



Minutemen Career Experience

Objective

The Senior Internship Project at Revere High School is an optional program open to all eligible seniors who meet program criteria. Program criteria include students that demonstrate good character, have excellent attendance records, and have maintained a passing average in all classes required for graduation. In addition to grades and absenteeism, other considerations could impact eligibility, such as outstanding fees. The Senior Internship Project serves as an excellent transition from the familiar high school experience to a future dealing with lifelong interests or career goals.

This program provides opportunities for students to:

- A. Work on meaningful and independent workplace experience projects of their own design **in lieu of regularly scheduled classes.**
- B. Become exposed to potential career opportunities and people within the community outside of the classroom environment.
- C. Plan and finalize all necessary arrangements in accordance with the approved timeline.
- D. Develop a community partnership.

SENIOR INTERNSHIP PROJECT Class of 2023 TIMELINE

FEBRUARY 2023:

- **RHS APPLICATION** available online for submission.
- The application can be accessed via Google Classroom for: Revere Class of 2023 Counseling using Code: **dhudl67** OR [RHS Senior Internship Application 2023](#)
- Parents of Seniors **MUST** also complete the following form: [RHS Senior Internship Parent Agreement 2023](#)
- [RHS Internship Workplace Agreement 2023](#)

MARCH 2023 -- APPLICATIONS DUE ONLINE – 3 FORMS:

- **3 Google Forms (RHS Senior Internship Application, RHS Senior Internship Parent Agreement, RHS Workplace Agreement) must be completed by March 24th, 2023.**

Last Week in April 2023:

- **Notification of Tentative Approval of Applications (week of April 24th).**

May 12th, 2023:

- **LAST DAY of SCHOOL FOR PARTICIPATING SENIORS**

May 15th-May 26th, 2023:

- **Internship experiences will run for the 2 weeks from May 15th until May 26th, 2023.**
- **Presentations will take place at RHS May 30th through June 1st, 2023.**

On May 30th, May 31st, and June 1st during school hours:

- **Participating students will be scheduled to present (5-10 minutes max.) for a small panel of Revere staff. Schedule of student presentations will be published in April. You will be notified of the schedule before you leave school to begin the Project.**
- **Due at Presentations:**
*****Journal/Log of Hours and Multimedia Presentation**

Important to note:

Participants in the Senior Internship Project are EXEMPT from all Senior Exams!

****GRADUATION**

Mandatory Graduation Practices on June 2nd, 2023.

Senior Internship Project Eligibility Criteria:

In order to participate in the Senior Internship Project, students must be in good academic and disciplinary standing.

1. Grades – passing grades for second semester for all courses required for graduation.

YOU MUST BE ELIGIBLE FOR GRADUATION AS OF MAY 12th TO PARTICIPATE.

Otherwise, you will need to remain in school to complete required coursework.

2. Absences – Must be in compliance with School Attendance Policy.
3. No In or Out of School Suspensions during the final semester.
4. Administration reserves the right to deny participation. You are representing Revere High School and our community as you participate in this experience.

Senior Internship Project Requirements:

Any senior participating in the Senior Internship Project must complete the following requirements:

1. **30 hours** of time spent in the workplace.

Important Note:

- CVCC and MCA Students will need to complete 20 hours.
2. Completion of a journal of your experience. (More information about Journal requirements is below.)
 3. Presentation (approximately 5-10 minutes) that summarizes your experience, with a visual aid (Google Slides, Powerpoint, Poster Board, etc.)
 4. Submission of all paperwork by the appropriate dates.

CVCC and MCA Students and The Internship Experience:

CVCC Students are still required to attend classes at CVCC. Therefore, your total number of hours to shadow is reduced to 20. You MAY use the same placement for Senior Internship and your CVCC early placement or MCA job placement AS LONG AS you do NOT receive monetary compensation.

Frequently Asked Questions:

1. Can I shadow more than one person?

ABSOLUTELY!!! Actually, we encourage it – you can separate your job-shadow between multiple people at one workplace, or between two different workplaces. We want you to have a wide variety of experiences.

2. What do student Athletes need to do if they want to participate?

If your sport is still in competition, the student should contact the coach for guidance regarding practices. The student is still eligible for all athletic activities as long as he/she is making adequate progress on the senior project. However, coaches may require attendance at practices in order to participate. **Students must take the responsibility for coordinating work and sports schedules.**

3. What do Band students need to do if they want to participate?

The student must contact the band director for guidance in this issue. The student is still eligible for band competitions and performances as long as he/she is making adequate progress on the senior project. However, the band director may require attendance at rehearsals in order to participate. **Students must take the responsibility for coordinating work and band schedules.** The senior project **does not exempt** students from any **required** performances.

4. May I schedule my senior internship hours on weekends or evenings?

Yes, as long as you complete the required number of hours days between May 15th and May 26th. Keep in mind that you will be attending regular classes through May 12th, 2023. You may **NOT** start the internship project before then.

5. Does my position have to reflect my career goals or career preparation classes?

No, you may choose to participate in any area that interests you, including non-profit or charitable organizations. If you are uncertain about a possibility, please discuss this with Mr. Dallas (Business Education Teacher) or Mrs. Rion (School Counselor).

6. Can I work with a relative?

We understand the connections through relatives are an easy way to find a placement for the Job Shadow Experience. We encourage you to explore new opportunities to fulfill this experience. However, working with relatives is acceptable if all other means have been exhausted.

Sample Dialogue for Calling Workplace Locations

Many students are nervous about calling a place of employment to inquire about this program. Most people will understand if you are a little nervous, but you should plan what you will say before you call a potential workplace. Being prepared for the conversation will help you to be less nervous. Use the information below to help you to approach a potential workplace:

1. Identify yourself as a student from Revere High School looking to complete a Senior Internship experience.
2. Explain that you would need to job-shadow someone for a total of 30 hours during the dates of May 15th-May 26th. (If reduction of hours due to CVCC or MCA affects your total number of hours, then you should be prepared with an estimate for the number of hours needed before you call.)
3. Explain that there will be an advisor (Mr. Dallas or Mrs. Rion) for the program who would serve as a contact person between the school and workplace.
4. Inquire if the person would be willing to have you job-shadow with them, or if they know anyone at the workplace who would be willing to work with you.
5. Direct them to the high school website for more information, if they still have questions. They could read the packet online for more information. You might suggest that you could email them the link to find the packet online if they prefer.
6. If you have no prior connection to this workplace, be prepared to name a teacher or employer who could serve as a reference for you. Choose someone who could speak to your responsibility and work ethic.
7. Set up a brief meeting where you can get an overview of what you would see and do at the workplace, and so that you can get contact information and a signature from the workplace mentor.
8. Be confident! The skills you can gain from this experience are invaluable. Remember that you are representing yourself and your school, so be professional in your phone call.

Sample Dialogue:

Good morning. My name is _____, and I am a senior at Revere High School. I am inquiring about completing a Senior Internship project at your workplace. I have always been interested in pharmacy, and so I thought that the experience at CVS would be valuable. To give you a little background, I would need to spend a total of 30 hours between May 15th- May 26th doing a job shadow. The hours are flexible, and I'm sure we could find a schedule that would work for both of us. There will be an Internship Advisor at my school who would serve as a contact person for you if you have any questions. Would you or anyone else there be willing to work with me?

Journal Requirement

The student is required to keep a journal of their Job-Shadow Project experience. There will be an online form for you to complete for **each day spent in the workplace**, with observations and a summary for the day. Once internship experience has been approved, students will receive the required journal log.

Presentation Requirements

Generally, the presentation is in a classroom, in front of some administration, teachers and staff.

Occasionally, other people may attend the presentations, including:

- Advisor (Mr. Dallas/Mrs. Rion)
- Principals or District Administrators
- Board of Education Members

The presentation should be approximately 5-10 minutes in length and may be followed with questions from the audience. The student journal should be utilized to create this presentation.

The presentation must include the following elements:

- An overview of your activities and responsibilities
- A discussion of what you learned (specific skills or procedures) and how you benefited from the Senior Internship Program
- How successful you were in attaining the goals you set for yourself and what you learned about yourself through this process

You must use at least ONE professional quality visual aid during your presentation. For example:

- a. Picture board(s)
- b. Video or Audio
- c. Portfolio or photo album
- d. Multimedia device(s)—PowerPoint, Google Slides, web pages, smart board, etc.
- e. Props from the professions
- f. A student created product from the internship session
- g. Other as approved by Advisor

****NOTE:** A projector and laptop will be available for presentations.



Senior Job-Shadow Project Information to Give to Workplace Mentor

Thank you for considering being a participant in the Revere High School Senior Internship Project. The role of the Mentor is essential to the success of the Senior Project. You will play an active and vital part in the student's learning experience. Through the experiences provided by you, students should gain an in-depth understanding of your professional world.

Responsibilities:

1. Discuss and agree upon goals for the Senior Internship Project. The goals should be attainable during the allotted time period.
2. Advise and guide the student on his/her project and sign a daily time sheet indicating that he/she has completed the required hours.
3. Assign responsibilities and duties that are "real" to the job environment.
4. Mentors should recommend student dress and behavior requirements.
5. Evaluate students upon completion of the Senior Internship Project using the Mentor Evaluation form.
6. Invited to attend the student's final presentation during the week of May 30th, 2023.

Relevant Information:

1. Senior Project work may begin on May 15th and must be completed by May 26th. (Presentations will be during the week of May 30th, 2023 based on a schedule that will be determined later.)
2. Students are to participate in a minimum of 30 hours (20 for CVCC/MCA students) for the duration of the project. The scheduling of those hours is between the mentor and the student.
3. Attendance and punctuality are important. If this becomes an issue, please contact the student's advisor immediately.
4. All contact with the school should originate with the advisors, Mr. Jeff Dallas and Mrs. Emily Rion.
5. In a pre-project conference with the student, please establish a mutual understanding of what will be expected during the project time.

Note to student: You should forward the above information along with this form to your internship advisor: [RHS Internship Workplace Agreement](#)

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