

South Shore Charter Public School

An independent public school serving students in kindergarten to grade twelve

Senior Project Overview

Thank you for participating in the South Shore Charter Public School's internship program. We appreciate your commitment to our students and assisting them in this process.

Enclosed is a packet of information for the Internship Site Supervisor.

Documents attached:

1. Mutual Responsibilities Outline
2. Student Internship Outline
3. Internship Proposal Form
4. Emergency Contact Information (Parental Consent)
5. Mentor Consent Form
6. Contact Hours Log
7. Intern Evaluation Form

Timeline:

Senior Project Begins	Monday, April 26, 2010
Senior Project Mandatory Check-in	Friday, May 14 th at 1:00pm
Senior Project Ends	Friday, May 21, 2010
Senior Project Paper Due	May 24 th by 3:00pm
Senior Presentations	May 25-28, 2010

Should you have any questions or concerns, please contact one of the following people:

Name	Role	E-Mail	Phone
	Faculty Advisor		
Jared Rose	Level Coordinator	jrose@sscps.org	781-982-4202 x324
Mary Carter	Guidance Counselor	mcarter@sscps.org	781-982-4202 x306

Mutual Responsibilities Outline

Thank you for agreeing to participate in the South Shore Charter Public School's internship program. This outline is designed to discuss our mutual responsibilities.

South Shore Charter Public School will:

- Provide ideas, advice and information required by the Internship Site.
- Discuss with Intern the student's progress and attendance.
- Provide screening and scheduling for students.
- Assist in curriculum development of intern (if needed)
- Explain evaluation procedures

Students are required to:

- Dress in appropriate attire for the intern site
- Conform to all the internal policies of the intern site
- Report punctually and regularly at the agreed times
- Inform Intern Site Supervisor in the event of illness or unexpected absence
- Complete any assignments related to Internship to the Site Supervisor's satisfaction.

Internship Site Supervisor agrees to:

- Inform students of expectations and requirements at their initial interview.
- Keep accurate records of student attendance and report absences to SSCPS
- Help plan learning goals and activities (daily activities) for SSCPS students
- Provide alternative activities in the event that the supervisor is unable to meet with.

Please notify SSCPS beforehand when a scheduled time is changed.

- Complete evaluation report.
- Contact SSCPS if there are any circumstances, which might prevent your continued participation in the program.
- In the event of illness or accident, contact SSCPS immediately and follow these guidelines:
 - a) Student should **not** be allowed to go home without first consulting SSCPS
 - b) In case you can not contact SSCPS, please call the parent or guardian.
 - c) First aid should be administered **only** by qualified individuals.
 - d) If neither SSCS nor a parent can be contacted, please call 911 for assistance.
 - e) SSCPS **must** be informed of all circumstances and actions taken because a full written report must be filed with the school.

South Shore Charter Public School Student Internship Outline

Goal 1: To become familiar with the organization/business

- History of business
- Business functions
- Organization
- Career Opportunities

Goal 2: Site specific activities

- Day to day operations

Goal 3: An in-depth problem –solving project

- To be determined by intern site

Activities may include:

- Identify an issue/problem/area of interest
- Set up a goal
- Investigate possible solutions
- Attempt to resolve problem and achieve goal
- Evaluate results

Goal 4: Evaluate the experience

- What did you like/dislike?
- How do you feel about the people you worked with?
- What was the most enjoyable experience?
- What was most challenging?
- Specific skills learned?
- Was this helpful in thinking about future career plans?
- Would you recommend this intern to others? Why or why not?
- Anything that you wish you had learned?

Internship Proposal Form

Student Name: _____ Faculty Advisor: _____

Employer Sponsor: _____

Work Site Mentor: _____

Employer Address: _____

Employer Ph # _____ Email _____

Dates of Internship: _____

Intern Hours: _____

Description of Internship: _____

South Shore Charter Public High School
Senior Project

Parent/Guardian Consent Form

Student Name: _____

Student Home Address: _____

I give permission to my son/daughter _____ to work with
_____ as a mentor for his/her Senior Internship.

While I expect the school and the mentor to demonstrate every reasonable precaution to avoid any student injury, I understand that both the mentor and the school district will not be held financially accountable should an accident occur during my child's participation in this activity and accept full responsibility for such injuries.

Parent Signature _____ **Date** _____

IN CASE OF EMERGENCY:

1st Parent/Guardian Name _____

Day/Work Phone _____ Evening _____ Cell _____

2nd Parent/Guardian Name _____

Day/Work Phone _____ Evening _____ Cell _____

Emergency Contact
Name/Relationship _____

Phone _____

Physician's Name _____ Phone : _____

Health Insurance Carrier: _____ Insurance ID: _____

List of son/daughter's allergic reactions:

This parent/guardian signature authorizes emergency medical treatment.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____

Mentor Request/Consent Form

Dear _____:

I am participating in the Senior Project at South Shore Charter Public High School. The project requires the cooperating of an adult mentor with expertise in the project topic that I am researching. The suggested responsibilities of the mentor are:

1. Give the student specific information and guide the student through the process of the project.
2. Confirm the number of hours the student has spent working with the mentor on the Senior Project.
3. To serve as a source for the research paper.
4. Verify that the project has been completed

(NOTE: A minimum of fifteen hours must be spent with the mentor.)

I understand that I am responsible for making and keeping all the arranged appointments. I also understand that you will be signing an evaluation and verification form at the end of my mentoring experience.

If you have any questions, please contact the Senior Project Coordinator or Advisor at SSCPS.

Thank you, in advance, for your time and willingness to be a part of my education.

Senior Project Student (Print)

Senior Project Student (Signature)

Please fill out the information below:

Mentor Name: _____ Position: _____

Best way to contact: Day Phone: _____

Cell Phone: _____ Email: _____

IF YOU HAVE A BUSINESS CARD, PLEASE ATTACH BELOW.

Internship Evaluation Form

Student's Name: _____ Date: _____

Mentor Name: _____

Did you review this evaluation with your mentee? _____ Yes _____ No

*Directions: Please complete this evaluation form by placing a check mark next to the appropriate rating of the skills and return by **May 26, 2010** to:*

South Shore Charter Public School
 Attn: Senior Project Coordinator
 100 Longwater Circle
 Norwell, MA 02016
OR FAX to 781-982-4201

Skills/Abilities	Excellent	Above Average	Average	Fair	Poor
General attitude					
Courtesy to others					
Punctuality at the workplace					
Responds well to instruction					
Shows responsibility					
Shows commitment					
Sets and meets goals					
Works independently					
Interpersonal/communication skills					
Overall quality of project					

Do you have any suggestions regarding your student intern's performance?

Do you have any suggestions for improving the SSCPS Senior Project particularly in the area of mentoring?

Other Comments/Suggestions

Student Self-Evaluation Form

Student's Full Name _____ Date _____
(Please Print)

Project: _____

Directions: Answer the questions below as a self-evaluation of your Senior Project experience. You must return this completed evaluation form to your Senior Project Advisor by **May 24, 2010**.

Summary of your Senior Project:

List three things you learned from working on this project:

1. _____
2. _____
3. _____

Did you encounter any problems while working on this project? How did you overcome them?

If you could start your project over, what would you do differently?

What was your most valuable accomplishment while completing your senior project?

What did you learn about yourself? (use the back or a separate piece of paper)

Senior Project Reflective Paper

Due: May 24, 2010

Name: _____

Date Received: _____

Criteria Description	0 Needs more work	1 Criteria somewhat	2 Criteria Met	Comments
Describes Senior Project in detail (see attached outline)				
Describes at least 3 things that were learned from the project				
Discusses any problems encountered and how they were overcome				
Student discusses what would be done differently if they could start the project again				
Student discusses what he/she learned about themselves by participating in the project				
Student discusses his/her most valuable accomplishment on the project				
Establishes a reflective tone				
Defines terms when necessary				
Establishes a clear, coherent, logical presentation				
Proper Length: 8-10 pages				
Evidence of proper grammar, spelling, and Presentation				
Reflective conclusion on your intern experience.				