

Winterim Internships 2010

Internships scheduled during our Winterim are a unique opportunity for our juniors and seniors to observe and experience a working professional's life for two weeks. This experience in the world of adult realities allows them to see the time lawyers do not spend in a courtroom, to discover the patience required to teach second grade, or to observe the precision required to be an engineer or research scientist. These experiences can aid in major decisions the students are currently facing and more importantly in the discovery of how God has uniquely equipped them. Even internships that do not turn out as expected can be valuable tool, in the discovery process.

To participate in Winterim as an intern is a privilege that involves significant responsibility on the part of the student. Remember, the internship is a formally structured learning experience that starts long before the first day on the job. Student interns and their parents are expected to review and understand the following **guidelines and policies**:

Parents:

1. It is important that you understand that your student's internship location and working environment is not Statesville Christian School. Although we believe, to the best of our knowledge, it is a safe and positive environment, we cannot guarantee that the standards held by Statesville Christian School are the same as those standards held by the internship host or business. You must be comfortable with the environment that your student has chosen. Please talk with the internship host or with Mr. Mroczek or Mrs. McKay if you have any questions.
2. All insurance is the responsibility of the parents. Parents agree to provide adequate coverage for the needs of the student intern and will not hold Statesville Christian School, the internship host, or the internship business responsible in any manner.
3. Transportation to and from the work place is the responsibility of the family. SCS, the internship host, nor the internship business will be responsible for any transportation liability.

Personal Commitment:

1. Your internship should include between 50 and 60 hours over the 12 days that you are at your internship. Do not alter your hours to attempt to take a whole day off. Remember, this is the opportunity you have chosen to get a realistic taste of what this kind of work is like over a two-week period.
2. Interns in the Lake Norman area will need to contact their host and make an appointment to meet him/her and visit the location prior to November 13th. Introduce yourself, get acquainted with the location, determine the host's expectations of you, and confirm your work hours, where you should park, and the appropriate dress for the position. **Don't forget to have them sign the contract!**
3. Interns outside the area, likewise, should contact their hosts via phone or email in order to settle all necessary questions (both yours and the host's).

4. Neither tardies nor detentions exist in the real world. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your supervisor if you are ill or anticipate being late. Also call and leave a message for Mr. Mroczek (704.873.9511 x202) as well.
5. Carefully listen to and follow the instructions of your supervisor. Attention to detail is essential to being successful.
6. Cooperate with your co-workers and others with whom you come in contact. Remember, you are the guest. You can learn by listening and watching as well as by doing.
7. Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
8. Eat lunch on your own time, not on company time. Find out where and when you should plan to eat.
9. Represent yourself and Statesville Christian School in the best possible manner, and be consistent with our school standards for conduct. Your effort, attitude, and actions will affect future opportunities for our interns.

Grading:

1. You will receive a grade for your internship. Evaluation will be based on successful completion of the internship, including timely submission of your post-report. In your post-report, please go beyond the basic ideas simply of what you did, and reflectively think through all of the implications of this experience to your life.

The following **responsibilities** and **deadlines** will allow students to participate effectively in the 2010 Winterim Internship Program:

RESPONSIBILITIES

1. Contact potential internship hosts and share specific requirements of the internship. For example, dates (January 4-14th, 2010), number of hours (50-60) and possible goals (mutually determined) should be discussed. (1/2 day internships are required to complete 30 hours).
2. *If you have no contacts for your area of interest, contact Mr. Mroczek immediately.*
3. Attempt to reach a tentative agreement with a host before turning in the Internship Application.
4. Communicate with host to determine a description of the internship and at least two goals for the internship. Record the information on the Internship Contract along with contact information for the host. (A copy of this signed contract will be sent to the host.)
5. Schedule a visit to the internship location by November 13th.
6. Fulfill obligations as agreed upon with host, and expect a visit from a member of the Statesville Christian School faculty during the internship (Lake Norman Area interns only).

7. Complete and turn in a post-report. Interns may express what they learned in a variety of creative manners. Students may (1) keep a daily journal of their experiences; (2) write a major report; (3) generate a scrapbook; (4) develop a PowerPoint presentation; (5) create a video; or (6) turn in a tangible product created in the course of the internship. The expectation is that the post-report will reflect what the student learned over the course of the internship.
8. Attend final meeting of interns with Mrs. McKay and Mr. Mroczek.

DEADLINES

- Monday, November 6th, 2009: Application DUE

The application can be *downloaded from website* or picked up from Mr. Mroczek in his office.

- Monday, November 13th, 2009: Contract DUE (requires parent signature)

Contract can be *downloaded from website* or picked up from Mrs. Sickmond in her office.

- November/December: Intern contacts host and visits work location.

- Monday, January 4, through Thursday, January 14, 2010: INTERNSHIP

- Friday, January 15, 2010: Final Meeting on SCS Campus

All Lake Norman Area interns will be expected to attend this meeting. Students who have served outside the area but have returned prior to the meeting also will be expected to attend. Post-reports are due at this time unless prior arrangements have been made with Mr. Mroczek.