



# STEAM Academy Internship Program Fall 2017

## Purpose

STEAM students will be offered a daily internship during the junior and senior years of high school. The purpose of this internship is four-fold:

- ~Gain real-world experience to help decide a major and bolster a college application.
- ~Offer deeper exploration of various fields of study based on his/her interests
- ~Exposure to STEAM-based career fields and work directly with professionals in respective career pathways.
- ~Conduct interviews with staff and business professionals in STEAM related careers.

## Coursework and Course Credit

To earn 0.5 credit hours for the fall semester on your transcript, you will complete multiple assignments including, but not limited to, the following (detailed syllabus will be given to students in August 2017):

1. Complete a weekly discussion board post in Canvas based on the STEAM habits. Minimum 8 quality sentences per post.
2. You will respond to at least 2 discussion board posts by your peers. Responses should be quality, and will be a minimum of 2 sentences.
3. You will conduct a minimum of 2 interviews with the internship staff at your host location and submit those as part of your grade.
4. Lastly, you will be expected to complete a final project display and participate in a STEAM Internship Display of Learning. This is a display that will be visible in the school and community and will highlight your internship specifics. Your mentor will be invited to support you as well.

Students will have one week to complete all internship assignments for full credit. You may submit your assignments up to one week late for 50% credit. All Canvas assignments will be closed after 2 weeks.

## Dates of Internships

Beginning Date for Daily Internships: Monday, August 21, 2017

Last Date of Fall Internship: Tuesday, December 19 (Dependent on Finals Schedule)

-If a daily internship is not secured and confirmed on/before Monday, August 21, you will be enrolled in 5 STEAM courses. Your next eligible date for internships will be for the spring semester of 2018.

-The time students may depart for internships is dependent on the daily schedule (Advisory schedule or Regular schedule\*\*

7:15 – 7:40 am	Arrive to STEAM for regular courses
1 <sup>st</sup> Block	STEAM course as scheduled
2 <sup>nd</sup> Block	STEAM course as scheduled
3 <sup>rd</sup> Block (and lunch)	STEAM course as scheduled
4 <sup>th</sup> Block	At the beginning of 4 <sup>th</sup> block, students will sign out in Room 21-A (Internship Office) for the daily internship course as they depart for internship locations.

### Regular Schedule

7:45 – 7:55	Homeroom
7:59 – 9:12	1 <sup>st</sup> Block
9:16 – 10:29	2 <sup>nd</sup> Block
10:33 – 12:11	3 <sup>rd</sup> Block (and lunch)
12:15 - 1:28	4 <sup>th</sup> Block
1:32 – 2:45	5 <sup>th</sup> Block

### Advisory Schedule

7:45 – 7:55	Homeroom
7:59 – 9:03	1 <sup>st</sup> Block
9:07 – 10:08	2 <sup>nd</sup> Block
10:12 – 10:57	Advisory
11:01 – 12:30	3 <sup>rd</sup> Block (and lunch)
12:34 – 1:38	4 <sup>th</sup> Block
1:42 – 2:45	5 <sup>th</sup> Block

Students are expected to remain at the current internship location for a minimum of one semester. You may NOT change locations until you have completed at least one semester at the same location.

## Attendance Expectations

You are expected to attend your internship each scheduled day. If you do not plan to attend your internship for any reason, you will be expected to stay at STEAM Academy. You will be counted absent unexcused if you do not submit a note of excuse for any absences. If you do come late or leave early from your internship, you are expected to return to STEAM for the remainder of the time of your internship. You may NOT stay at school during internship hours to complete STEAM or dual credit coursework without prior permission from STEAM administration.

## Attendance Verification Form (also known as Internship Time Cards)

Each student participating in a STEAM internship will be required to submit a weekly time card. Each day that you attend your internship, you are required to write your exact arrival and departure time to/from your internship location. Hours that extend past 2:45 need to be documented on the form....these hours will be calculated in each student's service hours for the current school year. You must document the total amount of hours worked each week on the form before submitting:

You will have 3 days to submit your weekly timecard – By Wednesday of each week, you must:

1. Submit your completed time to card, with signatures, to Mrs. Counts or Mrs. Strange.
2. Get a copy of a new time card to use for the upcoming internship week.
3. If you fail to submit your time card on Wednesday morning for the previous week, you will receive unexcused absences in the place of your internship attendance dates.  
(Note: when you have received 6 unexcused absences, including all additional school tardies, you will receive a truancy letter from Fayette County Public Schools.)
4. Failure to submit a completed, weekly time card may result in removal from your internship.

NOTE: STEAM staff and administration will be completing random attendance checks multiple times throughout the semester. If you are not at your internship site as expected, you may be removed from your internship immediately. For each instance the student is absent unexcused from the daily internship, the student will receive Saturday school. If you have an excused absence during internship hours, please sign out in the front office and submit an excuse upon your return to school. If you are not planning to be at your internship for any reason, please document this with Mrs. Strange or with the attendance clerk at STEAM Academy.

### **Sick Day Policy**

If you are sick and will not attend STEAM for the school day, you are not permitted to attend your internship on that same date. Please call the school to inform them of your absence. Then, without exception, you must call your internship location to inform them of your absence as well. Failure to report absences may result in removal from your internship.

### **Research Internship at the University of Kentucky**

Your schedule will be determined through the Office of Undergraduate Research. You will be expected to serve a minimum of 10 hours each week at your research location, and those hours will be determined in collaboration with your Research Professor, STEAM staff, and with respect to the student's schedule. If you are interested in a research internship, you need to speak directly with Mrs. Strange in Room 21-A.

## **Transportation**

Each student will submit a Transportation Agreement before the internship begins. Students who serve in community AND university internships will be responsible for his/her own transportation every day. Any day that you do not have transportation to your internship, you are expected to remain at STEAM Academy for an instructional day. Students will be allowed to drive to community internships with parent permission. Parking, parking passes, parking tickets, traffic citations, etc. are the sole responsibility of the student. If you do not have reliable, consistent transportation, you may be asked to find an alternate internship or return to a 5-course schedule at STEAM Academy.

## **Dress Code**

At all times, you are expected to represent yourself and STEAM Academy with dignity and respect. Unless specifically told otherwise by your internship host, you are expected to dress business casual or better for each of your internship dates. If you have a specific dress code for your location (scrubs for hospitals, suits for law offices, t-shirts for radio DJ's, etc.), you are expected to follow the guidelines set forth by your internship locations.

NOTE: At no time are you allowed to wear sweatpants, yoga pants/leggings, or pants with holes in them to your internship locations.

## **Cell Phones and Social Media**

In compliance with the STEAM Academy cell phone policy, cell phone and personal devices will not be permitted during instructional time. The hours you are working at your internship location are part of your instructional time and, therefore, will not be permitted to be used while you are out of the building. When accessing social media sites, be mindful of language, appropriate dress, and any pictures that do not represent yourself, STEAM Academy, or your internship location in a positive light. Many internship locations are posting pictures of STEAM interns online and it is our intention to focus on the positive aspects of all internships. At NO time are you allowed to post any pictures or negative comments about internship coworkers, hosts, clients, etc on any social media site. If negative social media images or language is found online, you will immediately be removed from your internship.

## **Working with Family/Relatives**

Occasionally, students have opportunities to work with family members as an intern in a STEAM field. Working with family members is permitted with compliance with the following guidelines:

1. At NO time is a family member permitted to sign an internship timecard. This includes all immediate family members and distant family members. This is a conflict of interest in the event the student is not following the internship guidelines as set forth in the internship contract.

2. At NO time is the student permitted to change schedules to accommodate family members without permission from STEAM administration, even if the student is working the same hours. The working internship hours must take place between 12:30 – 2:45 pm during the internship dates.
3. Students must have a direct boss/mentor that is not related to him/her. This person will serve as the person who will complete evaluations at the end of the semester.

## **Co-op Experiences and Paid Internships**

Students are permitted to participate in paid internships or co-op experiences according to the guidelines set forth below. In order to qualify, a student must meet ALL qualifications listed below:

1. Student must be a senior at STEAM Academy (juniors graduating early do not qualify)
2. Student must complete all co-op forms BEFORE being paid by the employer. You may get these forms from Mrs. Strange at anytime.
3. Co-op experience must be obtained in a STEAM related field AND this location must be pre-approved by STEAM staff before beginning work. Students may NOT work at a local establishment such as Kroger, WalMart, fast food restaurants, etc. as these locations do not support specific STEAM initiatives.
4. You must submit a paper copy of your monthly/weekly/bi-weekly pay stubs to Mrs. Counts each time you are paid. As a school, we are expected to comply with Child Labor Laws of Kentucky and we are required by law to document and track your working hours during the school year. We do NOT track the amount you are paid, but only the hours you work.

## **How Do I Secure an Internship?**

You will be responsible for finding your ideal internship. There are multiple people to accomplish this, and you will need to communicate clearly and frequently to make this process as simple as possible.

1. First, decide who you should call. Think through careers that interest you and future careers that you would like to explore. If you are interested in working a future career, finding an internship in that same field will help you decide if that specific job will be a good fit for you.

\*\*STEAM has a limited number of internship locations that are willing to host students. These locations are familiar with STEAM and our internship program, and they have worked with past interns. If you are interested in hearing more about one of these locations and it matches your career interest, you may be placed with one of these organizations/businesses. Talk to Mrs. Strange for more information on these locations.

2. Find an email address for the contact person from the business/organization/company you would like to contact. You will send this person an email as your first point of contact. A sample email is below:

Dear Dr./Mrs./Mr. ( last name ),

My name is \_\_\_\_\_, and I am a junior/ senior at STEAM Academy in Lexington. Our high school encourages all students to gain real-world experience as we begin to think about college and future careers. In the fall of 2017, I will be given an opportunity to observe and job-shadow a career that interests me, and what you do is something that I am interested in learning more about. If you allow me to shadow or work with you, my availability will be daily/M-W-F/T-Th from approximately 12:30 – 2:45 pm. My goal would be to observe in detail what you do and work to decide if I would like to pursue a career in this field after high school graduation. I will have weekly assignments to complete based on my observations and will also submit a final project at the end of the semester. These assignments will determine a final grade for my internship course.

Attached to this email is a document that describes more about the STEAM Academy Internship Program that is offered to students at our high school. If you need further information, you may contact me and/ or our internship coordinator listed on the document. As you have questions about my job-shadowing experience, please call me or email me. I would love to tell you more about our school and answer questions you may have about STEAM Academy. I can offer more information about my availability to observe and learn more about your career.

Thank you so much, and I look forward to talking to you,

Your First & Last Name

Email

Cell Phone Number

3. If you receive a follow up phone call or email, be prepared to discuss the following:
  - a. Briefly describe STEAM Academy and your experience so far as a STEAM student.
  - b. Explain our internship program, and share your availability. Explain that the purpose of our internship program is to gain real-world experience and help decide a college major.
  - c. Invite this person to STEAM if they would like to know more.
  - d. Ask if you can come to the possible internship location to introduce yourself and learn more before they make a commitment to host you as a STEAM intern.
  
4. Once you have confirmed your final placement AND your host for the internship, complete an Internship Placement Request. The organization/business that you list on this form will need to be approved by STEAM Administration. Once administration approves the site, this will be your confirmed spot. You will NOT be allowed to change your location any time during the semester.

## Instructions for Filling Out Forms

1. Internship Placement Confirmation – Fill out the entire form once the internship is secured. Do not leave any portion of this form blank.
2. Contract – This is required to participate in the internship program.
3. Media Release – This allows pictures and photos of you to be used at STEAM and at your internship locations.
4. Medical and Immunization Form – This is required for all interns. Please make sure you write the number of your medical insurance card on this form. It will be returned to you if missing.
5. Transportation Form – Mark all options that may apply during your STEAM Internship. It is helpful to mark “STEAM Staff Member and Personal Vehicle” in case of emergencies. If you plan to ride with a peer, please mark the name of that person on the transportation form.

### **The following items must be submitted in addition to the forms listed above:**

1. (All Students) Copy of your medical insurance card (front and back)
2. (Medical internships only) Copy of TB test dated within the last calendar year
3. Copy of your car insurance if you are planning to drive to your internship