

Senior Internship Information



Dear IHS Seniors,

Last week we hosted the Senior Internship Information Night where I explained the details of the internship experience. The Senior Internship Program is an opportunity for Irvington High School seniors to experience practical and meaningful internships for the purpose of learning more about a particular career. The internship might be based on an area of study or a future job. Eligible seniors will take their senior exams the weeks of May 6th and May 13th (the same weeks as AP Exams) and then spend four weeks (May 21 - June 14) at their internships beginning with a mandatory orientation for all seniors on May 20th from 8:30 - 12:00 in the Campus Theater.

During last week's meeting we discussed a variety of topics and handed out a packet with all pertinent information. The packet includes a letter from me which could be used to send to sites when students are seeking their internship. Below are all of the documents in the packet. The fourth listed document (the only one on school letterhead), is the letter students can use to send when seeking a placement. Students can also pick up a packet in the main office.

Over the past few years the Site Committee worked to revise the list of potential internship sites that can be used to find a placement. Here is a link to the document. [Senior Internship Suggested Sites 2018-19](#)

Finally, seniors will be assigned to teacher mentors by the end of March. While we cannot guarantee placement with any specific teacher, if you have a teacher of senior classes with whom you would like to work, please complete a google form at the following link <https://docs.google.com/forms/d/1YfXqlkKnp4P7-ZBgkNp27Tw1SlknC3eXMS2gzxgQJ8Q/edit>. Please note that the contact number previously listed for Bridge Street Properties was incorrect in the packet handed out last week. The document has been updated accordingly and the correct number is 914 478-7917

If you have any questions, please email me directly at david.cohen@irvingtonschoools.org.

Best,

Mr. C

Irvington High School
Senior Internship Experience

Student/Parent Overview Meeting
February 28, 2019



How do I find my internship??

First, consider a possible career interest or hobby or even something you have always wanted to try. Explore some options to obtain an internship in that field:

- Look locally: ask a friend, neighbor, business person in town
- Ask a teacher or an adult at school - maybe someone has a connection
- Check out the list of opportunities IHS provides which includes sites where students have worked before
- Ask a former graduate

If you have no idea what you want to do, think about where you would be most comfortable working and learning:

- Would you consider a childcare center?
- How about the local rec department, library, police department?
- Would you like to work as a place of worship?
- Does a parent or sibling work somewhere you could perhaps assist within?
- Would you consider working in a classroom at one of the other district schools?

Regardless of where you intern, make it a great experience by choosing something that interests and excites you. This is a gift of time to explore and learn things you don't get to in an academic classroom. Take advantage of that gift. Make the most of this experience so you can learn about work and others, but also, most importantly, take some time to learn about yourself.

In order to help seniors find internships, the IHS SITE Committee has been working the past three years to develop a list of sites and contacts. Please refer to this list for assistance. The list is constantly growing as we receive new information. We will send home a link to the google doc so you can check back regularly.

IRVINGTON HIGH SCHOOL SENIOR INTERNSHIP PROGRAM

Description: The Senior Internship Program is an opportunity for Irvington High School seniors to experience practical and meaningful internships for the purpose of learning more about a particular career. The internship might be based on an area of study or a future job. Eligible seniors will take their senior exams the weeks of May 4th and May 13th (the same weeks as AP Exams) and then spend four weeks at their internships beginning with a mandatory orientation for all seniors on May 20th from 8:30 - 12:00 in the Campus Theater.

Rationale: The Senior Internship Program will enable students to learn professional and technical skills and concepts in a variety of career areas, including:

- Knowledge of basic principles of organization and administration, as well as general information about the demands of work
- Enhancement of interpersonal and communication skills
- Intellectual skills developed through experiences involving research and/or individual meetings with professional supervisors

Student Responsibilities: The student intern will receive credit for his/her internship providing he/she fulfills the following requirements:

- Reporting to the site of the internship for an average of at least 20 hours per week. (daily schedules are flexible; the requirement is 20 hours per week)
- Reporting to the high school twice during the internship in order to meet with his/her mentor
- Emailing his/her weekly journal to the teacher mentor by the Friday of each week
- Making a short presentation about his/her internship experience during the week of June 10th to his/her mentor
- Work with the sponsor to develop an understanding of specific responsibilities and assignments
- Follow the attendance policies of the school as well as the sponsor's policy regarding hours worked, personal appearance, behavior and site practices.

Sponsor Responsibilities

- Provide an orientation of the agency/organization to the intern
- Introduce the intern to key members of the staff
- Meet with the intern regularly to review progress and performance
- Speak with the teacher liaison as needed to address issues and concerns, as well as to report on the intern's progress
- Sign the weekly timesheet/complete the evaluation at the end of the internship

To Whom It May Concern,

Thank you for your consideration to sponsor an IHS senior for their required internship. This letter provides a detailed description of the program including goals, dates, requirements, roles and responsibilities for the student, the faculty mentor and the sponsor, as well as a timeline. Please take the time to read through carefully, if you have any questions, please feel free to reach out to me directly at David.Cohen@irvingtonschools.org. We appreciate your support.

Sincerely,

David Cohen
Principal, Irvington High School

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40 W. Washington, Irvington, NJ 07033
(908) 289-5412
David.Cohen@irvingtonschools.org Matthew.Samanion@irvingtonschools.org

FINALIZED PLACEMENT AGREEMENT

Please complete and return this form to your teacher mentor by April 24th. You will need to sign it and have your sponsor as well as your teacher mentor sign it.

Mentor: _____ Senior Intern: _____

Placement:

Name of Company: _____

Address: _____

Name and Title of contact person: _____

Phone/Email of contact person: _____

Brief description of job: _____

Acceptance of Responsibilities:
Intern: I, _____, agree to arrive at my placement on time for the duration of the internship. I agree to dress appropriately and to carry out my duties responsibly. I also agree to meet with my mentor two times during the internship and will contact him/her immediately should any problems arise. I will ask my sponsor to fill out an evaluation form. I realize that failure to fulfill my internship obligations could impact my graduation.

Student Signature/Date: _____ **Parent Signature/Date:** _____

Mentor: I, _____, agree to work closely with my intern during his/her internship and be available to communicate with him/her or his/her contact as needed to help if problems arise. I will meet with my intern twice during the internship and will collect/review/respond to his/her journals, timesheet and presentation.

Mentor/Date: _____

Sponsor: I, _____, agree to accept _____ as a student intern from May 21st - June 14th. I will communicate with my intern as well as with the teacher mentor from the school as needed.

Sponsor Signature/Date: _____

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IRVINGTON HIGH SCHOOL SENIOR INTERNSHIP PROGRAM
Sponsor Evaluation of Intern

Student Intern Name: _____

Sponsor Name: _____

Sponsor Title: _____

Sponsor Organization: _____

Sponsor Phone Number: _____

Sponsor Email Address: _____

Please evaluate your intern's experience at your site. Rate 1-5 in each category, with 5 = excellent. Please discuss this evaluation with your intern to foster good communication and understanding. The intern will share this with his/her teacher mentor the week of June 10th. Thank you.

Attendance/Promptness: _____

Attitude: _____

Participation/Cooperation: _____

Dependability: _____

Maturity: _____

Initiative: _____

Ability to learn: _____

Time Management: _____

Performance: _____

*Would you be willing to sponsor an intern next year? _____

If you answered yes, is there any information you would like us to include in our documentation to next year's seniors?

Sponsor's Signature: _____ Date: _____

Additional Comments: _____

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**IRVINGTON HIGH SCHOOL SENIOR INTERNSHIP PROGRAM:
STUDENT ASSIGNMENTS**

During your internship, you will be asked to complete two different kinds of writing assignments designed to help you maximize your experience as a reflective learner. You will be responsible for submitting these assignments to your mentor via email or in person each Friday.

Journal assignments ask you to focus your responses on your experiences through your internship. Think carefully about what you've experienced every time when you consider your responses.

Reflections ask you to consider various aspects of The Bigs. Read the chapters indicated and think carefully about their messages before responding, to be submitted on Fridays via email to mentors.

Max 23 (Journal Entries 1 and 2 due)

Journal Entry 1:

Describe why you chose this internship and what you hope to gain from it personally and career-wise. What challenges/surprises have you faced at your internship (feeling ignored, bored, overwhelmed, etc.). Discuss possible solutions to the problem. Describe something you have learned about yourself during the first week of your internship.

Journal 2/Reflection: (Chapter 1: Hopes and Dreams)

After reading Chapter 1 in The Bigs, consider the questions at the end of the chapter. What have been the most important events in your life and how have they affected who you are? Do you believe these life events will have an impact on your career? How?

June 3 (Journal Entries 3 and 4 are due. Seniors must check in with their faculty mentor either via email or in person to share personal experiences during the internship and consider goals for the final two weeks.)

Journal 3/Reflection: (Chapter 3: Starting a Business, Chapter 5: Being a Leader, and Chapter 7: Staying Out of Big Trouble)

While Chapter 3 is called "Starting a Business," it could be interpreted as a chapter about problem solving and thinking outside of the box. How do you improve yourself by thinking outside of the box and finding unique ways to address challenges?

Chapters 5 and 7 address topics related to responsible decision making and avoiding trouble. Consequences for individuals under the age of 18 are very different than consequences for individuals over the age of 18. How should your decision-making process evolve as you get older? What steps do you feel you will need to take to effectively manage your personal finances?



IRVINGTON
UNION FREE SCHOOL DISTRICT

Irvington High School
David Cohen, Principal
Matthew Santolucito, Assistant Principal

IRVINGTON HIGH SCHOOL SENIOR INTERNSHIP CHECKLIST

Student's Name: _____
Mentor's Name: _____
Sponsor's Name: _____
Sponsor Company: _____
Address of Sponsor Company: _____

Sponsor Phone Number: _____
Sponsor E-mail: _____

Assignments (Mentor initials): Completed Not Completed

Journal 1	_____	_____
Journal 2	_____	_____
Journal 3	_____	_____
Journal 4	_____	_____
Journal 5	_____	_____
Journal 6	_____	_____
Sponsor Evaluation	_____	_____
Presentation	_____	_____

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IRVINGTON
UNION FREE SCHOOL DISTRICT

Irvington High School
David Cohen, Principal
Matthew Santolucito, Assistant Principal

Senior Internship Contact Information

Student Name: _____

Student Email Address: _____

Student Cell Phone: _____

*Other Contact (home phone, parent email) _____

