

EXTENDED APPLICATION PROJECT GUIDE / CHECKLIST

EA Project: Internship

Student Name: _____

AG Teacher: _____

Every EA Portfolio will include the following documents:

- Title Page
- Table of Contents
- Cover Letter
- Resume and References
- CRLE Reflection Forms (8)
- Work Log** – Your EA project requires 10+ hours of documented time spent completing your project, assembling your portfolio, and preparing your presentation. You must keep a log of these activities.
- Reflective Essay** (2-4 pages in length, outline available on EA website)
- Copies of Thank you Notes** (AG Teacher, Counselor, Teachers, Supervisors, etc.)
- Supporting Documentation** (award certificates, lesson plans, newspaper clippings, pictures, etc.)

Internship Components:

- Choose a career plan:** Identify what job you would like to have in 5 years and identify an internship site that will provide meaningful experience.

Internship site and Supervisor: _____

- Complete the background check process (if applicable)** – This must be done and approved **BEFORE** you start your practicum.
- Identify what type of formal training will be provided and a timeline for such**
- Complete a task, project or goal for the supervisor**
- Work a minimum of 20 paid or unpaid hours** (be sure to log time and activities)
- Complete the Internship Project Packet**
- Complete Supervisor Evaluation Form-** Found on the EA Project website

Presentation

- Introduce** your project
- Explain** the process used/timeline/work plan and journal highlights
- Explain** how, after completing your project, you are more prepared for the future
- Share** any new ideas you had during or after your project
- Explain** the next steps for your senior year
- Explain** the next steps for immediate post high-school plans
- Include** a visual aid (poster, PowerPoint, scrapbook, demonstration, etc.)

EXTENDED APPLICATION PROJECT SCORING GUIDE

EA Project: Internship

Student Name: _____

AG Teacher: _____

Portfolio Scoring Guide (Check when standard is met)

- Title Page
- Table of Contents
- Cover Letter
- Resume and References
- Approved Background Check
- Completed Internship Project Packet
- Completed Supervisor Evaluation Form
- Letter(s) of Recommendation (*If applicable*)
- Work Log
- Reflective Essay
- Copies of Thank You Notes
- CRLE Reflection Forms/Evidence (8)
- Supporting Documentation (evidence, certifications, awards)

Presentation Scoring Guide

5 = Exceeds Standard 4 = Meets Standard 3 = Below Standard

Relevance

- Student demonstrates a connection between the project and his or her post-high school goals and plans
- Student shows evidence of new learning, ideas, results, or conclusions appropriate to his or her personal, academic, and/or career interests and post-high school goals.

Rigor

- Student shows how he or she applied academic and specialized knowledge and skills appropriate to his or her personal, academic, and/or career interests and post-high school goals and plans.
- Student shows how he or she applied those skills in complex or non-routine situations where there was some individual responsibility and autonomy.

Reflection

- Student shows evidence of reflecting on the project's connection to his or her post-high school goals and plans.
- Student shows evidence of new learning, ideas, or conclusions as a result of participating in the project.
- Student shows evidence of reflecting on how he or she applied appropriate academic and specialized knowledge and skills in complex or non-routine situations during the project.

Completion Date: _____

Advisor Signature: _____