DERRY TOWNSHIP SCHOOL DISTRICT

HERSHEY HIGH SCHOOL
P.O. Box 898
Homestead Road
Hershey, PA 17033
(717) 531-2244 Ext. 1228
Fax: (717) 534-2684

INTERNERSHIP PROGRAM
2012 - 2013
WHAT IS THE STUDENT’S ROLE AS AN INTERN?

WHAT IS THE STUDENT’S ROLE?

❖ Participate in monthly intern meetings at Hershey High School.
❖ Sign and adhere to the expectations and requirements in the Internship Agreement.
❖ Understand and comply with the rules and regulations of the worksite.
❖ Demonstrate specified learning outcomes as outlined in the training agreement and detailed in the student’s monthly goals and objectives.
❖ Communicate with the mentor and school immediately about questions regarding assignments, expectations, or appropriate behavior.
❖ Provide feedback about the internship experience through meetings with the school’s coordinator.
❖ The intern must achieve a 70 percent current GPA and no failing classes as outlined in the Regional Employability Certificate requirements.
❖ Maintain good attendance and punctuality at school and at the training site. If unable to work because of an illness or unforeseen emergency, he or she must notify the training site and the school before the start of the normal workday.
❖ The intern will adhere to training site policy; the intern may be released for the same reasons as those for regular employees.
❖ The intern and parents agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from work.
❖ The intern agrees to carry school insurance or have comparable coverage for accident protection.
❖ The intern is expected to wear attire appropriate for the workplace.
❖ The intern will complete a minimum portfolio of the following:
  a. A time card for each week. The mentor must sign this card. Time cards should be turned into the school every Monday.
  b. A daily log of activities and experiences
  c. Quarterly goals and objectives.
  d. A project each marking period.
  e. Final Internship Project: Oral Presentation in presentation software of choice. (Graduation Project). Submission of this project must be uploaded to Moodle.
WHAT IS THE MENTOR’S ROLE?

The employer’s role as a mentor in the internship program is to collaborate with the student and the school to develop goals, objectives, activities and competencies; set outcomes and identify activities to achieve them. The mentor instructs, supervises and supports the student. Periodic evaluations will be completed.

WHAT DOES THE MENTOR DO?

- **Develop a training plan with the student and the school.** All parties should agree on the goals, activities and competencies to be achieved, as well as the ways the student can demonstrate learning. The student should be given a variety of work assignments and be supervised by an experienced person.
- **Sign the Internship Agreement.** The school will provide this agreement.
- **Establish the student’s weekly schedule.** Confirm the student’s daily and weekly schedule.
- **Sign the student’s weekly time card.**
- **Work with the student to establish monthly goals and objectives to complete the activities outlined.**
- **Provide necessary safety instruction throughout the student’s training.**
- **Make the student feel a part of the workplace.** Help your student feel a part of the workplace instead of a visitor. You may provide a workspace, an e-mail address, an identification badge.
- **Introduce the student to fellow co-workers and provide a tour of the company or plant.**
- **Supervise, instruct and train the student.** Convey not only how something is done, but also why it is done in a certain way. Relay the consequences an activity has on the work of others.
- **Hold the student to high expectations.** Set the same expectations for the student as you would for any entry-level worker. Hold him or her accountable to the same rules that apply to regular employees, and subject him or her to the same disciplinary procedures.
- **Provide feedback to the student and to the school.** Convey positive feedback as well as constructive criticism. When you speak with the student, express your opinion and give the student a chance to express his/her thoughts on the issue.
- **Listen between the lines.** Throughout the experience, you will be teaching, explaining, and demonstrating new processes and procedures to the student. Don’t assume the student understands everything that is going on. Question him or her for feedback.
- **Keep in regular contact and participate in meetings if necessary** with the school and the student to discuss progress and to report any concerns.
- **Evaluate student performance.** A quarterly evaluation form will be provided by the school.
INTERNERSHIP PROGRAM
Hershey High School

RESPONSIBILITIES

1. TIME CARDS: Complete a time card each week. This card must be signed by the mentor and turned into Mrs. Ritchey every Monday. Points will be deducted for late work.

2. DAILY LOG: Keep a daily log of activities and experiences. Your log should be turned into Mrs. Ritchey every Monday. Points will be deducted for late work. Include: Your tasks and assignments - What did you do to accomplish those tasks/assignments - Important details/information you need to remember and reflections. Points will be deducted for late work.

3. GOALS AND OBJECTIVES: Work with your mentor in establishing your quarterly goals and objectives.

4. EVALUATIONS: Quarterly by Mentor

5. ATTEND MONTHLY INTERN MEETINGS: Participation grades will be given and if you don’t attend you will not get the points.

6. A PROJECT IS REQUIRED EACH MARKING PERIOD:

   * First Marking Period - CAREER PROJECT
     Students may select either the suggested project or choose a topic.
     Swap projects must be preapproved by Mrs. Ritchey.

   * Second Marking Period - CAREER SHADOWING FULL DAY EXPERIENCE AT INTERNSHIP LOCATION. A one-page reflection summary about the full day experience should be submitted to Moodle.

   * Third Marking Period - RESUME and ½ DAY INDEPENDENT CAREER SHADOWING EXPERIENCE (CANNOT BE AT INTERNSHIP LOCATION). Prior to the shadowing experience, the intern will complete the shadowing form and submit to the high school office for approval. A one-page reflection summary about the shadowing experiences should be written and submitted to Moodle. The intern will also need to provide a copy of the thank you note to Moodle that will be written to the contact at the shadowing location.

   * Fourth Marking Period - ORAL PRESENTATION in software of intern choice and will be submitted for a grade in Moodle. (CAN BE THE INTERN’S SENIOR GRADUATION PROJECT IF RELATED TO INTERNSHIP)

The final internship project should be a culminating activity demonstrating depth of understanding in the area of concentration. The intern’s mentor should be involved in the process. The project demands adequate preparation time and practiced public presentation skills. The presentation should be 5-7 minutes in length and must include visuals. Visuals could be slides, video or a computer presentation. Students are required to present their projects in a classroom (with approval by Mrs. Ritchey) or at the monthly meeting in April or May. Failure to complete the Final Internship Presentation will result in a “0” as the Final Exam Grade. If the intern decides to use the final presentation as his/her graduation project and does not want to present two times, he/she should record the presentation when graduation projects are presented and give a copy to Mrs. Ritchey along with a copy of the PowerPoint presentation in Moodle. (Both documents should be loaded to Moodle)
**INTERN TRAINING AGREEMENT**

| STUDENT NAME | _____ | PHONE | ________________________________ |
| ADDRESS | ________________________________ | CELL | ________________________________ |
| BIRTHDATE | _____ | AGE | _____ | STUDENT NUMBER | _____ | Email | ________________________________ |
| SCHOOL CURRICULUM | ________________________________ | STUDENT’S CAREER OBJECTIVE | ________________________________ |
| NAME OF FIRM | ________________________________ | | |
| ADDRESS | ________________________________ | TELEPHONE | ________________________________ |
| TRAINING MENTOR | ________________________________ | TELEPHONE | ________________________________ |
| DATES OF INTERNSHIP: BEGINNING | ________________________________ | ENDING | ________________________________ |
| DAYS/HOURS PER WEEK | ____________ | TIME FROM | ________ | TIME TO | ________ | RELEASE TIME | ____________ |
| DRESS CODE | ________________________________ | |

**MENTOR RESPONSIBILITIES:**
1. The mentor will evaluate the progress of the student intern on a regular monthly basis.
2. The student intern will be given a variety of work assignments and be supervised by an experienced person.
3. The mentor will arrange a conference with the coordinator when a trainee problem arises.
4. The mentor will provide necessary safety instruction throughout the student’s training.

**STUDENT INTERN RESPONSIBILITIES:**
1. The intern will adhere to training site policy; the intern may be released for the same reasons as those for regular employees.
2. The intern must be regular in attendance during the internship. If unable to work because of an illness or unforeseen emergency, they must notify the training site and the school before the start of the normal workday.
3. The intern is obligated to comply with any confidentiality and professional policies established by the training site.
4. The intern and parents agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site. (Pennsylvania State Law) The school and employer assume no liability for accidents occurring to and from work.
5. The intern agrees to carry school insurance or have comparable coverage for accident protection.
6. The intern is expected to wear attire appropriate for the workplace.
7. The intern will complete a minimum portfolio of the following:
   a. A time sheet for each week. The mentor must sign this sheet. Time sheets and journals should be turned into the school every Monday.
   b. A daily journal of activities, experiences and reflections.
   c. Quarterly Goals and Objectives
   d. A project each marking period.
   f. Final Internship Project: Oral presentation in software choice of intern and uploaded to Moodle for a grade.
8. The intern will attend monthly intern seminars at Hershey High School.

**SCHOOL RESPONSIBILITIES:**
1. The program is under the direct supervision of a certified cooperative education coordinator.
2. The cooperative education coordinator will visit the student intern and training mentor on a regular basis at the training site.

**PROGRAM OBJECTIVES:**
See Additional Form

This memorandum is for the purpose of outlining the agreement between the school and mentor on the conditions of training to be given a student intern. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement. A parent guardian signature indicates approval of the program and the understanding that the student will be responsible for transportation and all expenses incurred by the student in the pursuit of the internship experience. Parent signature further releases Derry Township School District and all employees from any and all liabilities incurred by the student while pursuing this internship program.

| Student Intern Date | Parent or Guardian Date |
| Mentor Date | Coordinator Date |
INTERN PROGRAM

DRIVING PERMISSION

I/WE, THE PARENT(S) / GUARDIAN OF _____________________________
(Student’s Name)

WHO IS PRESENTLY ENROLLED IN THE INTERN PROGRAM, GIVE

PERMISSION FOR _________________________________________________
(Student’s Name)

TO LEAVE SCHOOL AT ____________________________ TO DRIVE FROM
(Time)

HERSHEY HIGH SCHOOL TO _______________________________________
(Name of Internship Site)

DURING THE 2012-2013 SCHOOL YEAR.

__________________________
(Signature of Parent/Guardian)  _________________________
(Date)
Internship Confidentiality Agreement

2012-2013

I agree that I will not discuss, reveal, copy, or in any manner disclose any confidential information I see or hear during the course of my internship experience.

I understand that all information is confidential.

______________________________________________________________________________
Student Name (Please print clearly)

______________________________________________________________________________
Signature of Student

______________________________________________________________________________
Date

______________________________________________________________________________
Parent’s Signature if Student requesting Internship is under the age of 18

______________________________________________________________________________
Date
Intern Program

Code of Conduct

ATTENDANCE
I must adhere to my agency’s attendance policy when reporting to my internship and requesting off.

My attendance policy when reporting to my internship is: ___________________________________
_____________________________________________________________________________________

My attendance policy when requesting off from my internship is: _____________________________
_____________________________________________________________________________________

Name of Person to Contact ________________________________________________________________
Phone Number to Contact ________________________________________________________________
Email Contact ________________________________________________________________

HOURS AND BREAKS
I must adhere to my agencies work hours and break times.

My weekly intern schedule is ___________________________________________________________
I start my internship at __________ and end my internship at _______________.
I am schedule to intern _______________ hours per week.
My break time is _______________ to _______________.

TRANSPORTATION
It is my responsibility to get to and from my internship site.

My means to and from my internship site is: ________________________________________________
_____________________________________________________________________________________

DRESS/ATTIRE
My Dress/Attire must be appropriate for my internship site.

The dress code at my internship is: ______________________________________________________
_____________________________________________________________________________________

The following items are not permitted to be worn at my internship: _____________________________
_____________________________________________________________________________________

SMOKING
I will NOT smoke during my internship. Smoking is NOT permitted at school and therefore not permitted at my internship.

PROFESSIONALISM
I will address my co-workers and supervisors in a respectful, professional manner, taking pride in my internship, and making my mentor proud of me.

STUDENT __________________________________________________ DATE ______________
MENTOR __________________________________________________ DATE ______________
List three goals you want to accomplish during the 1st quarter during your Internship. For each goal, list three things you will do to accomplish each goal. Include your strategy – your planning and timetable. Be specific. Include dates and times.

GOAL ONE:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLAN TO ACCOMPLISH GOAL ONE: (List 3 specific things.)

1.

________________________________________________________________________

2.

________________________________________________________________________

3.

GOAL TWO:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLAN TO ACCOMPLISH GOAL TWO: (List 3 specific things.)

1.

________________________________________________________________________

2.

________________________________________________________________________

3.

GOAL THREE:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLAN TO ACCOMPLISH GOAL THREE: (List 3 specific things.)

1.

________________________________________________________________________

2.

________________________________________________________________________

3.
NAME ______________________ 2ND QUARTER INTERN GOALS

List three goals you want to accomplish during the 2nd quarter during your Internship. For each goal ~ list three things you will do to accomplish each goal. Include your strategy – your planning and timetable. Be specific. Include dates and times.

GOAL ONE:

______________________________________________________________________

______________________________________________________________________

PLAN TO ACCOMPLISH GOAL ONE: (List 3 specific things.)

1.

2.

3.

GOAL TWO:

______________________________________________________________________

______________________________________________________________________

PLAN TO ACCOMPLISH GOAL TWO: (List 3 specific things.)

1.

2.

3.

GOAL THREE:

______________________________________________________________________

______________________________________________________________________

PLAN TO ACCOMPLISH GOAL THREE: (List 3 specific things.)

1.

2.

3.
NAME ____________________________ 3RD QUARTER INTERN GOALS

List three goals you want to accomplish during the 3rd quarter during your Internship. For each goal ~ list three things you will do to accomplish each goal. Include your strategy – your planning and timetable. Be specific. Include dates and times.

GOAL ONE:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PLAN TO ACCOMPLISH GOAL ONE: (List 3 specific things.)

1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________

GOAL TWO:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PLAN TO ACCOMPLISH GOAL TWO: (List 3 specific things.)

1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________

GOAL THREE:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PLAN TO ACCOMPLISH GOAL THREE: (List 3 specific things.)

1.______________________________________________________________________
2.______________________________________________________________________
3. ______________________________________________________________________
List three goals you want to accomplish during the 4th quarter during your Internship. For each goal ~ list three things you will do to accomplish each goal. Include your strategy – your planning and timetable. Be specific. Include dates and times.

GOAL ONE:

__________________________________________

__________________________________________

__________________________________________

PLAN TO ACCOMPLISH GOAL ONE: (List 3 specific things.)

1. 

2. 

3. 

GOAL TWO:

__________________________________________

__________________________________________

__________________________________________

PLAN TO ACCOMPLISH GOAL TWO: (List 3 specific things.)

1. 

2. 

3. 

GOAL THREE:

__________________________________________

__________________________________________

__________________________________________

PLAN TO ACCOMPLISH GOAL THREE: (List 3 specific things.)

1. 

2. 

3.
**INTERN PROGRAM**
**WEEKLY REPORT**

**NAME**
__________________________________________________________

**TRAINING AGENCY**
__________________________________________________________

**MENTOR’S NAME**
__________________________________________________________

<table>
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**TIME IN**

**TIME OUT**

**TOTAL**

**INTERN HOURS** ___________________________     **INTERN # of DAYS** ____________

**MENTOR’S SIGNATURE** __________________________________________________________

**WEEKLY JOURNAL WITH LOG OF DUTIES AND RESPONSIBILITIES,**
**SUMMARY OF ACTIVITIES AND REFLECTIONS OF THE WEEK:**

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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INTERN PROGRAM
RULES AND REGULATIONS

MRS. RITCHEY’S CONTACT INFORMATION: 531-2244, EXT. 1228 or 736-3705 (CELL PHONE)

1. The intern will be required to meet real world work expectations and the applicable PA Academic Standards for Career Education and Work. (See page 23)

2. The intern will adhere to the training site policy; the intern may be released for the same reasons as those for regular employees.

3. The intern must demonstrate responsible, punctual attendance with a maximum of 10 nonconsecutive days absent during the school year. Extended absences will be excused by a doctor’s note. Students with excessive absences and tardiness will be removed from the Intern Program. (See Employability Certificate requirements) In order to receive a Regional Employability Certificate, the student must demonstrate responsible attendance.

4. The intern and parents agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from work.

5. The intern agrees to carry school insurance or have comparable coverage for accident protection. It is strongly recommended that the student have health and accident insurance, either purchased through the school or home or through a family or individual policy.

6. The intern is expected to wear attire appropriate for the workplace.

7. A portfolio of the following will be completed by the intern. Failure to complete the required assignments will result in the student being removed from the Intern Program.

   a. A time card for each week, signed by the mentor and turned into the school every Monday.
   b. Daily Log of Activities, Experiences and Reflections
   c. Quarterly Goals and Objectives
   d. Career Project - First Marking Period
      (Students may elect to select a different project. Projects must be preapproved by Mrs. Ritchey.)
   e. CAREER SHADOWING FULL DAY EXPERIENCE AT INTERNSHIP LOCATION - 2ND Marking Period
   g. Resume - Third Marking Period
   h. ½ DAY INDEPENDENT CAREER SHADOWING EXPERIENCE (CANNOT BE AT INTERNSHIP LOCATION) – Third Marking Period
   i. The final internship project should be a culminating oral presentation in a software of intern choice demonstrating depth of understanding in the intern’s area of concentration. The mentor should be involved in its preparation. The presentation should be 5-7 minutes in length and must include visuals. Visuals could be slides, video or a computer presentation. Students are required to be present in a classroom (with approval by Mrs. Ritchey) or at the monthly meeting in April or May. Failure to complete the Final Internship Presentation will result in a “0” as the Final Exam Grade. The project should be submitted for a grade in Moodle.

8. The intern will attend the monthly intern meetings held at Hershey High School.

9. The intern will not receive any special privileges or rights. The intern is still a student and must obey all school rules and regulations. Failure to do so may result in being removed from the program.

10. CREDITS: The intern can earn one or two credits for participation in the Intern Program. This is based on the number of hours at the internship site.
11. The intern must achieve a 70 percent current GPA and no failing classes as outlined in the Regional Employability Certificate requirements.

12. **SCHOOL AM and INTERNSHIP PM** – If the intern is absent from school in the morning or he/she arrives after 10 AM, the intern is NOT TO REPORT FOR HIS/HER INTERNSHIP IN THE AFTERNOON except in very unusual situations and then SPECIAL PERMISSION MUST be secured from Mrs. Ritchey. Failure to secure special permission may result in being marked ILLEGALLY ABSENT for the day. Remember, if the intern is too sick to come to school, he/she is too sick to report to his/her internship. If the intern is unable to report to his/her internship, it is THE RESPONSIBILITY OF THE INTERN to call his/her mentor AS SOON AS POSSIBLE. Parents of interns are not to call mentors for the intern because it is the responsibility of the intern. Parents of interns need to call the school before 8:15 AM to report their son’s/daughter’s absence to the absentee hotline at 533-1815, select 5. The intern must call or **E-mail** Mrs. Ritchey and their mentor to report their absence or appointment by 8:15 AM. Phone - Mrs. Ritchey 531-2244 Ext. 1228 or text with the intern name to 736-3705 or **E-mail** to britchey@hershey.k12.pa.us.

**INTERNSHIP AM and SCHOOL PM** – If the intern is too sick to attend his/her internship and school on any school day, the school MUST BE CONTACTED by a parent to report the intern’s absence. Parents need to call the school before 8:15 AM to report their son’s/daughter’s absence to the absentee hotline at 533-1815, select 5. The intern must also call or **E-mail** Mrs. Ritchey and their mentor to report their absence or appointment by 8:15 AM. Phone - Mrs. Ritchey 531-2244 Ext. 1228 or text to 736-3705 or **E-mail** to britchey@hershey.k12.pa.us.

If the intern reports to the school that they are sick and then reports to their internship, the intern will be marked ILLEGALLY ABSENT and the proper disciplinary action will be taken. If the intern is assigned to ACE he/she is not permitted to report to their internship on the day(s) of their assignment.

13. The intern should not ask to be excused from their internship until he/she first discusses it with Mrs. Ritchey. He/she should understand that daily attendance at an internship is essential unless the intern is ill or in cases of unusual emergencies or special occasions.

14. The intern may not sever connections with a mentor and firm without consent of the school coordinator (Mrs. Ritchey), and then only after Mrs. Ritchey has made the proper and necessary arrangements with the mentor.

15. The intern should understand that as a member of the Intern program he/she is representing Hershey High School and should perform all duties in a loyal and faithful manner and work to the best interest of all concerned.

16. The intern must **SIGN-IN/SIGN-OUT** in the High School Office every day without fail. He/she should sign-in/out **IMMEDIATELY** before leaving or entering the building. Failure to sign-out or sign-in will result in the intern being removed from the program.

17. The student must have no history of repeated discipline problems and must exhibit the ability to work well with others as outlined in the Regional Employability Certificate requirements.

The intern must follow all of the Rules and Regulations as outlined above, meet all workplace expectations, and exhibit behavior consistent with the Pennsylvania Academic Standards for Career Education and Work. Failure to do so will result in the issuance of an Improvement Plan and possible removal from the program.

Please sign below indicating that you have read, understand, and agree to comply with the above Internship Rules and Regulations and the PA Academic Standards for Career Education and Work.

**PLEASE NOTE:** Failure to follow Rules and Regulations will result in a grade deduction, issuance of an improvement plan, disciplinary action, and removal from the program.

Student’s Signature ___________________________ Date ___________

Parent’s Signature ___________________________ Date ___________
Pennsylvania Academic Standards for Career Education and Work*

Here's what students should know and be able to do by **Grade 11**

Career Awareness and Preparation (Exploring Jobs)
13.1.11.A Relate careers to individual interests, abilities, and aptitudes.
13.1.11.B Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals.
13.1.11.C Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.
13.1.11.E Justify the selection of a career.
13.1.11.F Analyze the relationship between career choices and career preparation opportunities.
13.1.11.G Assess the implementation of the individual career plan.
13.1.11.H Review personal high school plan in light of current personal career goals and select postsecondary opportunities based upon personal career interests.

Career Acquisition (Getting a Job)
13.2.11.A Apply effective speaking and listening skills used in a job interview.
13.2.11.B Apply research skills in searching for a job.
13.2.11.C Develop and assemble, for career portfolio placement, career acquisition documents.
13.2.11.D Analyze, revise, and apply an individualized career portfolio to chosen career path.
13.2.11.E Demonstrate the application of essential workplace skills/knowledge in the career acquisition process.

Career Retention and Advancement (Keeping a Job)
13.3.11.A Evaluate personal attitudes and work habits that support career retention and advancement.
13.3.11.B Evaluate team members’ roles to describe and illustrate active listening techniques.
13.3.11.C Evaluate conflict resolution skills as they relate to the workplace.
13.3.11.D Develop a personal budget based on career choice.
13.3.11.E Evaluate time management strategies and their application to personal and work situations.
13.3.11.F Evaluate strategies for career retention and advancement in response to the changing global workplace.
13.3.11.G Evaluate the impact of lifelong learning on career retention and advancement.

Entrepreneurship (Creating a Job)
13.4.11.A Analyze entrepreneurship as it relates to personal character traits.
13.4.11.B Analyze how entrepreneurship relates to personal character traits through the ongoing development of the career portfolio.
13.4.11.C Develop a business plan for an entrepreneurial concept.

*Assessment points listed on this chart were abbreviated for space reasons. To view the original document, visit: [http://www.pacareerstandards.com/documents/career-education-and-work-standards.pdf](http://www.pacareerstandards.com/documents/career-education-and-work-standards.pdf)
CAREER RESEARCH PROJECT

NAME OF CAREER: ____________________________________________________________________

1. **DUTIES AND RESPONSIBILITIES:** What is the nature of the work, and what will your duties be? What specific tasks do workers in this career perform? Are the workdays repetitive or full of new experiences? Is the pace easy, or is the career a high-pressure one? Is the work primarily physical or mental? Will you enjoy these responsibilities?

2. **WORKING ENVIRONMENT:** What are the working conditions for this occupation? Is the work done mainly indoors or outdoors? Is the work performed while sitting, standing, or on the move? Are the indoor facilities air-conditioned and heated? Is the work environment dangerous in any way? Is the workplace clean, dirty or dusty? Can you work around dirt and dust without a problem? Are you working alone or with other people? Will you enjoy working in this environment?

3. **WORKING HOURS:** What are the normal working hours? Does the job require working weekends, nights, shifts, holidays, overtime? When are you at your best? Will you enjoy working these hours?

4. **APTITUDES AND ABILITIES:** What aptitudes and abilities are needed for this career? What personal and physical qualities do I need for the career? Do your natural talents match with the aptitudes and abilities required for this career?

5. **INTERESTS:** Identify your interests and describe how they will match with the duties and responsibilities of the career.

6. **VALUES:** Your values are the principles that you want to live by and the beliefs that are important to you. Identify your values and describe how they affect your career choices.

7. **EDUCATION AND TRAINING:** What are the educational and training requirements needed to enter and progress in this career? What are the qualifications for this occupation? Where do you plan to acquire the required education and training? Include the following information: name of the school/college, type, location, size, admission requirements, quality of program, time needed to complete the program, estimated yearly cost, type of financial aid available.

8. **TECHNICAL SKILLS:** What technical skills does this career require? Be Specific.

9. **EXPERIENCE:** What kind of experience is required for entry into this career?

10. **DATA-PeOPLE-THINGS RELATIONSHIP:** Careers involve working with data, people, and things. Many careers entail working with all three categories. For any given career, though, one area tends to predominate. Will this career involve working with mostly data, people, or things? Please explain. Do you enjoy working more with data, people or things? Please explain.

11. **SALARY AND FRINGE BENEFITS:** What is the beginning salary, average salary and top salary for this career? Do workers in this career usually receive fringe benefits? If so, what are they? Will this career provide you with enough money to live the lifestyle you desire?

12. **ADVANCEMENT:** What are the advancement opportunities for this career? Is the job you are looking at a "dead-end" one? Or can you be promoted to a better-paying position with more responsibility?

13. **CAREER OUTLOOK:** What is the future employment outlook for this career? Are there a lot of jobs available in the career area in which you are interested? What are the job trends? Will the industry get bigger? Will it get smaller?

14. **RELATED OCCUPATIONS:** List and briefly describe two related occupations to this career.

15. **PLAN OF ACTION:** Include your short-range goals, your medium-range goals, your long-range goals and your ultimate career goal. Be specific. Include dates and a time line.

16. **SUMMARY:** Why did you choose this career?

17. **WORKS CITED PAGE:** Cite your work throughout the project using proper MLA format. Include a Works Cited Page. You must use at least 5 sources.
SUGGESTED WEB SITES

Occupational Outlook Handbook (OOH) On-line
http://www.bls.gov/oco/home.htm

Describes over 300 occupations, which account for 91% of all jobs in the US. The OOH is a standard reference supplying information about the nature of work, working conditions, employment training, job outlook, earnings, related occupations and additional information.

* Education Planner is your one-stop career and college-planning site. Education Planner has the information you need to research careers, choose a postsecondary school, apply on-line, and find ways to finance your education.
http://www.EducationPlanner.org

* PHEAA
Creating Access to Education
www.pheaa.org

* MONSTER
#1 career website
http://www.monster.com

Career Key:  http://www.careerkey.org/english/
Career Zone:  http://www.nycareerzone.org/flash/index.jsp
College Search:  http://www.collegeboard.com/apps/careers/index
My Future:  http://www.myfuture.com/
School Finder:  http://www.schoolfinder.com/
Career Link:  http://www.mpc.edu/cl/index.htm
Project Career:  www.projectcareer.com

Job Smart Career Guides
http://www.jobsmart.org/tools/career/spec-car.htm
Links to other web sites, which provide information about different career choices. Find information such as: What kind of training is required? What are typical earnings? What is the work environment? And much more...
INTERNSHIP PROGRAM  
Hershey High School

TRAINING SITE MANUAL (1st Quarter Alternative Project)

The following is a suggested outline for developing your training site manual. Your mentor and coordinator will be able to help you in every way possible.

I. JOB MANUAL
   A. Introduction of yourself
   B. Purpose/Importance of the Training Site Manual

II. BASIC FACTS ABOUT MY TRAINING SITE
   A. Name, as it appears in their records
   B. Address in full - street, city, state, zip
   C. Telephone number
   D. Founded or organized. Provide a brief history of the organization
   E. Owner or manager's name
   F. Mentor’s name
   G. Fellow or co-workers
   H. Total number of employees in the training site
   I. Working hours and days per week open
   J. Training hours of intern

III. MY TRAINING SITE (RULES AND REGULATIONS)
   A. Method of checking-in and out
   B. Method of leaving during work hours
   C. Use of phone for personal use
   D. Use of E-mail and the Internet
   E. Lockers or dining rooms for employees
   F. How do you address your mentor? Mr.? Sir? Mrs.?
   G. How do you address your co-workers?
   H. Include an organizational chart

IV. COMPANY PROFILE
   A. What are the different occupations within the organization?
   B. Describe the projected future growth, if any, of the organization?
   C. What are the career opportunities with this organization?
   D. What entry level skills are expected of new employees?
   E. Describe advancement potential within the organization?
   F. What is the organization’s target market?
   G. What, if any, are the major competitors for this organization?
   H. Describe the working conditions within the organization?
   I. Describe any down sides in a career related to this field?
V. METHODS OF EMPLOYMENT

A. Is there a human resources department? Name of manager?
B. Describe how someone would obtain employment with this company.
C. Would interested applicants have to take any tests? If yes, what type of tests?
D. What forms would they fill out? Please include an application form.
E. What sort of questions would the interviewer ask?
F. Any other information you feel is helpful.

VI. TRAINING

A. Kinds and types of training available.
B. Is there a policy manual at your training site? Please include if possible.
C. How is the training evaluated? Please include forms if possible.

VII. INTERNSHIP DESCRIPTION

Please include a complete and detailed description of the things you do in connection with your internship. Arrange them in chronological order, if possible.

VIII. EQUIPMENT, TOOLS AND SUPPLIES

A. Kinds of equipment or supplies you use
B. Where and when you obtain supplies

IX. SAFETY

A. Safety rules and regulations
B. How are accidents handled?
C. Are there hazards connected with your internship?

X. PRODUCTS PRODUCED OR SOLD---SERVICES PERFORMED

A. Describe principle products produced, sold or services performed
B. Methods of distribution

XI. LAYOUT OF YOUR TRAINING SITE (Store, Shop or Office)

A. Draw a simple sketch of your training site and include it in your manual.
B. Please include pictures if possible.

XII. PUBLIC RELATIONS AND ADVERTISING

A. Describe how your training site fits into the community.
B. Include any advertising and other publications your training site uses.

XIII. BIBLIOGRAPHY
<table>
<thead>
<tr>
<th></th>
<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. JOB TRAINING/KNOWLEDGE/SKILLS:</strong> Measures student’s job knowledge and skills as related to the organization’s mission.</td>
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</tr>
<tr>
<td>Consistently applies job knowledge/skills to work assignments.</td>
<td>Uses opportunities to expand job knowledge/skills.</td>
<td>Work reflects adequate job knowledge/skills.</td>
<td>Lacks basic or sufficient job knowledge/skills.</td>
<td>Rarely demonstrates basic job knowledge/skills.</td>
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<td>Comments:</td>
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<tr>
<td><strong>2. ATTENDANCE/PUNCTUALITY:</strong> Measures student’s adherence to established work schedule and is on time and prepared to work.</td>
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</tr>
<tr>
<td>Consistently reports to work as scheduled.</td>
<td>Rarely absent or late.</td>
<td>Occasionally absent or late.</td>
<td>Frequently absent or late.</td>
<td>Excessively absent or late.</td>
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<td>Comments:</td>
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<tr>
<td><strong>3. WORK ATTITUDE:</strong> Measures student’s positive response to authority, assignments, and instructions.</td>
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<tr>
<td>Consistently demonstrates a positive/respectful attitude.</td>
<td>Frequently demonstrates a positive/respectful attitude.</td>
<td>Acceptable attitude.</td>
<td>Negative attitude.</td>
<td>Disrespectful, unacceptable attitude.</td>
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<td>Comments:</td>
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<tr>
<td><strong>4. WORK HABITS:</strong> Measures student’s performance in the areas of appropriate appearance, proper conduct, ethical behavior, and policies and procedures.</td>
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<tr>
<td><strong>5. WORK RESULTS:</strong> Measures student’s results in meeting expectations of quality, quantity, customer service, and timeliness.</td>
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<tr>
<td>Consistently exceeds expectations.</td>
<td>Frequently exceeds expectations.</td>
<td>Meets expectations.</td>
<td>Difficulty meeting expectations.</td>
<td>Fails to meet expectations.</td>
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<td>Comments:</td>
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<tr>
<td><strong>6. INITIATIVE/PROBLEM SOLVING:</strong> Measures student’s performance in the areas of self-direction, resourcefulness, identifying and resolving problems, and completing assignments.</td>
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</tr>
<tr>
<td>Consistently demonstrates self-motivation and requires minimal supervision.</td>
<td>Frequently demonstrates self-motivation and requires minimal supervision.</td>
<td>Completes tasks with routine supervision.</td>
<td>Hesitates to get started and requires more than routine supervision.</td>
<td>Demonstrate inability to work individually or in a team.</td>
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<td>Comments:</td>
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</table>
7. INTERPERSONAL RELATIONS: Measures student’s interaction with co-workers, supervisors, and customers in an appropriate manner and adheres to Equal Employment Opportunity (EEO) policies.

<table>
<thead>
<tr>
<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently contributes to a harmonious and productive work environment.</td>
<td>Frequently contributes to a harmonious and productive work environment.</td>
<td>Interacts in a cooperative manner.</td>
<td>Difficulty getting along with others.</td>
<td>Counter-productive interpersonal relationships.</td>
</tr>
</tbody>
</table>

Comments:

8. FLEXIBILITY/ADAPTABILITY: Measures student’s ability to be flexible and adapt to changes from the daily routine.

<table>
<thead>
<tr>
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<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently demonstrates the ability to adapt and be flexible.</td>
<td>Frequently demonstrates the ability to adapt and be flexible.</td>
<td>Demonstrates the ability to adapt and be flexible.</td>
<td>Inflexible and resists change.</td>
<td>Does not adjust or adapt to change.</td>
</tr>
</tbody>
</table>

Comments:

9. COMMUNICATIONS: Measures student’s ability to communicate in an effective, timely, clear, and concise manner. Skills include listening, speaking, and writing.

<table>
<thead>
<tr>
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<th>UNSATISFACTORY</th>
</tr>
</thead>
</table>

Comments:

10. SAFETY/WORK ENVIRONMENT: Measures student’s adherence to prescribed safety standards and maintains a clean and orderly work area.

<table>
<thead>
<tr>
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<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently demonstrates safe practices and attention to work environment.</td>
<td>Frequently demonstrates safe practices and attention to work environment.</td>
<td>Demonstrates safe practices and attention to work environment.</td>
<td>Rarely demonstrates safe practices and attention to work environment.</td>
<td>Does not demonstrate safe practices and attention to work environment.</td>
</tr>
</tbody>
</table>

Comments:

Please comment on the following areas.

STRENGTHS:

OPPORTUNITIES FOR DEVELOPMENT:

JOB PROGRESS:

ATTENDANCE: "Please list specific dates during the rating period for which the student was absent or tardy to work."

OVERALL PERCENTAGE SCORE: Date:

Please review the evaluation with your student and obtain the necessary signatures below.

Work Site: Student’s Signature:

Coordinator’s Signature: Supervisor’s Signature: