



Southern Lehigh School District

High School Syllabus

Senior Internship 2013-2014

Course Description:

Semester Course - Grades 9, 10, 11, 12 - .50 Credit/Elective Course.

Students will be given the opportunity to work in a job related to the career field of their choice during their senior year. After a brief period of training covering expectations, program organization and workplace etiquette, students are matched with a mentor in the field of their choice. Student job tasks and goals are determined by the cooperating mentor and in conjunction with the Internship supervisor. This course is designed to help students make an informed career choice. The Senior Internship Program is designed to follow Career Exploration and aligns with both the Traditional and Technical Academic Pathways. Participation is with parental consent, an interview with the internship coordinator and by approval of the guidance department.

Course Content:

Content will vary depending upon the student's area of interest and personal program.

- A. Preparing For Work
 - o Resume Preparation
 - o Cover Letter
 - o The Interview
 - o Follow-Up Thank You
- B. On The Job
 - o Setting Goals
 - o Learning New Things
 - o Reporting for Duty
 - o Researching Your Field
- C. Learning Through Reflection
 - o Talking it Up
 - o Summarize Your Experience

Required Textbooks and/or Other Reading/Research Materials

Teacher produced handouts

Course Requirements:

Students are expected to demonstrate responsibility in regular attendance to their Internship assignment and execution of assigned duties. Transportation to and from the assigned work place is the responsibility of the student. Failure to regularly attend and perform assigned duties will affect the student's overall grade.

Grade Components/Assessments:

Grading will include employer workplace performance evaluations, a student log, student self-evaluation through class discussion and a reflection paper, research, and informal Internship supervisor visitations and observations.

- Employer Performance Evaluations 50 - 60%
- Student Log, Informal Evaluations, Research 20 – 30%
- Student Reflection Paper 20%

Each marking period is worth 20% of a student's overall grade. The midterm and final exam are each worth 10% of a student's overall average:

Quarter 1	20%
Quarter 2	20%
Midterm	10%
Quarter 3	20%
Quarter 4	20%
Final	10%

Required Summer Reading/Assignments:

Not applicable.