**Internship / Community Service Project**

**100 hours = 5 credits**

**20 credits (max credits possible)**

To receive credit for your internship or community service project you must complete the following steps:

1. Complete the *Request to Participate in the Internship / Community Service Project* form (See Appendix A).
2. Set a meeting with Ms. K for approval on the *Request to Participate in the Internship / Community Service Project* form.
3. Track hours on Timesheet, (See Appendix B)
4. Submit project or paper by dates listed below with proof of hours /attendance.
* **Block 5:** April 8th, 2016 at 12:00pm MST
* **Block 6:** May 13th, 2016 at 12:00pm MST

Proof of hours and attendance must be submitted via the sample timesheet (Appendix B). This is the only form of acceptable proof of hours. This is an independent option for students to earn additional credits. This is an elective credit opportunity with no instructor. The facilitator reserves the right to contact the organization and confirm submitted hours and verification of internship. Verification of hours and papers/projects need to be submitted in one professional email (as an attachment). No other form of submission will be accepted this includes Google docs, dropping the forms at the school, etc. *The email can be sent to: kbarnett@chscharter.org.* Students are responsible for following up to ensure earned credits were applied to their individual transcript. You cannot get paid for your internship or community service. You cannot use hours for Senior Seminar Service Learning projects or other projects you are already earning credit for in another class. Please see Ms. K if you have any questions.

**Project Options:**

**Option A:** Paper: You can’t simply answer the questions. You must make sure you write a paper where the questions are answered in paragraph form. This paper should be in MLA format and meet the standards on the CHSC writing rubric. The paper should be a minimum of three and a-half (3 ½) pages, using 12 point font, Times New Roman and double spaced. This includes written in first person, grammatically correct and relevant to the proof of hours being submitted.

**The paper needs to address ALL of the following questions:**

* In complete detail, describe your role, responsibilities and work completed (e.g. who you helped, where the work was done, worked in teams or individual).
* What did you like the most about your experience?
* What did you like the least about your experience?
* What surprised you about your experience?
* Is the type of internship or community service work you did something you could see yourself doing in the future?
	+ If so would you want to get any additional kind of training that would give you more opportunities or the potential to make more money?
	+ If not, why? Is there another type of work you think you would enjoy more? If so why? What kind of education would you need to get to make you competitive for that kind of work?
* What was the most valuable thing you learned while doing this project? Why was it the most valuable?
* How has this impacted your education or future?

**Option B:** Project Based Learning, students will create a project relevant to their community service or internship site. This can include, but is not limited to, a presentation (including PowerPoint or displays), a community build project, exhibition in an art exhibit, participation in a round table discussion, performance, book chapter, etc. This project display /demonstration can be completed in or outside of school and must receive prior approval from Ms. K. A sufficient body of evidence must be collected to show completed work including, pictures, PowerPoint, written explanations, poster board display, etc.

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| Appendix A:Step1: Request to Participate in the Internship / Community Service Project |

| Student Name:  | date:  |
| --- | --- |
| Student email: | Student Phone:  |
| Internship Company:  | Location:  |
| Supervisor Contact: (Name, number, & email):  |  |
|  |  |
| General Information  |  |
| Do you have an IEP? |  |
| How many high school credits do you currently have? |  |
| How many credits do you need to graduate?  |  |
| How do you plan to manage the internship and your school work?  |  |
|  |  |
|  |  |
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|  |  |
| How did you find this internship or community service opportunity?  |  |
|  |  |
|  |  |
| Describe the requirements to participate (include times and dates of meetings)? |
|  |  |
|  |  |
| Work history  |  |
| Have you ever had a job or are you currently employed?  |  |
| If so, where? |  |
| Have you earned credit for work study?  |  |
| How did you choose that job?  |  |
| How will you manage your work, school and internship/community service project?  |
|  |  |
|  |  |
|  |  |
| Goals / Other  |  |
| What are your internship/community service goals?  |  |
|  |  |
|  |  |
| What project do you plan to complete? Option A or B? Please describe in detail how you plan to complete this project?  |
|  |  |
|  |  |
|  |  |
| Explain what date and time you plan to complete this project?  |  |
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| MORE COMMENTS? |  |
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**Signatures of Agreement**

Students are personally responsible for completing their projects and participation in the program as outlined above. Failure to finish the project by the deadline of each block will result in no credit being awarded. No exceptions will be made for missed deadlines.

**Student Full Name (Printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ms. K Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Advocate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ms. Sarah Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_