**Senior Experience Internship Program**

In 2002, the Bellmore-Merrick Central High School District launched its Senior Experience Program. This successful program combines students’ vocational interests with classroom learning, while working alongside a mentor.

Over the course of the past ten years, students have learned invaluable life skills- both socially and professionally. Student alumni who have experienced the program have explained that their internships have been rewarding. Working alongside a professional in their desired field of interest “helped them navigate the conflicts of the real world” and “inspired them to set goals for their future.” Past mentors have also provided us with positive feedback about how the experience affected them both personally and professionally. They enjoyed sharing their expertise, as well as watching their mentee grow and mature over the course of the school year.

You are about to embark on an exciting opportunity to explore areas of academic, career, and vocational interest. However, **YOU** need to be responsible for yourself and take advantage of opportunities and experiences that are being afforded. Your mentor, along with your teachers, parents, and peers, will help you along this journey, **BUT YOU** must become an advocate for your own **SUCCESS**.

Please know that I am always available to help so please, do not hesitate if you have any questions, problems, or concerns. The goal is to help **YOU** have an exciting, fulfilling experience.

**If you need to contact me, you can either:**

* Find me in room 327/8 or
* E-mail me: rzocchia@bellmore-merrick.k12.ny.us
* Call me: (516) 992-1454



This handbook **MUST** be brought to class **EVERY** single day, until you are released for your internship.

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**Requirements**

**Overview**

Even though you will **NOT** see a grade for the internship component on your report card, your ability to fulfill the requirements for this element of the class are imperative and will account as 20% of your quarterly average. Moreover, failure to complete **80 hours** of service at your internship will result in **PENALTIES!**

**Quarterly Grade Assessment**

Throughout the course of the year, you will be expected to:

**Complete three (3) hours per week at your internship**  (30 pts)

**Submit time logs, signed by your mentor, weekly** (20 pts)

**Sign up for monthly meetings with internship coordinator** (10 pts)

**Maintain accurate records of time logs** (15 pts)

**Meet with internship coordinator, monthly**  (25 pts)

**Time Logs**

Every **MONDAY**, you **MUST** submit your time card to my classroom in room 327 by 2:15 of the school day. (**Note**: *If school is not in session on Monday, you must submit the time log on Tuesday by 2:15*)

Each time log must filled in completely, correctly, and **SIGNED BY YOUR MENTOR**. Failure to do so will result in a “REMIND” message that will call for your attendance at a face-to-face discussion with the internship coordinator the following day by **7:20 a.m. in room 327/8**!

*\*Further penalties may be applied, if you fail to show up to the meeting!*

**Monthly Meetings**

Every month, you must sign up by the **15th**, for your monthly meeting; this will be via Google Forms. Meetings will take place during ninth period on *most* school days; the schedule may be modified due to school holidays or events. Meetings will take place in the Senior Experience room 327/8.

**Accurate Records of Time Logs**

During your monthly meeting with the internship coordinator, you must present your record of your time log. It is essential that you, too, maintain an accurate paper trail of your time cards.

**Meetings with Internship Coordinator**

You, along with about three or four students, will meet up with the internship coordinator and share some of your experiences, conflicts, and successes. These meetings will be conducted in the Senior Experience room 327/8

*\*There may be a “Monthly Focus” during these discussions, which will be announced.*

**Consequences of Excessive Absences**

You are **REQUIRED** to complete a total of **80 hours** in your internship. This requires a minimum of **three (3) hours** a week beginning the first week of October.

Time Logs must reflect three (3) hours a week; **YOU MAY NOT** carry over hours from a previous or an upcoming week!

Failure to submit a time log that notes three (3) hours a week will result in a three (3) hour Friday detention of **THAT SAME WEEK**!

*\*The names of the identified individuals will be submitted to Mr. Dell’Olio by Thursday of the same week.*

*\*Make-up hours will* ***ONLY*** *be considered during the* ***SAME*** *week of your absences.*

***\**FAILURE TO MEET THE REQUIRED 80 HOURS OF INTERNSHIP MAY RESULT IN FAILURE OF THE COURSE!!!**

 “I must be responsible and accountable for my actions.” ~ Jason Williams

**Protocol for Absences**

If you are sick or unable to attend your internship hours, you must:

1. **IMMEDIATELY** call your mentee, and explain your reason for the absence.

*\*Be certain to follow up with him/her BEFORE your next meeting and see when you should make up the hours and if there is additional work that needs completion, due to your absence.*

1. **ADDITIONALLY**, you **MUST** e-mail the internship coordinator (rzocchia@bellmore-merrick.k12.ny.us) and explain that you will be missing your internship that day.

*\*Reporting the absence to the internship coordinator may save you a visit to the attendance dean!*

**School Holidays**

**YOU MUST** give your mentor a school calendar (can be found on the school website) and identify the days that are considered school holidays. You are **NOT** obligated to fulfill internship hours on non-school days. However, you may want to show your commitment to your position and mentor by continuing to maintain the previously discussed hours of commitment. **YOU** must discuss this with your mentor at the **BEGINNING OF THE INTERNSHIP.**

**Make-up Hours**

If you **ARE** sick on the day of your internship and miss those hours, you **DO NOT** receive credit for that time. But it is your responsibility to make up the lost hours **ASAP** and **it should be completed that same week**!

*\*Alternatives, for make-up hours, will be given, BUT they will only be discussed in person with the internship coordinator in room 327/8 after school or before 7:20 a.m. in room 327/8.*

*\* Extending absences will be dealt with on an individual level, BUT must be addressed in person with the internship coordinator after school in room327/8 or before 7:20 a.m. in room 327/8.*

Getting an internship can be a frustrating process. But you need to be patient, determined, and make a ton of phone calls…The internship coordinator will help you with this process, but **YOU** need to be an integral part of the investigation.

Let’s get started!

I. ***Consider the following:***

1. How far am I willing to commute for my internship? Do I have access to a vehicle? Am I willing to take public transportation?
2. Do I know any individuals (family friends, relatives) that may have business connections in the field of my interest? Would he/she be willing to have an intern? ***You may not work with a family member!!***

II. ***Research and Explore*:**

1. **You can first start by researching on-line**. But be certain to look up reputable businesses (Note: Better Business Bureau will give you background information on every company). Record the phone number,

address, and ‘point person’ to contact.

1. **Meet and recruit on the phone**: Before you make the phone call, you must practice and prepare. You will be expected to introduce yourself in a mature and professional manner, clearly explain your reason for calling, and invite him/her to become a part of our Senior Experience Mentor-Mentee Program. *\*We will practice this process in class.*
2. **Meet and recruit in person:** Pound the pavement, and walk into local

businesses. But before you walk into a business, you will be expected to have a resume, look professional, and present yourself with confidence and poise. Once you enter the facility, introduce yourself, explain your purpose for the visit, and then try to speak with a ‘point person’. **Be prepared; you will be required to interview with your prospective mentor!**

*\*We will practice this process in class.*

III. ***Frequently Asked Questions***: Many people that you speak with along this process will have questions regarding the program. Therefore, you must arm yourself.

1. **Do I have to pay you?** No, this is an unpaid internship.
2. **Which days will you come in?** We can coordinate that based on your availability. However, I must commit to a minimum of three hours a week.
3. **What are my responsibilities as your mentor?** The internship is all about me learning your field of work. I’m hoping to get real world experience to help me understand about \_\_\_\_. On a weekly basis, you will need to sign a timesheet for the hours that I spend with you and fill out an evaluation form during and at the end of the process.
4. **Is there someone at the school that I can talk to further?** Of course, you can speak with Mrs. Zocchia, the internship coordinator. Her number is 992-1454.

IV. ***Become Fully Informed***: Be certain to inquire about your role and responsibility as an intern. (\**This will be further discussed in class*.)

1. **Schedule**: Ask questions about the best day that would work for your mentor’s schedule. Does it also work for you?
2. **Role & Responsibility**: Ask about your position. Who will you be working with? What is your expected role/position? What is the job description?

**Meeting your Mentor**

(\**This process will be furthered explored in class*)

First impressions are lasting ones. Regardless if you are meeting your mentor at a formal event, like the internship fair, or on your on-foot search for a prospective internship, you must **ALWAYS** be dressed professionally!

|  |  |
| --- | --- |
| **Appropriate Professional Attire** | **AVOID!!!** |
| * Collared shirt, pressed shirt/tie
* Pressed Slacks
* Dress shoes
* Limited make-up, jewelry

*\*Dress to Impress!* | * T-shirt, tank tops, hats
* Jeans
* Sneakers, flip-flops
* Body piercings

*\*Dress to Distract!* |

**Eye Contact**: Upon walking into the office/place of business, look alert. Make eye contact; it conveys enthusiasm, confidence, and attention.

**Body Language**: Stand tall and remain poised. Do not slouch and offer a handshake when being introduced. Your body language speaks volume about your character.

**Attire:** Look the position. Every job has a different dress code policy; however, you must be best dressed, unless told otherwise by your mentor. Let your mentor inform you, if you are overdressed.

**Resume**: Have your resume or activity sheet on hand. It should look professional and error-free. This will help your mentor get further acquainted with you.

**Conversation**: Explain your intentions and convey enthusiasm. Tell your interviewer a little about yourself, but let the interviewer lead the discussion. This is your opportunity to show your personality and be likeable. Ask questions about your role and responsibility. Be certain to thank him/her at the end of the conversation and conclude with another **FIRM** handshake.

**Thank you**: Send a thank you note to the potential mentor **IMMEDIATELY** after the interview. Explain how you appreciate the time spent with you and learning about the mentor’s company and position. Conclude with an optimistic closing: *“I hope to work alongside of you and become more informed about \_\_\_\_\_\_\_\_!”*