

Silverton High School

Internship EA Project Guide

What is an Internship?

Internship: any official or formal program to provide practical experience for beginners in an occupation or profession.

In order for your internship to work as an EA project your experience must result in one of the following:

Experience	Product Examples
Certification	<ul style="list-style-type: none">• Cadet Program• Explorer Program• Welding Certification• CPR/First Aid
Employment	<ul style="list-style-type: none">• Offered a long term position as a result
A product	<ul style="list-style-type: none">• Create a database of contacts• Design flyers for an event• Complete an interior design
A presentation	<ul style="list-style-type: none">• Teach a cooking class• Present a safety lesson to elementary students

Internship Requirements:

- The experience must include a formal training period
- Complete a task, project or goal for the employer (as described above)
- Lasts a minimum of 20 hours

Packet Requirements (In addition all EA project requirements):

- Complete the work sheets
- Submit documentation of hours worked (Work Plan and Journal)
- All work submitted must be at a quality standard.

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Directions: Answer each question fully and with complete sentences. Worksheets that are incomplete will be returned to you for completion.

Part 1: Employment Facts

Names of Business:

Address:

Career Internship Title:

Start Date:

Phone Number:

End Date:

Name of Supervisor:

Summary Description of Internship: (Identify any tools, equipment, and materials that the intern may handle as part of the experience.)

Description of the final task, project, or goal to be performed by the intern:

Part 2: Employee Benefits

Describe the following benefits that are available to full time employees at your internship site (ask your supervisor for the information you don't know).

1. Paid Vacations (how long must one work until one receives a paid vacation and what is the length of the vacations?)
2. Paid Sick Leave (how long must one work until one receives this benefit, and how much sick leave is granted each year?)
3. Paid Medical and/or Life Insurance (how long must one work until one receives this benefit and what is the coverage?)
4. Training Programs for Management (what programs are offered and how does one get into these programs?)

Part 3: Duties and Responsibilities

List completely the duties you are expected to perform on your internship. For example a duty might include the creation of an employee database. Include any specialized technology or equipment that may be used.

Part 4: Safety

1. What are the potential hazards of your internship site?
2. What safety precautions must you follow?
3. What things can be done to reduce accidents there?

Part 6: Things to Consider

Please answer the questions below with a minimum of 4 sentences each.

1. What personal qualities would help you get a job at your internship site?
2. What did you learn through the internship that will help you achieve your future goals?
3. What does your supervisor do to encourage workers to perform at their highest level?
4. Describe any skills, competencies, techniques that you learned or improved.
5. What additional education would you need to be considered for a position in this business/industry?