



Career and Technical Education
Student Internship Handbook and Agreement

All Students College and Career Ready

Agua Fria High School District #216

1481 N Eliseo Felix Jr. Way

Avondale, AZ 85323

623.932.7000

Introduction: Agua Fria High School District (AFHSD) Career and Technical Education (CTE) Internship

Agua Fria High School Career and Technical Education (CTE) is a program of studies focusing on the practical application of knowledge utilizing classroom instruction, laboratory instruction, leadership instruction and real world application.

The CTE Program of Studies:

- Agriscience
- Baking and Pastry
- Computer Programming
- Construction Technologies
- Culinary Arts
- Digital Photography
- Early Childhood Education
- Engineering
- Film & TV Productions
- Graphic Design
- Law & Public Safety
- Marketing
- Medical Assisting
- Sports Medicine

Agua Fria High School District students may enroll in these programs to participate in a focused curriculum of study accompanied by a complete array of honors courses, core studies, electives, and traditional school activities. architectural

Students secure an Internship Work Experience in the summer of their senior year. Internship Work Experience prerequisites include completion of the sequence of courses in the internship field of study and Workplace Employability Studies. The Internship course is facilitated by the CTE staff, Agua Fria High School District Administration and supported by the business community. Through an Internship Work Experience, students work with local businesses each week to observe and integrate classroom skills in a “real world” setting.

The learning experiences of Internship students involve interdisciplinary studies, real-world problem solving, and practical internships. Through these learning experiences Internship graduates will be prepared for further studies at the college level, preparing an educated workforce that will build a strong foundation for addressing the demands of the knowledge-based economy envisioned for America in the 21st Century.

Students receive high school credit for the Internship Work Experience. Grades are based on class attendance, work attendance, written reflections of their experience, business mentor evaluation, and final portfolio & presentation.

Selecting an Internship

Students are responsible for identifying, contacting, and securing an internship position. The Internship Coordinator may assist in the process of finding appropriate locations and in coordinating contractual obligations and expectations. *The Internship Coordinator does not “place” students in internships.*

If students do not arrange for an internship experience by the 40th day of school, they will be dropped from the class and lose credit.

Students should identify an appropriate internship opportunity prior to the end of their Junior year. This will allow time for the student to consult with the internship supervisor and plan the best possible internship experience. If a student is uncertain if the preferred internship is an appropriate choice, please contact the AFHSD CTE Internship Coordinator.

When selecting an internship the student should share internship goals and objectives as well as the role and responsibilities with the Mentor/Supervisor. Prior to logging any internship hours, the student must complete documents in the Student Internship Handbook and Agreement (Appendices B, C, and D, as well as the time log – Appendix A - throughout the internship), and the selected Mentor/Supervisor must complete the Internship Business Mentor Agreement.

Internship Requirements:

- Students must complete 130 internship hours. (Internship Coordinators will monitor and verify hours accumulated by students throughout each term. If students are identified as at risk for falling short, conferences will be scheduled to put interventions into place to address the problem.)
- Students must attend all in-person class times as coordinated by the CTE Department. In-person Class Dates (Appendix D)
- Students must submit a bi-weekly blog reflection discussing the progress they have made on attaining their goals and the challenges they have encountered during the workplace internship.
- Students must keep track of hours spent at internship workplace on the time log (Appendix B), secure verification signatures from mentor/supervisor on a weekly basis, and submit the time log to the Internship Coordinator twice monthly.
- Students must coordinate work schedules with teachers, mentor/supervisors and families. Students must work with family to arrange transportation to and from their workplace.
- Students are responsible for completing all procedural paperwork and/or requirements of the job site and all AFHSD CTE Internship Workplace documents. All documents must be returned to the Site Internship Coordinator by designated due dates.
- Students must participate in internship workplace site-specific evaluation processes and AFHSD CTE Internship Program evaluations.

Roles and Responsibilities

The Student will be expected to:

- Attend and participate in required in-person internship class times and lessons at their school prior to beginning a workplace internship experience and throughout the entire year.
- Complete a minimum of 130 workplace internship hours.
- Students must attend all in-person class times as coordinated by the CTE Department/CTE Internship Coordinator. In-person Class Dates (Appendix D)
- Students must submit a bi-weekly blog reflection discussing the progress they have made on attaining their goals and the challenges they have encountered during the workplace internship.
- Maintain a high level of attendance and performance at both the school and the work site.
- Notify the Workplace Mentor/Supervisor and Internship Coordinator prior to absences or when a student is going to be more than 5 minutes late.
- Demonstrate that they are meeting or exceeding expectations consistently in all courses.
- Consult Internship Coordinators and workplace mentors about any workplace concerns or problems.
- Use transportation approved and/or provided by parent/guardian.
- Dress and groom appropriately for the work site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative and collaborative attitude, proper grooming and dress, electronic etiquette (phones, computers, etc.), and willingness to learn.
- Comply with rules, regulations, and safety standards of the school and work site.
- Maintain confidentiality of workplace information.
- Complete and submit to the Internship Coordinator required assignments, and furnish necessary information, reflections and time sheets.
- Be a positive, mature, and responsible ambassador of AFHSD CTE.

The Internship Work-Place Mentor/Supervisor will:

- Discuss student placement with AFHSD CTE Internship Coordinator.
- Complete and sign the Internship Agreement. The Internship Agreement establishes a cooperative relationship between the student, parent/guardian, school, and business mentor/supervisor.
- Work with students to coordinate work and school schedules.
- Sign completed time cards to document student's work hours and provide constructive comments. The intern must submit these cards biweekly to the AFHSD CTE Internship Coordinator.
- Provide appropriate orientation, training, and safety protocols.
- Complete an evaluation monthly during the internship and a final assessment prior to finals
- Review progress with students on a monthly basis, conferring with students to provide feedback on strengths and areas for improvement.
- Provide a challenging internship experience; increasing student intern responsibilities as students demonstrate capacity to assume more responsibility.
- Provide interns with a broad view of the entire operation, spectrum of job possibilities, and educational requirements.
- Consult Internship Coordinator regarding problems or concerns related to the intern's work experience.
- Complete an evaluation of the internship program and provide suggestions for improvement.

The AFHSD CTE Internship Coordinator will:

- Maintain communication with student, parent, mentor/supervisor and community partners once the student has secured an internship placement.
- Serve as coordinator to all parties involved in the internship experience.
- Complete necessary paperwork and monitor student progress in cooperation with student and work site mentor/supervisor.
- Conduct monthly work site visits and/or work site contacts; verify student knowledge and compliance with workplace safety standards.
- Monitor student workplace internship hours every week.
- Ensure all written work and forms are complete, received and maintained per AFHSD guidelines.
- Issue a grade for successful completion of requirements.

Parent/Guardian Will:

- Guide students in identifying and securing an appropriate internship opportunity.
- Approve and support the student's participation in the workplace internship.
- Provide or arrange for student transportation to and from the workplace internship.
- Discuss the internship experiences with the student.

Internship Preparation Checklist

This checklist provides general guidelines to help the student prepare for the AFUHSO Internship.

- Complete the AFHSD CTE Program sequence of courses in the program of studies as the workplace internship or have a desire to work their senior year.
- Find and secure an appropriate internship workplace opportunity.
- Verify with AFHSD CTE Internship Coordinator that the internship workplace will meet course requirements.
- Meet with Mentor/Supervisor to discuss the internship and confirm their availability to fulfill requirements outlined in the Business Mentor Manual and Agreement.
- Complete the Student Internship Agreements in Appendices A, B and C, with appropriate signatures and submit to the AFHSD Site CTE Internship Coordinator.
- Work with Mentor/Supervisor to develop goals and a work plan for the workplace internship.



Appendix A

Agua Fria High School District
 CTE/Professional Internship Program—Field Experience Time Sheets/Journals
 2023-2024

Intern Name _____ Mentor Signature _____

Intern Work Hours Log							
Dates for Week of: _____							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Example:</i>	3-7:00pm		2-5:00pm		4-5:00pm		
<i>Total hours</i>	4 hrs		3 hrs		1hr		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Hours for Week: _____

Journal Writing Prompts (select a few writing prompts for your intern journal log)	
<ol style="list-style-type: none"> 1. What did you do today? What was your role? What did you contribute to? 2. What was accomplished? 3. Were you comfortable or uncomfortable today? 4. Did anything frustrate you? 5. What was the best/worst/most challenging thing that happened? 6. Describe the people you met today. What were your interactions like? 7. How did people respond to you? 8. Describe the atmosphere. Invite reflection on the senses: What did you see? Hear? Smell? Taste? Touch? 9. What happened as a result of your work? Who or what will see a benefit? 10. What was this experience like for you? 11. What feelings or emotions (if any) did you experience? 12. What did you appreciate about another person, the site, your experience, etc.? 	<ol style="list-style-type: none"> 13. How did the actual experience compare to your expectations? 14. What did you learn about yourself from this experience? 15. How did this experience affect your future career goals? 16. Describe the main points you learned today providing specific examples. What did you learn today that surprised you? Be sure to write down any questions you have at the end of the day. 17. Describe those activities you found most and least effective in terms of your learning throughout the day and why. 18. When did you feel uncomfortable and/or unprepared? Why? 19. Describe a communication encounter you experienced at your site today? 20. What was your Aha Moment this week?

Date: _____

Journal Entry (*write out the prompt*) # _____:

Date: _____

Journal Entry (*write out the prompt*) # _____:

Date: _____

Journal Entry (*write out the prompt*) # _____:

Date: _____

Journal Entry (*write out the prompt*) # _____:

Date: _____

Journal Entry (*write out the prompt*) # _____:



Agua Fria Union High School District
Student Internship Agreement

Student: (Last Name) (First Name)

Internship Position:

Business Mentor/Supervisor Name:

(Last Name) (First Name)
(Company) (Business Mentor/Supervisor)
(Address) (City) (State) (Zip code)
(Phone) (Email)

Student Intern Work Position:

Intern Student responsibilities: The student will adhere to the Internship course requirements established by the school and business mentor. The student will exhibit the appropriate level of professionalism, courtesy, and responsibility expected of the business mentor's employees.

AFHSD CTE Internship Coordinator responsibilities: Once the student has secured an internship placement, maintain communication with student, parent, employer/mentor and community partners.

Business Mentors responsibilities: The business mentor agrees to place the intern in the above listed position to provide a career experience relating to the course objectives. The intern's activities will be supervised by qualified personnel and performed under safe, hazard-free conditions. The intern will receive the same consideration the business provides employees with regard to safety, health, general work conditions, and other policies and procedures. The business mentor agrees to evaluate the student and adhere to school attendance policies (student must attend school classes per dictates of AFHSD to participate in the Internship Workplace Experience.)

This document establishes an agreement between the student, parent/guardian, school, and business mentors to satisfy the AFHSD CTE internship requirements. It is intended as a guide for students to fulfill the AFHSD Internship.

Student Intern Date Parent/Guardian Date

Business Mentor/Supervisor Date AFUHSD CTE Intern Coordinator Date



Agua Fria High School District
Student/Parent Waiver of Business Mentor Fingerprint Clearance

Student: First Name Last Name

Internship Position: Is this related to a CTE Program

Business Mentor/Supervisor

First Name Last Name

Company Business Mentor/Supervisor

Address City State Zip code

Phone Email

Waiver of Fingerprint Clearance for Business Mentor:

This form serves as official notification to the parents of students who are participating in the Agua Fria High School District CTE Internship Program. The business that has agreed to allow your child to complete their internship requirement does not follow the Agua Fria Union High School District guidelines for long-term volunteers and does not require its employees to get fingerprint clearance cards.

By signing this waiver, you are acknowledging that you understand ARS § 15-512(l) and waive the fingerprint clearance requirement for the above-named Internship Workplace Business Mentor.

Arizona Revised Statute § 15-512(l): Subsection A of this section does not apply to a person who provides instruction or other education services to a pupil, with the written consent of the parent or guardian of the pupil, under a work release program, advanced placement course or other education program that occurs off school property.

I, (Printed Parent/Guardian Name) understand ARS § 15-512(l) and I waive fingerprint clearance for the above-named Business Mentor.

Student Intern Name Date

Parent/Guardian Signature Date



Agua Fria High School District In-Person Class Dates - 2023-2024

The dates listed below are required in-person class dates for **all intern students**. Additional in-person class dates are at the discretion of the Internship Teacher per site.

The dates listed below are required in-person class dates for **all intern students**. Additional in-person class dates are at the discretion of the Internship Teacher per site.

FALL SEMESTER

10 days of in person instruction:

- August 8 - August 21, 2023

In-person Check-ins:

- September 20, 2023
- November 1, 2023
- December 13, 2023 (possible additional dates to complete portfolio - teacher discretion)

SPRING SEMESTER

5 days of in person instruction for **returning** internship students:

- January 8- January 12, 2024

10 days of in person instruction for **new** internship students:

- January 8- January 19, 2024

In-person Check-ins:

- February 7, 2024
- April 24, 2024 (possible additional dates to complete presentation & portfolio)
- May 13-15, 2024 (finals week)

Student (Print)

Signature

Date

Parent/Guardian (Print)

Signature

Date