
Wilson High School Academy & Internship Program

Pathways to the Future

Empowering students to create their own future



**Advanced Placement Capstone Academy
Berks Career & Technology Center Academy
The Global Business & Financial Leadership Academy
Science, Technology, Engineering, & Mathematics Academy
Visual & Performing Arts Academy
Honors Internship Program**

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Explore, Investigate, Create

Wilson High School provides opportunities for students to explore a vast array of possible future careers through focused coursework. Students are able to investigate and innovate through coursework, research, and university accredited activities to inspire a future career pathway.



Academy Overview

In partnership with our community, parents, staff, and students, Wilson High School identified five critical areas of academia that will promote growth through inquiry and career exploration. The five Academies are an opportunity for students to explore a wide variety of course offerings, engage in college-level research, and investigate possible career pathways in a 21st Century learning environment. Each Academy is comprised of several focused pathways. Each pathway culminates during a student's senior year with an individualized capstone course or internship and portfolio presentation.

The Wilson High School Academies are:

- ❖ **Advanced Placement Capstone Academy**
- ❖ **Berks Career and Technology Center Academy**
- ❖ **Global and Financial Leadership Academy**
- ❖ **Science, Technology, Engineering, and Mathematics (STEM) Academy**
- ❖ **Visual and Performing Arts Academy**

Advanced Placement (AP) Capstone Academy (2016)

The Advanced Placement (AP) Capstone Academy is a College Board endorsed innovative program that equips students with independent research, collaborative teamwork, and communication skills valued by colleges. The Program is based upon two Advanced Placement courses: AP Seminar and AP Research. AP Seminar emphasizes critical skills needed for college and beyond. AP Research complements the in-depth subject matter study in Advanced Placement courses. Students can select any content area to explore for their research including the Humanities, the Arts, the Sciences, Technology, and much more.

The AP Capstone Academy empowers students to:

- ❖ synthesize information from multiple perspectives
- ❖ apply skills in new situations and cross-curricular contexts
- ❖ collect and analyze information with accuracy and precision
- ❖ craft, communicate, and defend evidence-based arguments
- ❖ practice disciplined and scholarly research skills while exploring relevant topics that appeal to their interests and curiosity.

Students enrolled in the Advanced Placement (AP) Capstone Academy are required to complete AP Seminar and AP Research courses. AP Seminar is a 1-credit, year long course for sophomores or juniors that entails a team project and presentation, research-based essay and presentation, and end-of-course exam administered and scored by the College Board. AP Research is a 1-credit, senior, year long course that entails a research process documentation, an academic thesis paper, and public presentation and oral defense.

Advanced Placement (AP) Seminar and Research Certificate

Students who earn scores of 3 or higher in AP Seminar and AP Research will receive the AP Seminar and Research Certificate from the College Board. Students may earn college and university credit for their achievement on AP Exams.

Advanced Placement (AP) Capstone Diploma

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four (4) additional AP Exams of their choosing during their academic career will receive the AP Capstone Diploma from the College Board. Students may earn college and university credit for their achievement on AP Exams.

The Advanced Placement Capstone Academy requirements:

- ❖ AP Seminar
- ❖ AP Research
- ❖ 4 AP courses



| Advanced Placement Course Offerings | | 6 total credits required |
|---|--|---------------------------------|
| Students are required to take AP Seminar & AP Research courses | | |
| AP Seminar | | Grades 10, 11 |
| AP Research | | Grade 12 |
| Students select four (4) AP courses for the AP Capstone Diploma | | |
| AP English Literature & Composition | | Grade 12 |
| AP English Language & Composition | | Grades 11, 12 |
| AP Biology | | Grade 12 |
| AP Chemistry | | Grades 11, 12 |
| AP Environmental Science | | Grade 12 |
| AP Physics Electricity & Magnetism | | Grade 12 |
| AP Physics Mechanics | | Grade 12 |
| AP Calculus A/B | | Grades 11, 12 |
| AP Calculus B/C | | Grade 12 |
| AP Statistics | | Grades 11, 12 |
| AP Music Theory | | Grades 10, 11, 12 |
| AP US History | | Grades 9, 10, 11, 12 |
| AP World History | | Grades 10, 11, 12 |
| AP European History | | Grades 10, 11, 12 |
| AP US Government & Politics | | Grades 11, 12 |
| AP Psychology | | Grades 11, 12 |
| AP Microeconomics | | Grades 11, 12 |
| AP Mandarin Chinese | | Grade 12 |
| AP Computer Science | | Grades 11, 12 |
| AP Art History | | Grade 12 |
| AP Studio Art | | Grades 11, 12 |

Berks Career and Technology Center (BCTC) Academy

Wilson High School, in partnership with the Berks Career and Technology Center provides six (6) career pathways for students to pursue in grades 10-12. Students must apply to enter the Berks Career and Technology Center programs.

BCTC Requirements

1. **Senior collaborative research & design project focusing on specific fields within the BCTC focus of the student.**

Students will work with their senior project teacher / advisor and outside professional partner. Students may elect to work with a business or industry partner to research and solve their problem / initiative.

2. **Berks Career and Technology Center Portfolio**

All students will create a portfolio showcasing all work created and skills learned throughout the program. This portfolio will be presented as part of the student's graduation project.

3. **Industry Licensing and Certifications**

Most of the career and technical programs at BCTC have undergone a rigorous accreditation review process and now offer industry recognized certifications for students. These certifications / credentials are portable and recognized nationally by industry. They provide a competitive edge when applying for employment and are recognized by many colleges for awarding advanced credit.

4. **Certificates of Competency**

Students earn a school-issued certificate of competency when they successfully complete the curriculum and can perform all required tasks for a job title in their programs. Included with the certificate of competency is a list of all the tasks and skills a student has demonstrated at the proficiency level. The Pennsylvania Department of Education requires all students to take an end-of-program exam as a senior. The National Occupational Competency Institute (NOCTI) or an equivalent exam will occur in the spring of the senior year. Students will be provided with copies of their test scores and those who exceed an established "cut score" will be awarded a Pennsylvania Skills Certificate recognizing their achievement. All students will receive their high school diploma from their residential school districts.

Please visit <http://www.berkscareer.com/> for more information regarding each area of study.

Business & Information Technology

- ❖ IT Networking
- ❖ IT Programming
- ❖ Business Management & Entrepreneurship

Communications

- ❖ Advertising Art & Design Technology
- ❖ Communication Media Technology
- ❖ Graphic Imaging Technology
- ❖ Photo Imaging Technology

Construction

- ❖ Building Construction Occupations
- ❖ Cabinetmaking
- ❖ Carpentry
- ❖ Drafting Design Technology
- ❖ Electrical Occupations
- ❖ HVAC / Refrigeration
- ❖ Masonry
- ❖ Painting & Decorating
- ❖ Plumbing & Heating

Engineering & Manufacturing Technology Career Pathway

- ❖ Overview & Curriculum Outline
- ❖ Electronic Engineering Technology
- ❖ Mechatronics Engineering Technology
- ❖ Robotics & Automation Technology
- ❖ Drafting Design Technology
- ❖ Precision / Computerized Machining Technologies
- ❖ Welding Technology

Healthcare

- ❖ Dental Occupations
- ❖ Health Occupations
- ❖ Health-Related Technology
- ❖ Medical Health Professions (Seniors Only)
- ❖ Healthcare Information Technology

Services

- ❖ Cosmetology
- ❖ Culinary Arts
- ❖ Early Childhood Education
- ❖ Horticulture
- ❖ Protective Services
- ❖ Service Occupations

Transportation

- ❖ Automotive Collision Repair Technology
- ❖ Automotive Technology
- ❖ Diesel Technology
- ❖ Heavy Equipment Technology
- ❖ Recreational & Power Equipment Technology



The Global Business and Financial Leadership Academy



The Global Business and Financial Leadership Academy will provide a foundation essential for students interested in a career in finance, marketing, or political science. A key element of the Business and Financial Leadership Academy is the emphasis on world languages; French, German, Mandarin, or Spanish required, and entrepreneurship in a global marketplace. Students can choose one of four pathways: Finance, International Relations, Management/Marketing, and Political Science. These pathways will provide opportunities for creativity and innovation while participating in a hands-on, inquiry learning environment.

The Global Business and Financial Leadership Academy requirements:

- ❖ 4 credits of World Languages including 8th grade language
- ❖ 1.5 credits of pathway courses (below)
- ❖ 2 credits of the AP Capstone Seminar and Research courses or 1 credit of an Internship in Finance or related field as approved by the Wilson Honors Internship Program guidelines.

Finance Pathway

6.5 or 7.5 total credits required

Students are required to earn 3 credits in one World Language subject. Students are also required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship Course.

| | |
|-------------------|----------|
| AP Seminar | 1 credit |
| AP Research | 1 credit |
| Honors Internship | 1 credit |

Students are required to take 1.5 credits of the courses listed below:

| | |
|-----------------------------|------------|
| Accounting I | 1 credit |
| Accounting II | 1 credit |
| Honors Accounting III | 1 credit |
| Microsoft Office Specialist | 1 credit |
| AP Microeconomics | 1 credit |
| Investing | 0.5 credit |
| International Business | 0.5 credit |
| QuickBooks | 0.5 credit |
| Business Ethics | 0.5 credit |

International Relations Pathway

7 or 8 total credits required

Students are required to earn 4 credits in one World Language subject. Students are also required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship Course.

| | |
|-------------------|----------|
| AP Seminar | 1 credit |
| AP Research | 1 credit |
| Honors Internship | 1 credit |

Students are required to take 2 credits of the courses listed below:

| | |
|--------------------------------------|------------|
| AP World History | 1 credit |
| AP US Government & Politics | 1 credit |
| AP European History | 1 credit |
| AP Environmental Science | 1 credit |
| Business Ethics | 0.5 credit |
| International Business | 0.5 credit |
| Science Ethics & Contemporary Issues | 0.5 credit |
| East Asian Studies | 0.5 credit |

Management/Marketing Pathway

6.5 or 7.5 total credits required

Students are required to earn 4 credits in one World Language subject. Students are also required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship Course.

| | |
|-------------------|----------|
| AP Seminar | 1 credit |
| AP Research | 1 credit |
| Honors Internship | 1 credit |

Students are required to take 1.5 credits of the courses listed below:

| | |
|----------------------------------|------------|
| Sports & Entertainment Marketing | 1 credit |
| Microsoft Office Specialist | 1 credit |
| AP Microeconomics | 1 credit |
| Business Ethics | 0.5 credit |
| Investing | 0.5 credit |
| International Business | 0.5 credit |
| QuickBooks | 0.5 credit |

Political Science Pathway

7 total credits required

Students are required to earn 4 credits in one World Language subject. Students are also required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship Course.

| | |
|-------------------|----------|
| AP Seminar | 1 credit |
| AP Research | 1 credit |
| Honors Internship | 1 credit |

Students are required to take 2 credits of the courses listed below:

| | |
|-----------------------------|------------|
| AP US Government & Politics | 1 credit |
| AP US History | 1 credit |
| AP World History | 1 credit |
| AP Microeconomics | 1 credit |
| AP European History | 1 credit |
| Comparative World Religions | 0.5 credit |
| Contemporary Issues | 0.5 credit |



Science, Technology, Engineering, & Mathematics Academy

The Science, Technology, Engineering, & Mathematics Academy aims to provide students with rigorous, practical application pathways that will inspire students to pursue a future career in a STEM field. Many of the courses are eligible for college & university credit.



The STEM Academy requirements:

- ❖ 1 credit Capstone course or 1 credit of Honors Internship course or 2 credits AP Capstone Seminar & Research courses
- ❖ 2 credits of Pathway courses
- ❖ Students may elect to forego their senior Social Studies requirement
- ❖ Students are recommended to compete in the Berks County Science Fair

| Bio-Medical Pathway | | 3 or 4 total credits required |
|---|--|-------------------------------|
| Students are required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship course. | | |
| AP Seminar | | 1 credit |
| AP Research | | 1 credit |
| Honors Internship | | 1 credit |
| Students are required to take 2 credits of the courses listed below: | | |
| AP Biology | | 1 credit |
| Medical Health Professions (BCTC) | | 1 credit |
| Anatomy & Physiology | | 1 credit |
| Honors Environmental Sustainability (formerly Bio-Technical Engineering) | | 1 credit |
| Science Ethics & Contemporary Issues | | 0.5 credit |
| Bio-Medical Technology | | 0.5 credit |
| Health Sciences | | 0.5 credit |
| Microbiology | | 0.5 credit |

| Computer Science/Information Technology Pathway | | 4 credits required |
|---|--|---------------------------|
| Choose one (1) Capstone Course below- required (1 credit) | | |
| Technological Innovation & Design | | 1 credit |
| AP Computer Science | | 1 credit |
| Honors Internship | | 1 credit |
| Students are required to take 3 credits of the courses listed below: | | |
| Honors Computer Science & Software Engineering | | 1 credit |
| Web Design & Digital Development | | 1 credit |
| Digital Video & Computer Animation | | 1 credit |
| Honors Computer Integrated Manufacturing (CIM) | | 1 credit |
| AP Computer Science | | 1 credit |
| Honors Digital Electronics | | 1 credit |

| Engineering Pathway | | 4 total credits required |
|--|--|---------------------------------|
| Capstone Course Required (1 credit) | | |
| Honors Engineering Design & Development (EDD) | | 1 credit |
| Students are required to take 3 credits of the courses listed below: | | |
| Honors Environmental Sustainability (formerly Bio-Technical Engineering) | | 1 credit |
| Honors Computer Integrated Manufacturing (CIM) | | 1 credit |
| Honors Computer Science & Software Engineering | | 1 credit |
| Honors Principles of Engineering (POE) * 9th grade iSTEM preferred | | 1 credit |
| Honors Introduction to Engineering Design (IED) * 9th grade iSTEM preferred | | 1 credit |
| Honors Civil Engineering & Architecture | | 1 credit |
| Honors Aerospace Engineering | | 1 credit |
| AP Computer Science | | 1 credit |
| Honors Digital Electronics | | 1 credit |

Materials Science Pathway

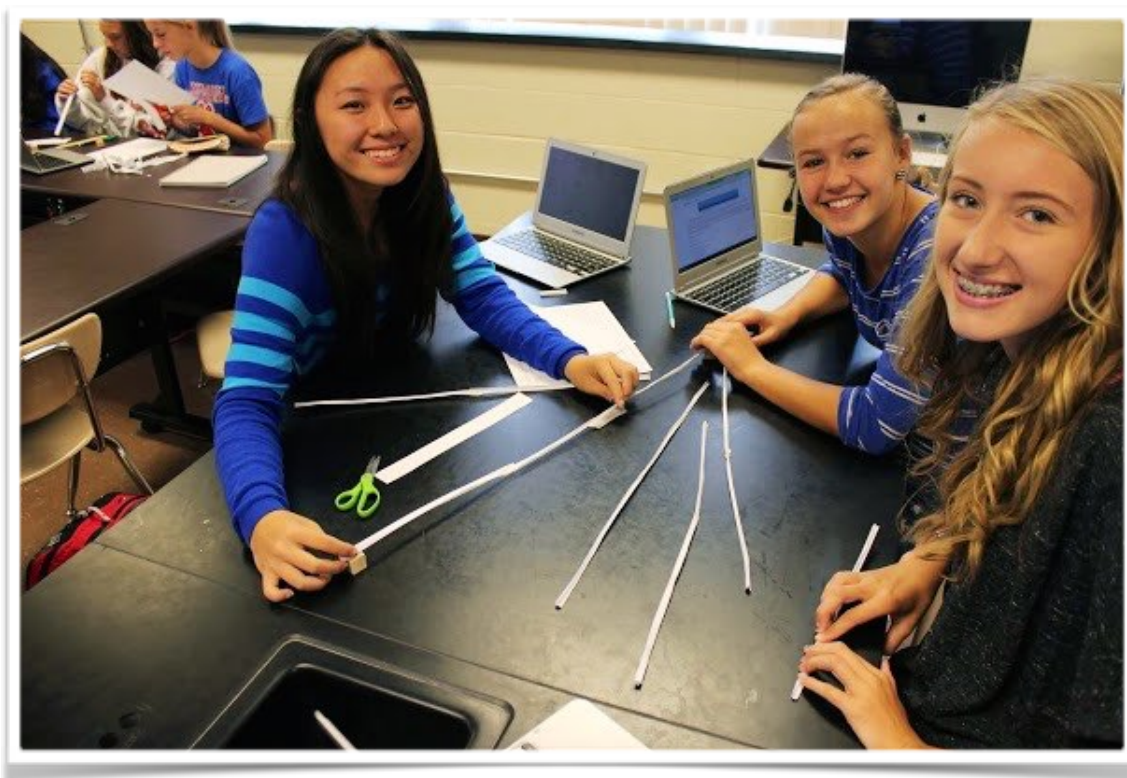
4 total credits required

Students are required to take AP Seminar & AP Research courses (2 credits) or 1 credit of the Honors Internship course.

| | |
|-------------------|----------|
| AP Seminar | 1 credit |
| AP Research | 1 credit |
| Honors Internship | 1 credit |

Students are required to take 2 credits of the courses listed below:

| | |
|--------------------------------------|------------|
| AP Chemistry | 1 credit |
| Forensics | 1 credit |
| Science Ethics & Contemporary Issues | 0.5 credit |
| Organic Chemistry | 0.5 credit |
| Materials Science | 0.5 credit |



Visual & Performing Arts Academy

The Visual and Performing Arts Academy will provide students with dynamic opportunities in the study of the Visual and Performing Arts. Each student will engage in hands-on training in the arts, will build a comprehensive digital arts portfolio, will work with professional artists, and will have opportunities to participate in the arts co-curricular community projects.

The Visual & Performing Arts Academy requirements:

- ❖ 1 credit Capstone course
- ❖ 3 or 5 credits of Pathway courses



Theater Performing Arts Pathway

3 total credits required

Students are required to take Senior Acting & Directing as the Capstone

Students must be eligible for membership in the International Theater Society

| | |
|---------------------------|----------|
| Senior Acting & Directing | 1 credit |
|---------------------------|----------|

Students are required to take 2 credits of the courses listed below:

| | |
|-------------------------|-------------------|
| Introduction to Theater | 1.0 or 0.5 credit |
|-------------------------|-------------------|

| | |
|-------------------------------|------------|
| Acting for Film or Television | 0.5 credit |
|-------------------------------|------------|

| | |
|-------------------------------|------------|
| Monologue & Scene Performance | 0.5 credit |
|-------------------------------|------------|

| | |
|----------------|------------|
| Improv Theater | 0.5 credit |
|----------------|------------|

| | |
|-----------------|------------|
| Devised Theater | 0.5 credit |
|-----------------|------------|

| | |
|--|----------|
| Technical Theatre & Media Arts (Virtual component) | 1 credit |
|--|----------|

| | |
|------------------------|------------|
| Musical Theater: Dance | 0.5 credit |
|------------------------|------------|

| | |
|---------------------------------|------------|
| Musical Theater: Music & Acting | 0.5 credit |
|---------------------------------|------------|

| | |
|-------------------|----------|
| Film & Literature | 1 credit |
|-------------------|----------|



Visual & Fine Arts Pathway

4 total credits required

Students are required to take AP Studio Art as the Capstone course

| | |
|---------------|----------|
| AP Studio Art | 1 credit |
|---------------|----------|

Students are required to take 3 credits of the courses listed below:

| | |
|-----------|------------|
| Drawing I | 0.5 credit |
|-----------|------------|

| | |
|------------|------------|
| Drawing II | 0.5 credit |
|------------|------------|

| | |
|-------------|------------|
| Drawing III | 0.5 credit |
|-------------|------------|

| | |
|------------|------------|
| Painting I | 0.5 credit |
|------------|------------|

| | |
|-------------|------------|
| Painting II | 0.5 credit |
|-------------|------------|

| | |
|--------------|------------|
| Painting III | 0.5 credit |
|--------------|------------|

| | |
|-------------|------------|
| Abstraction | 0.5 credit |
|-------------|------------|

| | |
|--------|------------|
| Crafts | 0.5 credit |
|--------|------------|

| | |
|-----------|------------|
| Sculpture | 0.5 credit |
|-----------|------------|

| | |
|----------|------------|
| Ceramics | 0.5 credit |
|----------|------------|

| | |
|-------------------|----------|
| Advanced Ceramics | 1 credit |
|-------------------|----------|

| | |
|----------------|----------|
| AP Art History | 1 credit |
|----------------|----------|

| | |
|----------------------------|----------|
| Digital Drawing & Painting | 1 credit |
|----------------------------|----------|

| | |
|------------------------------------|----------|
| Visual Design & Image Manipulation | 1 credit |
|------------------------------------|----------|



Music Performing Arts Pathway

5 total credits required

Students are required to take AP Music Theory as the Capstone course

AP Music Theory

1 credit

Students are required to take 4 years of Band/Chorus/Orchestra

Symphonic Band, Orchestra, and/or Concert Choir

1 credit

Students may take any of the courses listed below:

Jazz Class

1 credit

Piano I

0.5 credit

Piano II

0.5 credit

Guitar I

0.5 credit

Introduction to Music Theory

0.5 credit



Wilson High School Honors Internship Program

The purpose of the Honors Internship Program is to provide a practical introduction to the professional work environment through direct contact with professionals in the community. Students will participate in a workplace experience, in regularly scheduled meetings with the supervising teacher, and in semester presentations. Internships may be paid or unpaid. Internships can be tailored to the unique needs and interests of the learner. A learning agreement outlines the expectations of all parties: the student, parent, supervising teacher, employer, and school.

Credits

Internships provide the highest level of learning via real world experience in professional settings as a capstone to rigorous coursework.

Course credit is determined by the number of hours that a student works at the internship site.

| | |
|------------|---|
| 1.0 Credit | A minimum of 160 hours of internship experience |
| .75 Credit | A minimum of 120 hours of internship experience |
| .5 Credit | A minimum of 80 hours of internship experience |
| .25 Credit | A minimum of 40 hours of internship experience |

Identification of an Internship Site

It is the students' responsibility to identify a location for their internship opportunity as well as secure transportation to and from the internship site. The program is open to junior and senior students. Additionally, students can explore summer opportunities as part of the Wilson Summer Acceleration Program.



WILSON HIGH SCHOOL



Honors Internship Application for Admission

Student's Name _____ Home Phone Number _____

Student's Cell Number _____ Birthdate _____ (Please include year.)

Address _____

City, State Zip _____

Student E-Mail (School E-Mail) _____

Graduation Year _____ Driver License # _____ or license test date _____
(You must have your license by the first day of starting your internship.)

Length of internship you are interested in: 1 Qtr (1/4 credit) 1 Semester (1/2 Credit) Full Year (1 credit)

Are you interested in more than one internship during the year? Yes _____ No _____

Hours you would like to intern? (circle all that apply)

Before school _____ During the school day _____ After school _____ Weekends _____

What is your career objective? _____

Do you have an internship site? Yes _____ No _____ If so, where? _____

(company name, contact person, phone #)

Parent/Guardian Name #1 _____ Occupation _____

Company Name _____

Phone: Home _____ Work _____ Cell _____

E-Mail (Home or Work) _____

May I contact you at work? _____ Yes _____ No

Parent/Guardian Name #2 _____ Occupation _____

Company Name _____

Phone: Home _____ Work _____ Cell _____

E-Mail (Home or Work) _____

May I contact you at work? _____ Yes _____ No

Parent Signature: _____ Date _____



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Honors Internship Guidelines and Student Contract

I agree to adhere to the following responsibilities:

- ☒ I must be punctual at work and school and must attend daily. I understand that excessive absenteeism is 3 days a marking period.
- ☒ When ill and forced to be absent, I should contact my mentor as soon as possible (following company policy for reporting off). I should call my Internship Coordinator and the high school office by 8:00 am.
- ☒ I fully understand that if I am absent from school in the morning, I may not report to work in the afternoon.
- ☒ I fully understand the consequences if I cut internship or school, fail to call my mentor in the event of an absence, don't sign in/out every day. These violations will result in a discipline referral with the high school office.
- ☒ I must report internship schedule changes to my coordinator immediately and I must discuss controversial employment issues with my coordinator who, in turn, will discuss them with my mentor (if appropriate).
- ☒ I understand that I must sign out daily and leave the school grounds immediately upon my dismissal.
- ☒ I will not quit or change my internship site without first discussing with and getting approval from my parents and coordinator.
- ☒ I must carry out my training on the job in such a manner that I will reflect positively upon myself and the Internship Program.
- ☒ I understand that I must provide transportation to and from my training station, have a driver's license and obtain a parking permit.

Student's Signature

Date

Parent's Signature

Date



WILSON HIGH SCHOOL



Honors Internship Grading Form

Student _____

Grade _____

Supervisor _____

Phone # _____

Honors Internship Monthly Grading Form- To Be Completed By the Supervisor

The Career Ready Ethics and Values incorporate the importance of work place expectations as a vital part of preparing students for life after high school.

| Grading Scale | | | A | B | C | U |
|--|-----------------------|---|---|---|---|---|
| A = Exceeds Expectations B = Meets Expectations C = Needs Improvement U= Unacceptable | | | | | | |
| Criteria | | | | | | |
| 1 | Attendance | Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of un planned absences. | | | | |
| 2 | Character | Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip. Follows company policy. | | | | |
| 3 | Appearance | Displays appropriate dress, grooming, hygiene and etiquette. | | | | |
| 4 | Attitude | Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays the "Golden Rule" approach to everyone. | | | | |
| 5 | Productivity | Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player. | | | | |
| 6 | Organizational Skills | Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change. | | | | |
| 7 | Communication | Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills. | | | | |
| 8 | Cooperation | Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike. | | | | |
| 9 | Respect | Deals appropriately with cultural/ racial/ gender/ age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times. | | | | |
| 10 | Teamwork | Respects the rights of others; respects confidentiality; Is a team player; Is cooperative; Is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior. | | | | |



Honors Internship Grading Guidelines

1. Self-Assessment

- (a) At the beginning of the internship, describe four to six personal objectives and/or goals that you would like to accomplish during your internship. Consider including personal skill development as well as interpersonal development and the application of the knowledge base you have currently obtained through your Wilson education. The suggested length is 1-2 pages. Through the internship period, come back to these objectives and comment regarding how you are (or are not) progressing on each one.

2. Weekly Journal

Each week you should capture the following information in your Professional Internship Portfolio / Blog:

- (a) What major assignment(s) have you worked on?
- (b) What was the biggest challenge that you faced this week and how did you overcome it?
- (c) What was your greatest contribution to the company this week?
- (d) What did you learn from this week that will help you with your career development?
- (e) What could have been done by you to make this week more productive?
- (f) On a 1 to 5 scale (5 being highest) how would you note/assess your performance this week? What is the basis upon which this "grade" is given?
- (g) How am I doing with respect to the objectives and goals I set out in my "Self-Assessment"?

3. Mentor Evaluations

- (a) Mentors will evaluate your progress monthly and provide feedback on your areas of strength and opportunities for growth.

4. Attendance

- (a) Internship students are expected to report regularly and on-time to all scheduled work periods.



WILSON HIGH SCHOOL



Parent Permission Form

Program: We, the parents/guardians of _____, hereby give our permission for the placement of our child in a work-training program supervised and coordinated by the school. We understand that he/she will be at this assignment during hours specified by the school's teacher-coordinator.

We further understand that our child will receive practical experience from this program with or without compensation, for this training and we absolve and release all persons, corporations, and the school district from any and all obligations or liabilities which may arise as the result of our child's placement in the program.

We hereby agree that our child is permitted to work at the training station agreed to. We further understand and agree that if and when our child does not meet the requirements of the job agreed to and the requirements of the school; the coordinator has the right to remove the child from the training station.

We further agree to communicate with the coordinator regarding any problems which may arise before we contact the employer/mentor, except in the case of an emergency.

Transportation: We further agree that our child will have his/her own transportation to the training station.

Publicity: In order to assist publicizing work-experience opportunities afforded by the school, we give permission to the school to use pictures of the above student, showing him/her engaged in on-the-job activities in the form of printed material, slides or videos, press releases, or publicity displays.

Insurance: All work-experience students must be covered by either parent purchased school insurance or the insurance coverage listed below:

Company where parent is employed

Insurance Company

Information Release: We also grant permission to provide on any request from potential employers information about school performance, conduct, attendance, health, and other information pertinent to employment.

We recognize that as the referring agent the teacher-coordinator has the responsibility of clarifying for an employer the applicant's strengths and weaknesses for the benefit of both the student and the employer.

Signature of Parent

Date



WILSON HIGH SCHOOL



Student Final Presentation Form

Essential Questions – Final Evaluation

1. Introduce yourself, tell what grade you are in, and introduce your business or agency partner and your parents if they are present. (Communication skills)
2. Please explain why you have chosen your internship or work-study opportunity and why you have chosen the agency or company /business with whom you are working. (Decision making skills)
3. Explain why you believe your Internship Work-Study will benefit you after you graduate from Wilson High School. (Employment skill development)
4. Explain what you do for your business and tell us about your job / position responsibilities. (Understanding expectations)
5. What three jobs and personal skills are most important for your success? (Employee skill development)
6. What things do you do above and beyond what is expected of you? (Work place initiatives)
7. If you were the president or manager, what would you do to help make your business or agency more effective or efficient? (Problem solving skills)
8. Tell us why an employer would want to hire you! (Personal development and self-marketing skills)



WILSON HIGH SCHOOL



Business Mentorship Form

Congratulations on becoming an Internship Mentor. You are making a sound investment in today's youth—America's future!

These guidelines have been written to help you with the task of mentoring your student. We will also be able to answer your questions and provide you with details about the program and your involvement.

"Learning by Doing" is the key! This program helps students relate schoolwork to the actual "world of work." It gives students the chance to try out their future career before they invest great amounts of time, training, education, and money. This experience allows students to see what it is really like to work in a professional field by being exposed to varied work experiences. Thank you for choosing to mentor our students!

MENTOR GUIDELINES & RESPONSIBILITIES

GOALS

The mentor and intern should discuss and list at least 4 goals for the intern to complete during the internship. Your intern has been provided with a Goal Sheet to record these goals. This will occur in September for Semester One students and in January for Semester Two students.

GRADING

Each month, please complete the Honors Internship Grading Form. Your honest feedback is essential to the student's personal growth.

STUDENT ABSENCES

Students are required to notify their mentors of illness or absence. They will call you according to your call off policy if they need to report off sick for the day. If they know in advance that they will be absent, then they may inform you in advance. If a student does not show up without notification, please contact us immediately.

Please keep a record of their attendance each day and record any absences or lateness. Also indicate if they informed you that they would be out or called in. I will email you every Friday with an attendance request.

Students must attend school in order to attend their experience that day. If they are absent from school they cannot report.

COORDINATOR VISITS

A coordinator will visit work sites regularly to make sure the goals are being met.

WORK/BEHAVIOR PROBLEMS

Any problems with students should be reported immediately.

SCHOOL CALENDAR

Please consult the school web site for days that school is not in session. [Wilson School District Calendar Link](#)

Notes:

Wilson High School

2601 Grandview Boulevard
West Lawn, Pennsylvania 19608



For more information, please visit www.wilsonsd.org/whs