _____

1. Briefly describe your first impressions of the organization in terms of friendliness, professionalism, organization, etc.

2. If you had the opportunity to directly observe the student working, rate the student based on your impressions regarding the following topics by placing the appropriate number in the blank: (If not, skip to #3)

1 – Strongly Disagree 2-Disagree 3-Agree 4- Strongly Agree

- The student was engaged in a meaningful work experience or activity _____
- The student was engaged in an appropriate work experience or activity _____
- The student was dressed appropriately for the job compared to coworkers _____
- The student appeared to be demonstrating professionalism _____
- According to the site supervisor, the student is meeting expectations _____

3. Based on your conversation with the site supervisor, how is the student performing in terms of work ethic, attitude, testimony, and timeliness.
