

Riverview High School

EXECUTIVE INTERNSHIP PROGRAM



PROGRAM HANDBOOK

Ms. Erin del Castillo, Principal

Dr. Carrie De Zutter, Program
Director





Dr. Carrie De Zutter, Program Director
1 Ram Way · Sarasota, FL 34231
941-923-1484 X64391

Carrie.DeZutter@sarasotacountyschools.net

COURSE INFORMATION

Purpose: To provide professional-level experiences in a career to be pursued in postsecondary education.

Overview: The RHS Executive Internship Program allows students to earn 1-3 credits per year while serving as special, unpaid assistants to professionals in the community. The intern is with his/her sponsor for a minimum of 3 hours per week, per credit, according to the internship calendar. Interns maintain appropriate dress as per sponsor specifications, keep a journal describing the experience, submit a weekly time log, create a portfolio, conduct a presentation in a group setting, participate in opportunities to share internship successes and frustrations, and showcase overall experiences through a final presentation and participation in a sponsor celebration. Interns are expected to participate in class professional development activities which include, but are not limited to: OSHA training, HIPAA and confidentiality training, resume creation, cover letters, interviewing techniques, appropriate professional attire, networking skills, leadership skills, and financial literacy. All interns must earn the Florida Ready to Work credential in workplace skills. The internship director will monitor the internship experience and all related activities.

The internship worksite schedule is negotiable between the sponsor, intern, and director. The schedule may be flexible from week to week depending on the sponsor's needs and intents. Students are expected to demonstrate excellent attendance, dress and grooming, promptness, respect, and initiative. **The student is responsible for his/her own transportation and will not be allowed to accept rides from anyone else, including the sponsor if tasks take them away from the worksite.**

The students observe their own sponsors until they are able to assume assigned responsibilities and hands-on applications/activities. During their tenure as interns, they become actively involved in the duties of their sponsors, including: attending meetings, conducting research, and completing projects that may be used by the organization. During this process, interns should become knowledgeable about such aspects as decision-making procedures, program objectives, products and services, the organizational structure, professional meetings, and personnel requirements. Students will seek insight into the qualities, skills, and training required for success in the specific career. The interns also become familiar with the particular jargon of the profession. Interns are required to conduct themselves in a professional manner by demonstrating promptness and dependability, dressing appropriately, and maintaining a cooperative and positive attitude towards the world of work.

Executive interns are expected to contribute as in an employer/employee relationship. Each sponsor is asked to provide an internship experience which is educational in scope, supportive of the program objectives, and directed towards providing the student with an understanding of how the organization functions. Sponsors are encouraged to provide students with the opportunity to attend meetings, handle assigned tasks and responsibilities, and perhaps assign the student a special project to complete during the internship. If deemed appropriate, the student may be rotated within several departments and/or individuals who comprise the total organization. The student's involvement in this program cannot violate the Fair Labor Standards Act.

EI2018



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1 Ram Way · Sarasota, FL 34231
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Program Objectives:

1. To gain expertise and experience in a particular profession.
2. To become self-directed learners by using positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibilities for their actions.
3. To become collaborative workers by using effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
4. To become complex thinkers by being able to identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts.
5. To become community contributors by contributing of their time, energies, and talents to improving the welfare of others and the quality of life in their diverse communities.
6. To become a quality producer by creating intellectual, artistic, practical, and physical products which reflect originality, high standards, and the use of advanced technologies.

Expectations:

1. Follow the internship calendar posted on BLACKBOARD. Once placed, the intern will report to the sponsor each school day with the exception of mandatory scheduled professional development days.
2. Interns must report to their sponsor daily and sign in on the log sheets provided. In order to receive credit for the internship hours, the log sheets must be signed by the sponsor and submitted weekly, according to the due date listed on the internship calendar.
3. Professional development days are mandatory. Interns will share experiences with the director and peers. Professional development days will be used to cover the frameworks of the course, learn from guest speakers, and explore workplace skills.
4. All assignments are to be submitted according to the dates posted on the internship calendar (found on BLACKBOARD). It is the student's responsibility to know what needs to be submitted and when it is due. Late work is subject to a penalty of 10 points per day.
5. The internship is intended to allow students to shadow a career and professionals in the workforce. Students are not there to analyze personalities, gossip about peers or sponsors, or complete tasks not related to the worksite (ex. homework and/or cell phone use). It is important to remember that interns represent Riverview High School. Interns should be courteous, attentive, and helpful. Our sponsors have agreed to volunteer their time and expertise to help students map out their futures; they deserve respect and consideration.
6. Individual sponsors will discuss the dress code they expect interns to maintain at their worksite. Executive interns must adhere to the sponsor's requirements.
7. A notebook should be kept of any documentation received (i.e. photographs, brochures, charts, graphs, meeting agenda, etc.) that will help in the creation of a personal portfolio and exhibition. The midterm and final exams are exhibitions where the intern will give an informative presentation to his/her peers.
8. All interns must sign in and out as instructed. Failure to do so will result in a recorded absence, and if continued, removal from the course with a failing grade will be initiated! Each intern will have a RHS Executive Internship identification badge to show security upon leaving campus. *If the intern is absent, he/she must follow the procedures outlined in the internship Attendance Policy.*



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Evaluation:

The internship sponsor will complete a mid-term and final evaluation of the student's ability to set priorities, to make judgments and offer alternative solutions to problems, and to function effectively in an organizational environment. These evaluations also reflect the student's leadership ability, initiative, and work habits. The sponsor and director will evaluate the intern in the following areas at mid-term and at the end of the internship:

1. Successful Work Habits

- a. *Promptness* – in arriving at the internship, completing assignments, etc.
- b. *Appearance* – appropriate dress and grooming.
- c. *Dependability* – in meeting commitments.
- d. *Discretion* – respecting confidentiality of situations.
- e. *Sensitivity* – relating well to a variety of people.
- f. *Flexibility* – reacting to new and unanticipated situations.
- g. *Independence* – ability to work without constant supervision.
- h. *Accuracy* – ability to follow directions, attentive to details, able to obtain information and convey it accurately.
- i. *Maturity* – seriousness in approach to internship.
- j. *Creativity* – ability to generate new ideas, perspectives, and approaches.
- k. *Attitude* – a positive outlook on the assignment, a willingness to undertake tasks.

2. Personal Growth

- a. Increased awareness of skills and abilities in relation to present and future goals.
- b. Increased sense of self-confidence.

3. Communication Skills

- a. Increased ability to write fluently and precisely.
- b. Increased ability to speak with confidence and maturity.

4. Keys to Success

- a. Demonstrate professionalism.
- b. Observe rules of confidentiality.
- c. Communicate (send and receive).
 - i. When receiving information, interns will be attentive and respectful. Forms of disrespect will result in a loss of evaluative points and will impact grades.
Disrespect includes:
 1. Head down
 2. Yawning
 3. Participating in other activities instead of listening (ex. texting, homework)
- d. Be flexible, attentive, organized, and dependable.
- e. Be active learners, independent or self-directed as necessary.
- f. Be familiar with the program, requirements, assignments, and schedules.
- g. Be seekers of knowledge, guidance, and experience, not just observers and customers.



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Obligations of Participants

This section describes the obligations of the executive intern, sponsor, program director, high school counselor/career advisor, and parent/guardian. Each plays a pivotal role in the executive internship program.

1. Intern

- a. *Duration:* Participate in the program for one semester or the full year, without pay, spending a minimum of three (3) hours per week per credit with the sponsor during standard business hours and attending group seminars with fellow interns on specified days.
- b. *Organizational Overview:* Undertake activities with the organization and become knowledgeable about the sponsor's company, organization or agency, including how decisions are made; major programs, products or services; annual report or budget; table of organization; and selected personnel policies. Seek insight into the qualities, skills, and knowledge that help an executive or manager perform effectively.
- c. *Assignments:* Define, with the sponsor, special assignments to be undertaken which will meet the educational objectives of the program and not violate the Fair Labor Standards Act.
- d. *Meetings:* Attend at least two (2) meetings or conferences seeking prior briefing on agenda, participants, and the role the intern should play in the proceedings.
- e. *Work Habits:* Demonstrate excellent attendance, accuracy, good grooming, promptness, appropriate dress, and observance and implementation of positive etiquette practices.
- f. *Initiative:* Seek additional responsibilities in the organization which will enhance the internship as a learning experience.
- g. *Sponsor Conferences:* Communicate with sponsor to review learning experiences, seek advice on programs, discuss any situations that may prevent the intern from fulfilling program goals, and clarify assignments.
- h. *Journal:* Complete a daily analytical journal of internship activities focusing on personal reactions to program experiences and documenting what new knowledge and skills have been acquired. These worksheets will be reviewed by the teacher and returned to the intern for inclusion in their program portfolio.
- i. *Professional Development:* Actively engage in internship professional development activities which focus on organizational priorities, finances, workplace skills, programs, products or services, decision-making processes, career opportunities, communication skills, and self-improvement. Participate in small group and individual counseling sessions with the teacher/director and fellow interns to share placement problems and experiences; discuss career guidance questions; and seek help on the end-of-term project.
- j. *Sponsor Appreciation:* Help plan and participate in a sponsor appreciation event towards the end of each semester.



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- k. *Project*: Present a portfolio demonstrating what has been learned in the program. The portfolio must adhere to the assignment requirements and is due at the end of the placement.
- l. *Financial Literacy*: Complete the unit on financial literacy and begin implementation of strategies.

2. Sponsor

- a. *Breadth*: Provide an internship experience, without pay, which is educational in scope, supportive of the stated educational objectives of the program, and directed towards providing the student with an understanding of how an organization functions.
- b. *Organizational Overview*: Brief the student about the organization, including priorities, major program, products or services, operating budget or annual report, table of organization, and examples of the decision-making process.
- c. *Activities*: Arrange opportunities for the student intern to attend staff meetings or conferences and to undertake assignments which will enhance the intern's learning experience and not violate the Fair Labor Standards Act.
- d. *Business Procedures*: Advise the student on behavior appropriate to the particular department or organization to which he/she has been assigned.
- e. *Project*: Meet with the student to decide on a project agreeable to both parties. The program director will provide assistance in setting up objectives and/or evaluation criteria as needed.
- f. *Intern Conferences*: Designate a regular meeting time with the intern to review the student's progress, share observations, answer questions, assess overall performance, suggest areas of improvement, and provide general support and encouragement.
- g. *Director Communication*: Connect with the program director periodically; keep the director apprised of any problems in the relationship; outline steps necessary for improvement; and follow up to assess progress. Communication may take place in person, via telephone or through e-mail. The e-mail address is Carrie.DeZutter@sarasotacountyschools.net. Please enter the following for the subject: **Sponsor 2019**.
- h. *Back-Up*: Select a mentor to provide assistance when the sponsor is unavailable.
- i. *Evaluation*: Make time available at the end of each term to participate in the evaluation of the program's overall effectiveness.
- j. *Wages and Hours*: Ensure that all activities adhere to the regulations of the Fair Labor Standards Act. The intern will not earn wages.

3. Parent or Guardian

- a. *Work Habits*: Reinforce the need for excellent attendance and good work habits.
- b. *Support*: Provide encouragement and reinforcement for a new educational experience.
- c. *Communication*: Maintain contact with the program director about any problems or concerns. Communication may take place in person, via telephone, or through e-mail. The e-mail address is Carrie.DeZutter@sarasotacountyschools.net. Please enter **Intern 2019** in the subject line.



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4. Program Director

- a. *Objectives:* Direct and monitor the internship experience to assure the program achieves the stated objectives and is aligned with Florida State Standards. Work closely with program coordinators to ensure continuity within the internship program.
- b. *Policies:* Inform the intern, sponsor and parent/guardian about the purposes, objectives, and policies of the program at the beginning of the term.
- c. *Academic Credit:* Monitor the progress of the intern towards completing the program objectives successfully. Discuss any deficiencies with the intern as quickly as possible and identify improvement necessary. Submit grade records on or before the district deadlines.
- d. *Site Visits:* Conduct site visits to review the quality of the internship and the intern's development, suggest necessary changes in approach, and follow up on recommendations.
- e. *Intern Conferences:* Communicate regularly with the intern to review knowledge and skills being acquired in the program and problems encountered; help the intern develop new approaches to handling situations; follow up on progress in meeting goals.
- f. *Problems:* Share with the intern, sponsor, and parent/guardian any concerns with the intern's performance that indicate the necessity for possible termination of the internship; suggest steps that must be taken for performance to reach a satisfactory level; and follow up to ascertain what improvement has been made.
- g. *Professional Development:* Supervise and assist interns in the planning, organization, presentation, and evaluation of professional development activities.
- h. *Journals:* Review and critique the journal entries and provide feedback to the intern.
- i. *Project:* Advise the intern on the planning, preparation, and presentation of the semester and final project to reflect the intern's achievements of the program objectives.
- j. *College and Jobs:* Offer assistance to the intern in seeking college admission, scholarships, loans, and employment, in liaison with the high school guidance staff. Use the services of the career advisor to provide career assessments and supplemental career-related material to the interns.
- k. *Attendance:* Maintain accurate attendance records.
- l. *Calendar:* Establish and maintain a calendar of events, assignments, and assessments using BLACKBOARD.
- m. *Supplements:* Provide appropriate educational resources that would be helpful to the intern in strengthening the educational value of the internship.
- n. *Summary:* Supervise the intern in the preparation of a final project, portfolio, and any other requirements.
- o. *School News:* Inform students of school business that affects them during the term such as College Board applications, yearbook pictures, graduation dates and rehearsals, etc.
- p. *Communication:* Maintain timely and appropriate communication with students, sponsors, parents/guardians, school and district staff, and the Riverview High School Foundation regarding Executive Internship activities and news.



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- q. *Accountability:* Report to the high school principal regarding the student's internship experience, application of Florida State Standards, and assessment outcomes.
- r. *On-going Program Enhancement:* Use in-house and community resources to develop and maintain enhancements to the RHS Executive Internship program.

5. Program Coordinators

- a. *Objectives:* Work closely with the program director to ensure the subsection to which he/she is assigned meets the program objectives, follows stated policies, and is aligned with Florida State Standards.
- b. *Subsection Activities:* Develop, coordinate, implement, and assess subsection activities for the interns assigned to a specific subsection.

6. High School Counselor/Career Advisor

- a. *Program Information:* Provide information for students on the program, distribute application forms and recommendation forms, and follow up on materials when due.
- b. *Conflicts:* Resolve with the intern any scheduling or graduation requirement conflicts prior to or at the beginning of the semester. Assist the student, if necessary, to apply for an appropriate waiver or seek alternative possibilities before abandoning the internship.
- c. *Testing:* Provide the intern with a calendar of dates and hours when tests such as S.A.T. and A.C.T. exams are scheduled.
- d. *Problems:* Meet with the intern as necessary to help resolve problems and provide help as needed by the intern, program director, and program coordinators.
- e. *Career Assessments and Supplemental Material:* Provide opportunities for interns to participate in career assessment activities and assist in locating supplemental material regarding specific careers and career pathways.
- f. *Communication:* Maintain on-going communication regarding student interns and sponsors with the program director. Topics include, but are not limited to: attendance, academic standing, progress towards graduation, scheduling, and other issues impacting the Executive Internship program and student success.



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Florida Department of Education Executive Internship Program

The nature of this program requires great flexibility in the duration of the course and the number of contact hours. Student performance standards must be designed to meet the uniqueness of the course. A student can receive no more than three elective credits in grades 9-12.

Executive Internship I, Course Number 0500300, 1 Credit

The purpose of this course is to provide a practical introduction to the work environment through direct contact with professionals in the community.

The content should include, but not be limited to, the following:

- Discussion of professional job requirements.
- Building vocabulary appropriate to the area of professional interest.
- Development of decision-making skills.
- Development of personal and educational job-related skills.

After successfully completing this course, the student will:

- Describe educational, personal, and professional requirements of the profession.
- Understand and use vocabulary appropriate to the profession.
- Understand special needs unique to a particular profession.
- Demonstrate knowledge of special technologies.
- Read literature related to the profession.
- Exhibit growth in functioning in the adult world and professional community.
- Use appropriate decision-making techniques in exploring career possibilities.
- Demonstrate appropriate responsible behavior in various situations.
- Demonstrate application of academic skills in the performance of the internship responsibilities.



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Executive Internship II, Course Number 0500310, 1 Credit

The purpose of this course is to supplement the existing curriculum by providing community internships. Students apply textbook learning, leadership skills, and understanding in challenging and creative professional areas.

The content should include, but not be limited to, the following:

- Study of a variety of career options.
- Written and oral communication skills.
- Higher-level thinking skills.
- Interpersonal relationship skills.
- Factors affecting job performance.
- In-depth research study.
- Theories of executive management.
- The influence of unions.
- Economic factors affecting free enterprise.
- Knowledge of professional organizations and their impact.
- Career planning.

After successfully completing this course, the student will:

- Describe a range of career options.
- Demonstrate an awareness of the organization and its functions.
- Define the role of the executive in an organization.
- Demonstrate knowledge in fields of special interest.
- Exhibit written and oral communication skills.
- Understand interpersonal skills.
- Demonstrate growth in maturity, independence, and self-awareness.

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Executive Internship III, Course Number 0500320, 1 Credit

The purpose of this course is to further refine and apply technical skills and competencies for leadership within specific professional areas.

The content should include, but not be limited to, the following:

- More intensive study of a variety of career options.
- Written and oral communication skills.
- Higher-level thinking skills.
- Interpersonal relationship skills.
- Factors affecting job performance.
- In-depth research study.
- Theories of executive management.
- The influence of unions.
- Economic factors affecting free enterprise.
- Knowledge of professional organizations and their impact.
- Career planning.

After successfully completing this course, the student will:

- Describe a range of career options.
- Demonstrate a comprehensive awareness of the organization and its functions.
- Define the role of the executive in an organization.
- Strengthen the knowledge in fields of special interest.
- Demonstrate improved written and oral communication skills.
- Exhibit analytical skills.
- Demonstrate interpersonal skills.
- Demonstrate growth in maturity, independence, and self-awareness.
- Design and present an advanced project, demonstrating what has been learned in the internship.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA CURRICULUM
AND INSTRUCTION: EXECUTIVE INTERNSHIP PROGRAM

CHILD LABOR OVERVIEW

HOURS

When school IS in session: Florida law states that on a school day, minors under 16 may work no more than three hours when school is scheduled the following day and up to eight hours on other days when school does not follow. The Fair Labor Standards Act (FLSA) states that minors may work no more than three hours on a school day and eight hours on non-school days. The practical application of both state and federal law allows minors under 16 to work three hours on all days except Saturday and Sunday when they may work up to eight hours per day.

When school IS NOT in session: Florida law allows minors 14 and 15 to work eight hours per day between 7 a.m. and 9 p.m. on days when there isn't school the next day and up to 40 hours per week on non-school weeks and during summer vacation. Note: Federal law limits this age group to work from 7 a.m. until 7 p.m. From June 1 to Labor Day they may work until 9 p.m.

For minors 16 and 17, the allowable work hours are 30 hours a week when school is in session; eight hours per day between 6:30 a.m. and 11 p.m. if school is scheduled the following day. There are no limitations on hours worked when school is not scheduled the following day or during holidays and summer vacation.

Minors are NOT permitted to work during normal school hours unless they are enrolled in a school-to-work experience program, career education or other program declared exempt by the state or have received a partial waiver.

BREAKS

Minors are not permitted to work for more than four hours without a 30-minute, uninterrupted meal break. This applies throughout the year.

DAYS

Minors are not permitted to work for more than six consecutive days in one week. This applies throughout the year.

PARTIAL WAIVERS

The Florida Law is designed to serve and protect minors while encouraging them to remain in school. At times, minors may feel that the law conflicts with their best interest; therefore, they have the right to request exemption from parts of the law. Waivers may be granted on a case-by-case basis, when it clearly appears in the best interest of the minor. For more information on Partial Waivers, access the Partial Waivers section. For a Partial Waiver application, access [forms/fel_1002.pdf](#).

EXEMPTIONS

Minors are exempt from the hours restrictions of the Child Labor Law if they have been married, graduated from an accredited high school or hold a high school equivalency diploma, served in the military, authorized by a court order, or been issued a partial waiver by the public school or the Farm and Child Labor Program.

PROHIBITED JOBS

The rules governing hazardous occupations and equipment are divided into two groups; one for minors ages 14 and 15 and another for all minors. To access Child Labor hazardous occupation information, you may access either [Hazardous Occupations](#) or [Federal Web Site Links](#).

EMPLOYER REQUIREMENTS

Employers are required to keep proof of age on all minor employees and any documents, which exempts the minor from the law. Employers are required to post in a conspicuous place, on the property or place of employment, where it may be easily read, a poster which notifies minors of the Child Labor Law.

The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation

RET: Master, OSA
Dupl., OSA

038-05-CUR-INS
Eff. 8-5-2005

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
CURRICULUM AND INSTRUCTION: EXECUTIVE INTERNSHIP PROGRAM AGREEMENT

Instructions: Student fills out form and has all parties sign.

Intern Name _____ DOB _____
 Intern Address _____
 *Hours Per Day ____ From _____ - To _____ (AM/PM) Hours Per Week ____ Career Cluster _____
 Related CTE Program n/a School Riverview High School Phone 941-923-1484
 Intern Company Name: _____ Phone _____
 Sponsor Address: _____ Program Start Date: _____
 Internship Sponsor Name: _____ Hazardous Exemption Needed? Yes No
 Worker Comp Carrier _____ Liability Insurance Carrier _____
 The intern is receiving _____ credit(s) for the internship and must intern an average of _____ hours per week during each period as agreed upon by the internship coordinator and internship sponsor.

| Student Responsibilities | Employer Responsibilities |
|---|---|
| <p>The intern is to notify the internship coordinator by phone before school begins if it is necessary to be absent or tardy to school. The student is to notify the intern sponsor as soon as possible if it is necessary to be absent or tardy to the internship site. The intern will submit a weekly time log to the coordinator signed by the mentor in order to maintain the conditions of the program.</p> <p>The intern will NOT go to the internship site on any school day that the intern is NOT in attendance at school. Unreasonable absence from school or the internship site shall be grounds for dismissal from the program.</p> <p>Transportation from school to the internship site is the responsibility of the intern who, together with the parent(s) and or guardian(s), assume all responsibility, accountability, and liability for any and all acts arising out of the operation of a motor vehicle.</p> <p>The intern will complete all related safety training and pass a safety test prior to using machinery.</p> <p>The intern will abide by the regulations and policies of the employer and school, including dressing appropriately for the school related program, as well as the job. The intern will support all activities related to the program. If at any time the parent(s) or guardian(s) of the intern have any questions concerning the internship, they are to contact the coordinator.</p> <p>The intern will maintain a minimum 2.5 cumulative GPA to continue in the program.</p> <p>The intern will report to the internship coordinator any contemplated changes in the intern's internship site or school program and shall give proper notice to the internship sponsor before leaving the internship position.</p> <p>The intern will lose school credit if the internship is terminated because of the intern's failure to meet the standards of the internship sponsor or the school.</p> | <p>The internship sponsor agrees to place the intern in the site specified above for the purpose of providing occupational experience reflecting the intern's career cluster and occupational goals.</p> <p>The unpaid internship will be performed under safe and hazard free conditions. Should an intern be placed on a site allowing a Child Labor Law Hazardous Occupation Student Learner Exemption Agreement, the internship sponsor will assure the agreement is signed and allow the intern to perform duties only in those occupational areas exempted.</p> <p>The intern will receive the same considerations given employees in regard to safety, health, social security, general internship conditions, and other policies and procedures of the company.</p> <p>*The internship sponsor will adhere to all state and federal regulations regarding employment, workers compensation, child labor laws, and minimum wages, and will not discriminate in employment policies, educational programs, or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.</p> <p>The mentor shall advise the intern of the policies regarding confidentiality. If the intern is in violation of the policy, the intern will be removed.</p> <p>The internship sponsor shall check attitude and ability displayed by the intern enabling the internship coordinator to encourage, adjust, or correct any manner that will tend to improve intern's performance.</p> <p>The internship sponsor shall notify the internship coordinator of any violation pertaining to company policy prior to internship termination.</p> |

SCHOOL RESPONSIBILITIES

The internship coordinator shall supervise the intern while in the program. The intern coordinator will visit/contact the training site at least once during each grading period to check on the intern's progress (or more often if required). The school shall grant credit to the intern contingent upon the intern's performance during the internship as determined by evaluations from the internship sponsor and prompt attendance at both school and the internship site and providing the intern continues the training through the predetermined finish date. The internship coordinator will attempt to resolve any complaints through cooperative efforts of all parties involved.

Intern Signature _____ Date _____
 Internship Sponsor Signature _____ Date _____
 Parent Signature _____ Date _____
 Internship Coordinator Signature _____ Date _____

The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation. 036-05-CUR-INS; Eff. 8-5-2005; Rev. RHS 10-3-2017



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MEMO OF UNDERSTANDING

PARENT AGREEMENT

I have read the parent letter and student packet and understand the requirements, expectations (confidentiality, attendance, transportation, etc.), and responsibilities of the Riverview High School Executive Internship Program. In addition, regarding dress code, I understand that executive interns are expected to dress appropriately as per the program director and the RHS dress code policy and as per the sponsor. In addition, as the parent or guardian, I grant permission for my child to leave campus during his/her lunch period if said lunch period falls directly before or directly after the scheduled internship time as per the disclosure and notarized Hold Harmless agreement.

OBLIGATIONS

I have reviewed the responsibilities of all participants in the Executive Internship Program, as stated in the *Executive Internship Handbook*, and agree to fulfill my respective obligations. It is understood that students participating in the Executive Internship program at Riverview High School are subject not only to school rules, but also the requirements of all employees at the placement site, which may include random drug testing.

RESPONSIBILITY

As a student in the Sarasota County Schools' Executive Internship Program, I proclaim that I will perform no duties nor render any services for which I have not received specific training and certification. Under no circumstances will I jeopardize the reputation of the School Board of Sarasota County and/or Riverview High School.

CONFIDENTIALITY

As a student in the Sarasota County Schools' Executive Internship Program, I understand that information regarding personnel, clients, patients, and events and occurrences at the internship site are strictly confidential. **Disclosure of such information is a serious breach of confidentiality**. I understand that the internship director and internship sponsor will not tolerate disclosure of confidential information, and that any breach of confidentiality will have serious consequences including removal from the internship program.

| | | |
|--|---|---------------|
| _____ (Please print) Executive Intern | _____ (Please sign) Executive Intern | _____ Date |
| _____ Please print) Parent/Guardian | _____ (Please sign) Parent/Guardian | _____ Date |
| _____ (Please print) Sponsor | _____ (Please sign) Sponsor | _____ Date |
| _____ (Please print) Program Director | _____ (Please sign) Program Director | _____ Date |



Dr. Carrie De Zutter, Director
1 Ram Way · Sarasota, FL 34231
941-923-1484 X64391
Carrie.DeZutter@sarasotacountyschools.net

GRADING POLICY: The Sarasota County School District grading scale is used for this program.

Important:

- Getting fired by the sponsor or a truancy will earn the intern an automatic F in this course.
- Assignments that are submitted late are subject to a reduction of 10 points per day. Please refer to the BLACKBOARD course calendar for assignments and due dates.

Employability Skills (20%):

- *Attendance*
 - Daily attendance is imperative for success in this program! Signed time sheets document an intern's attendance at his/her worksite. Credit is affected by worksite and classroom hours.
 - Interns who will be absent from the classroom or worksite must notify the internship director by 7:30 a.m. and notify their sponsor in a manner mutually agreed upon. Failure to adhere to this policy will result in a loss of employability points.
 - Upon returning to school from an absence, a note from the parent/guardian must be submitted to the attendance office within three days. Points are deducted for unexcused absences and tardiness.
 - Interns are to sign out prior to leaving for the internship site. Interns not signing out will be marked absent. The student may not go to the site if he/she is not in attendance for RHS classes. Students may **NOT** sign out for another intern.
- *Dress Code*
 - Interns are expected to dress professionally at the internship site.
 - Interns are expected to follow the RHS dress code while in attendance at RHS.
- *Work Habits*
 - Interns must demonstrate successful workplace habits including effective time management, preparedness, meeting deadlines, producing quality work, and showing respect for others.

Professional Development Participation & Assignments (50%):

- Assignments enhance the learning experience and fulfill the course requirements. Information will be disseminated during seminars and posted on the internship calendar in BLACKBOARD.
- Professional Development days are intended to provide opportunities to reflect on and share experiences, increase knowledge, and cover assignments. Attendance is mandatory.
- Students will complete coursework and participate in assessments as provided by the teacher.

Professional Assessments and Evaluations (30%):

- Sponsors will be asked to evaluate their intern's performance on a weekly basis.
- Sponsors will evaluate the intern's performance at the end of each semester.

Mid-term Examination (20% of semester grade):

- Interns will showcase their experience and growth as part of a collaborative presentation grouped by career cluster. Professional vocabulary will be integrated into the presentation.

Final Examination (20% of final grade):

- The intern will prepare and present a portfolio and PowerPoint showcasing experience and growth throughout the year. The portfolio provides students the opportunity to plan for the future, to show his/her ability to be a self-directed, lifelong learner, to demonstrate proficiency in workplace skills, and to showcase strengths and talents.



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Attendance Policy

Be on the job every day.
Be on time.
Be prepared.
Be successful.

Executive interns are expected to be at their internship site or at Riverview High School each school day of the semester. School days are determined by the Sarasota County School Board; the calendar is located on the district website. In the event of an absence, the following procedure must be followed:

- ▲ Contact Dr. De Zutter by texting 941-468-3708 prior to 7:30 a.m. the date of your absence. **NO EXCUSES!** Contacts made after 7:30 a.m. will result in a loss of employability points.
 - ☞ Identify yourself.
 - ☞ Verify that you have notified or will notify your sponsor.
 - ☞ DO NOT USE E-MAIL TO REPORT AN ABSENCE.
- ▲ Contact your sponsor either the day before or upon the opening of the worksite. Please follow the method of communication requested by your sponsor at the beginning of your placement (telephone, text, e-mail, etc.).
 - If the sponsor is unavailable, leave a message.
 - ☞ Obtain the name of the person to whom you are leaving the message with and write the name down.

Yes, you must make **two** contacts (Dr. De Zutter and your sponsor) and provide a parent/guardian note to the attendance office to have the absence excused.

- ▲ If you know in advance that you are going to be absent, please let Dr. De Zutter know so she will place it on the attendance calendar. Be sure to let your sponsor know, too. Making contact with Dr. De Zutter and your sponsor the day(s) of absence(s) is not necessary.

Signing In and Out

When departing RHS, you will sign out through the Executive Internship classroom (7-201). When returning to school, you will sign in through the attendance office. **NO ONE IS ALLOWED TO SIGN IN OR OUT FOR YOU!**

The Sarasota County Absentee policy is the same for this program as for any other class. Absences will be reflected in your earned grade. Excessive absences will result in removal from the program. Active participation is necessary to ensure the quality of the program and to maintain our business partners.

Intern Signature Date: _____

Parent Signature Date: _____

Sponsor Signature Date: _____

EI2018



SCORE:
/108

**JOB INTERVIEW
EVALUATION**

1 Ram Way · Sarasota, FL 34231
941-923-1484 X64391
Dr. Carrie De Zutter, Program Director
Carrie.DeZutter@sarasotacountyschools.net

STUDENT NAME: _____

DATE: _____

SPONSOR'S NAME: _____ SIGNATURE: _____

| DESCRIPTION | BELOW AVG. (1) | AVG. (2) | VERY GOOD (3) | EXCELLENT (4) |
|---|-------------------|-------------|------------------|------------------|
| <i>Gives and receives appropriate and accurate information.</i> | | | | |
| A. Describes work skills. | | | | |
| B. Uses appropriate terminology. | | | | |
| C. Gives brief but complete answers. | | | | |
| D. Conveys interest and enthusiasm. | | | | |
| E. Asks relevant questions about the company and position. | | | | |
| F. Ability to explain goals and interests. | | | | |
| <i>Displays appropriate appearance, mannerisms, and attitude.</i> | | | | |
| A. Is neat, clean, well groomed. | | | | |
| B. Wears appropriate attire. | | | | |
| C. Maintains good eye contact. | | | | |
| D. Displays effective body language. | | | | |
| E. Presents positive attitude. | | | | |
| F. Refrains from exhibiting nervous or distracting mannerisms. | | | | |
| <i>Demonstrates good verbal skills.</i> | | | | |
| A. Introduces self correctly. | | | | |
| B. Has good vocal mannerisms (tone, pitch, volume, rate). | | | | |
| C. Has clear enunciation. | | | | |
| D. Expresses ideas clearly enough to be understood. | | | | |
| <i>Enters and exits correctly.</i> | | | | |
| A. Initial, or opening, presentation (impression). | | | | |
| B. Walks in briskly. | | | | |
| C. Gives firm handshake. | | | | |
| D. Waits to be asked before being seated. | | | | |
| E. Sitting position. | | | | |
| F. Handles personal items properly. | | | | |
| G. Handles resume properly. | | | | |
| H. Takes "cue" to end interview. | | | | |
| I. Asks appropriate questions for following up. | | | | |
| J. Thanks interviewer for interview. | | | | |
| K. Exits gracefully. | | | | |

COMMENTS:

EI2014INTEVAL



Dr. Carrie De Zutter, Executive Internship Program Director
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TIME LOG FOR QUARTER _____ YEAR _____

NAME: _____ COMPANY: _____
 SPONSOR: _____ TITLE: _____

TIME LOG

| DAY | DATE | START TIME | END TIME | TOTAL HOURS |
|---------------|------|------------|----------|-------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| TOTALS | | | | |

| Fractional Equivalent of Time | |
|-------------------------------|---------------|
| 60 min. = 1 | 30 min. = .50 |
| 55 min. = .92 | 25 min. = .42 |
| 50 min. = .83 | 20 min. = .33 |
| 45 min. = .75 | 15 min. = .25 |
| 40 min. = .67 | 10 min. = .17 |
| 35 min. = .58 | 5 min. = .08 |

REMEMBER TO CALCULATE YOUR HOURS **PER DAY** AND PROVIDE THE TOTAL HOURS FOR THE **WEEK**.

WEEKLY PROGRESS REPORT (to be completed by the sponsor)

| CATEGORY | EXCELLENT | GOOD | NEEDS IMPROVEMENT | COMMENTS |
|---|-----------|------|-------------------|----------|
| Attendance | | | | |
| Provides notification of absence | | | | |
| Punctuality | | | | |
| Appropriate attire | | | | |
| Shows interest/actively participates/asks questions/takes notes | | | | |

OVERALL COMMENTS:

Please call the program director if you have any concerns.

INTERN'S SIGNATURE: _____ DATE: _____

SPONSOR'S SIGNATURE: _____ DATE: _____

INTERNS MUST COMPLETE THE JOURNAL ENTRIES AND SUBMIT WITH THIS WEEKLY REPORT.



INTERN: _____ PERIOD(S): _____
 QUARTER: _____ WEEK ENDING: _____
 INTERNSHIP SITE: _____

JOURNAL ENTRIES

| DAY | NEW VOCABULARY | TASKS | REFLECTION |
|-----------|----------------|-------|------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |



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EXECUTIVE INTERN WORK HABITS EVALUATION

Intern _____ Sponsor's signature _____

Worksite _____ Date _____ MID-TERM FINAL

Please rate your intern on the extent to which each of the 12 work habits has been demonstrated. Place your evaluation in a sealed envelope with your signature over the flap to ensure confidentiality.

1. *Cooperation*- Ability to get along with others

- ___5 Gets along with others; friendly and helpful.
- ___4 Cooperates willingly; gets along with others.
- ___3 Usually gets along with others.
- ___2 Does not work well with others.
- ___1 Is antagonistic; pulls against, rather than working with, others.

2. *Initiative*- tendency to go ahead

- ___5 Is resourceful; looks for tasks to learn and do.
- ___4 Is fairly resourceful; does work well by himself/herself.
- ___3 Does routine work acceptably.
- ___2 Takes very little initiative; requires urging.
- ___1 Takes no initiative; has to be instructed repeatedly.

3. *Courtesy*

- ___5 Is very courteous and very considerate of others.
- ___4 Is considerate and courteous.
- ___3 Usually is polite and considerate of others.
- ___2 Is not particularly courteous in action or speech.
- ___1 Has been discourteous to others at the internship site.

4. *Attitude* toward constructive criticism

- ___5 Accepts criticism and improves greatly.
- ___4 Accepts criticism and improvement noted.
- ___3 Accepts criticism and tries to do better.
- ___2 Doesn't pay much attention to criticism.
- ___1 Doesn't profit by criticism; resents it.

5. *Accuracy* of Work

- ___5 Very seldom makes errors; does work of very good quality.
- ___4 Makes few errors; is careful; thorough, and neat.
- ___3 Makes errors; shows average care, thoroughness, and neatness.
- ___2 Is frequently inaccurate and careless.
- ___1 Is extremely careless.

6. *Work accomplished*

- ___5 Is fast and efficient; production is well above average.
- ___4 Works rapidly; output is above average.
- ___3 Works with ordinary speed; work is above average.
- ___2 Is slower than average.
- ___1 Is very slow; output is unsatisfactory.

7. *Work Habits*

- ___5 Is industrious; concentrates very well; ability to work without constant supervision.
- ___4 Seldom wastes time; is reliable.
- ___3 Wastes time occasionally; is usually reliable; requires some supervision.
- ___2 Frequently wastes time; needs close supervision.
- ___1 Habitually wastes time; has to be watched and prodded along.

8. *Adaptability*

- ___5 Learns quickly; is adept at meeting changing conditions.
- ___4 Adjusts readily.
- ___3 Makes necessary adjustments after considerable instruction.
- ___2 Is slow in grasping ideas; has difficulty adapting to new situations.
- ___1 Does not adjust to changing situations.

9. *Attendance*

- ___5 Excellent attendance; notifies sponsor of absence(s) in advance.
- ___4 Minimal absences; notifies sponsor of absence(s) in advance.
- ___3 Excellent attendance; does **not** notify sponsor of absence(s) in advance.
- ___2 Minimal absences; does **not** notify sponsor of absence(s) in advance.
- ___1. Excessive absences

10. *Punctuality*

- ___5 Punctual in arrival.
- ___4 Usually punctual in arrival.
- ___3 Occasionally late.
- ___2 Frequently late.
- ___1 Always late.

11. *Maturity*

- ___5 Always demonstrates maturity and respects confidentiality with seriousness and professionalism.
- ___4 Frequently shows maturity in social behavior; respects confidential topics.
- ___3 Sometimes shows maturity in actions; occasionally needs a reminder about confidentiality.
- ___2 Demonstrates immaturity through behavior and conversations; may joke about sensitive topics.
- ___1 Demonstrates a high degree of immaturity through actions and conversations.

12. *Appearance*

- ___5 Always dresses appropriately and professionally.
- ___4 Usually dresses appropriately and professionally.
- ___3 Occasionally dresses appropriately and professionally.
- ___2 Rarely dresses appropriately and professionally.
- ___1 Never dresses appropriately and professionally.

Comments: _____

Sponsor's Signature: _____ Date: _____

SAVE
THE
DATE!

EXECUTIVE INTERNSHIP PROGRAM



SPONSOR

CELEBRATION

First Thursday in May.

4:30 p.m. – 6:30 p.m.