

# HA Internship Program 2023-2024 School Year

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## *Heritage Academy*

12215 Walnut Point W., Hagerstown, MD 21740

Dear Parents,

It is common in today's society for young people to not have a direction for their future. We want to see them find the direction that God wants for them and do what we can to help them prepare to be what God wants them to be. One of the ways we do this is through our internship program. Each student in grades 11–12 will spend a week at an unpaid job of his/her choice. This year's internship week is April 15-19, 2024. There will be no high school classes at HA during that week for 11-12 grade.

Key points to make the internship successful:

- Now is the time to brainstorm! The more thought you put in to selecting a good internship, the more valuable – and enjoyable – it will be for your son or daughter.
- Students should look for a different internship each year. Our goal is to expose them to a variety of employment opportunities.
- Encourage your son or daughter to take initiative in identifying an internship and contacting the appropriate individual. Internships with family members and friends are perfectly acceptable.
- If you are considering a creative type of internship, please run the idea by me as soon as possible so there is time to make adjustments, if necessary.

My prayer is that each student will have a successful and educational internship this year.

In Christ,

Matthew Reisberg  
Administrator  
Heritage Academy

# HA Internship Program Overview

## Description:

Students in grades 11-12 go to a workplace for four to five designated school days (a minimum of 35 hours) to perform tasks helpful to the company and appropriate to the students' capabilities. Past internship hosts have included doctors and nurses, dentists, attorneys, technology companies, schools, day care centers, counselors, churches, construction companies, music stores, national corporations, non-profits, and more. Internships may be performed in or out of state.

## Purpose:

The purpose of the HA Internship Program is to enable high school students to explore fields of employment to help determine if future studies or pursuits in those careers are desired.

## Goals:

To learn basic vocabulary in that particular line of work, skills required to perform the work, and education necessary to succeed in the line of work

To experience going to work for four – five full days or a minimum of 35 hours

To enhance college resumes

To fulfill the requirements of a selected diploma track

## Standards:

The student must contact the employer and request the opportunity to volunteer his or her services in exchange for exposure to the workplace and work experience.

The student must be responsible to one adult at the workplace who will assume responsibility for directing his or her activities and seeing that his or her activities work toward the standards of the internships program.

The student must work at least 35 hours – from Monday through Friday (or four days with longer hours) on days designated by the school. Requests for exceptions must be submitted to Mr. Reisberg before the proposal due date.

The student is to volunteer his or her services. No payment should be expected or requested. If any employer initiates an offer to pay, the student must respectfully decline. These hours cannot be used towards Service-Learning Hours.

Students must review the *Internship Journal Guidelines* and *Business Etiquette for the Intern: Leaving Them in AWE of You!* before starting their internship. Students will need to interview people at the internship and should be prepared with the questions. The answers to these questions, as well as a record of their experiences, requirements for doing

the work, key terms involved in the work, and personal reflections on the suitability for this type of occupation should be kept in a notebook. These notes will be used to prepare their Internship Journals.

Students must not simply observe (unless restricted by the nature of the internship) but participate in some form of work that can contribute to the overall efforts of the place of employment. This might involve simple tasks (e.g. stuffing envelopes, answering phones, filing papers).

The work must involve something that the student has not previously learned. Two internships at the same location are discouraged unless there is a different supervisor and different duties assigned to the student.

The student's Internship Proposal Form must be submitted to Mrs. Croteau by February 5, 2024. The project grade will be impacted if the proposal is not turned in on time. A detention will also be issued if this form is not submitted by the due date.

Upon proposal approval, the internship supervisor will receive an email or a mailing with a letter from the school and a student evaluation form.

The school requests that the internship supervisor complete the student evaluation form at the end of the internship and mail, email, or fax it to the school by April 26, 2024.

Student Internship Journals (see guidelines) must be submitted by May 3, 2024. Each day a journal is late will result in a 10% grade reduction.

**Business Etiquette:**

We will be doing "Business Etiquette" training for each class during lunch for a few days in the month of March. Students are expected to attend for their designated class sessions.

# HA Internship Journal Guidelines

The Internship Journal is a thoughtful record of your internship experience. It is not a daily log or diary; however, it is strongly recommended that you keep one so you can refer to it when you write your journal entries.

Please follow the instructions carefully as you will receive a Bible grade for your journal. Your journal and thank you note to your internship supervisor are due by April 22, 2024. Contact Mrs. Croteau if you have any questions.

## Basic Guidelines

Create your document using the following format for each section (except the title page):

- 12-point font
- Double-spaced
- Font Choices: Georgia, Helvetica, or Times New Roman
- The First Page, the Spiritual Application Page, and the Thank You Verification Page should have their questions (the ones in quotes) typed at the top. Each of these entries should have its own separate page.
- For each Journal Entry, type the questions and statements (the ones in quotes) at the top of the page before answering. Do NOT separate the questions and answers within a journal entry. Assign a new page to each Journal Entry.
- You may add photos or other interesting graphics throughout your journal, but they will only add one bonus point.
- The due date for the journal is May 3, 2024. There will be a 10% deduction in score for each day your journal is late. Save to a PDF and print it. Journals should be turned in to your Bible teacher.

## The Journal

- 1. Title Page:** Student's Name  
Student's Grade  
Name of Business/Location of Internship  
Student's Position at the Internship (Title Held)  
Internship Dates and Year (ex: April 15-19, 2024)

You may design the cover page any way you wish – pictures, different fonts, different spacing, etc. The rest of the document must follow the Basic Guidelines.

- 2. First Page:** “Briefly state where you interned, what your duties were at your internship, why you chose this internship, and what your initial expectations were before you started.” (3 – 10 sentences minimum)

### 3. Journal Entries 1 – 5:

#### Format Reminder

For each entry, type the question(s) at the top of the page and record your complete answer below. Answer all questions per entry.

Entries should be no less than **300 words** each. You must include a word count at the bottom of each journal entry. You will need to watch the count from entry to entry and subtract to get the accurate number.

*Note: If you interned at two different locations, please answer all five questions for **both** locations, with 150 words for each entry for each question. Please contact Mrs. Croteau if you have any questions about this.*

**Questions** – Record the question at the top of the journal entry. Then answer the entry. Remember, each journal entry requires a new page.

**Journal Entry #1** – “What were your first impressions of this workplace? (The atmosphere, people, tasks, schedule, transportation, etc.) What tasks did you like? What did you dislike?”

**Journal Entry #2** – “What skills, education, and other training are required for this position? Are any unique character qualities or personality traits required? What would your strengths and weaknesses be? Interview your internship supervisor and another employee and then describe the path he/she took to reach this career.”

**Journal Entry #3** – “As a Christian, how could you glorify God in this type of occupation? Are there specific opportunities to advance His kingdom? Would there be specific challenges to your faith?”

**Journal Entry #4** – “What is the starting salary for this kind of employment? What is the future salary potential? What other benefits does this job include (tangible or intangible)? What motivates employees to work here?” (Hint: You will need to interview your supervisor or other employees to answer this question. Also, if your supervisor prefers not to answer certain questions, just record that they chose not to answer and do some research on the internet.)

**Journal Entry #5** - Summarize your internship experience. What did you learn about this type of work or about yourself? Would you like to pursue this kind of employment in the future? Why or why not? If you were working here, what unbiblical values and assumptions would you face? Would your Christian worldview be welcomed in this workplace?

4. **Spiritual Application Page:** Select a verse or passage from the Bible and discuss an attitude or character trait that is necessary for your internship work experience. (3 – 10 sentences minimum)

5. **Thank You Verification Page:** “I wrote and mailed a thank you note to my internship supervisor on this date: \_\_\_\_\_.” (FYI – by recording this statement, you are declaring that you actually performed this task. Also, please consider sending a thank you note to all people at your internship who invested in your experience. The due date for the thank you note is April 22, 2024.

## The Grading of the Internship Journal

Completion of the reading assignment: *Internship Journal Guidelines* and *Business Etiquette for the Intern- How to Leave Them in AWE of You!* by deadline (5 points)

Title Page (5 points)

First Page (5 points)

Journal Entries 1-5

- Answers the questions (10 points each)
- Word Count Recorded – 300 minimum per entry (3 points each)

Spiritual Application Page (10 points)

Thank You Verification Page (5 points)

Document Format Followed (5 points)

Bonus Points – one additional point if photos are added (not required for a perfect score)

**Note: Journals are not graded for grammar or punctuation, but if there are excessive errors, it will result in a deduction in points.**

A journal that does not meet the criteria explained above will be sent back to be redone and will be subject to a 10% reduction in grade for each day it is late.

Journal scores will be applied to a student’s primary Bible class with the weight of a test grade.

## Samples: Letters and Intern Evaluation

On the following pages, you will see a letter that can be sent to a potential internship supervisor, a letter that is sent to confirm internship host, a sample Student Intern Evaluation Form, and the Internship Proposal Form.



## ***Heritage Academy***

12215 Walnut Point W., Hagerstown, MD 21740

Dear Prospective Internship Supervisor,

Heritage Academy offers a multitude of creative experiences for our high school students. One of our focus areas is true-life exposure to career opportunities. We achieve this by offering a one-week internship program each spring. Each high school student is responsible for acquiring a position with a company, office, or individual, and spending between 35-40 hours of observing, shadowing, or working. We have advised students that compensation is not expected for their services. The internship week for this school year will take place on April 15-19, 2024.

Not only do we desire that our students be exposed to the service a company or individual provides, we trust that he or she will contribute to the success of the organization. We expect this will include performing rather mundane tasks that require little or no experience. One goal for this program is that the internship supervisor would spend some time with the student to explain the basic vocabulary, standards, and expectations of someone who is employed in the position that he or she is observing.

Please read our program overview if you have interest in hosting one of our interns. We appreciate your consideration and time. Do not hesitate to contact me with your questions.

Sincerely,

Matthew Reisberg  
Administrator





## *Heritage Academy*

12215 Walnut Point W., Hagerstown, MD 21740

Dear Internship Supervisor,

Thank you so much for your willingness to host one of our students for an internship during April 15-19, 2024. Not only do we desire that our student be exposed to the service your company provides, we trust that he or she will contribute to the success of your organization. We expect that this will include performing rather mundane tasks that require little or no experience. We do ask, however, that you spend some time with the student to explain the basic vocabulary, standards, and expectations of someone who would be employed in the position that he or she is observing. We have advised students that compensation is not expected for their services.

I am enclosing a program overview and an evaluations form with this letter. It would serve the student and our school immensely if, when the internship is completed, you could take a few minutes to fill this out and return to the school by email or mail before April 26, 2024.

Our school believes in and applies the highest ethical and character standards in our academic program, and we expect courteous, ethical, and hard-working behavior of all the students participating in this program. If there are questions that you may have, or if the student is not meeting your standards or expectations, please do not hesitate to contact me at the number listed below.

Thank you again for your participation in this program.

Sincerely,

Matthew Reisberg  
Administrator  
Heritage Academy  
mreisberg@heritage-academy.net

12215 Walnut Point W., Hagerstown, MD 21740  
Office: 301-582-2600 Email: mreisberg@heritage-academy.net



# HA Internship Proposal Form

Submit completed proposal to the Mrs. Croteau by February 5, 2024

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Proposed Company: \_\_\_\_\_

Internship Supervisor's Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Agreed upon dates and hours: \_\_\_\_\_

Description of the work student will perform:

Description of the work student will observe:

## Approval Signatures

"I understand the purpose and standards for the Heritage Academy High School Internship Program and hours and description of the proposed work for the student named above and agree to help the student fulfill these goals."

Internship Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

"I understand the Heritage Academy High School Internship Program, including the hours and description of the proposed work for my child named above. I agree to help my child fulfill these goals and my signature gives my consent and approval for his/her participation."

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature of Internship Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## Intern Evaluation Form

**Student:** \_\_\_\_\_ **Evaluated By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SCALE: 1 = UNACCEPTABLE 2 = NEEDS IMPROVEMENT 3 = SATISFACTORY**  
**4 = VERY GOOD 5 = SUPERIOR**

**Punctuality** (Beginning of day? Breaks?)    **1        2        3        4        5**

*Comments:*

**Motivation** (Energetic? Take Initiative?)    **1        2        3        4        5**

*Comments:*

**Attitude Toward Tasks** (Responsible? Eager to Serve?)                                       **1        2        3        4        5**

*Comments:*

**Attitude Toward Supervisor** (Respectful? Cooperative?)                                       **1        2        3        4        5**

*Comments:*

**Quality of Work** (Neat? Organized? Thoughtful?)     **1        2        3        4        5**

*Comments:*

**Quantity of Work** (Meet your expectations?)     **1        2        3        4        5**

*Comments:*

**Overall Performance**     **1        2        3        4        5**

*Comments:*

Would you be willing to work with HA again next year with our Internship Program?  
 \_\_\_\_\_ Yes, we would be willing.                                       \_\_\_\_\_ No, we would not be interested

Thank you for completing this evaluation! Please mail or scan this form to the school by April 26, 2024.