Canterbury Internship Program

for the

Class of 2020

Early Childhood, Lower School and Middle School Campus • 5601 Covington Road • Fort Wayne, IN 46804

High School Campus • 3210 Smith Road • Fort Wayne, IN 46804

canterburyschool.org

Dear Members of the Class of 2020 and Parents:

The Canterbury Internship Program (CIP) provides a way for Canterbury students to interact with the community and to continue to learn and grow. Students in their junior or senior year are asked to spend 40 hours shadowing adults who work in professions that the students may have an interest. While many students complete their internships in their greater Fort Wayne area, several students have traveled throughout the United States and the globe as a part of their internship experiences. The CIP has provided our students with a meaningful culmination to their Canterbury careers and demonstrated to the community the type of students we are graduating. On more than one occasion, students have earned placement in summer jobs through the CIP.

Each student is responsible for coordinating his/her senior internship. Often times a parent will initiate a contact with a friend to start the process. However, parents or family members may not directly supervise any portion of the student's internship experience. The College Counseling Office is responsible for monitoring all his/her senior advisees and ensuring that each one completes the IP prior to graduation day. However, the final step of the internship process requires that students review their journals and discuss their experiences during the internship with their advisor. Students are permitted to spend time shadowing more than one professional. Occasionally, a student will intern in two or three different occupations or shadow two or three different people who work in similar occupations. There is great flexibility in this regard. Additionally, the college counseling office can be used as a resource for possible internships.

The timetable for the Internship Program is as follows:

- Students notify college counselors of their IP plans
- Off-campus Supervisors submit initial Coordinator Form to the College Counseling Office prior to the student's first day of the IP
- Possible Internship Dates:
    - May Term of junior or senior year
    - Winter break of senior year
    - Spring break of senior year
    - Any other days off school
- Students complete 40 hours at arranged internship site(s)
- Students keep a journal documenting their experiences
- Students record internship hours using x2Vol
- No later than June 3, 2020:
    - CIP off-campus supervisor confirms internship hours
    - Students turn in journals to advisors (prior to meeting) and meet to discuss CIP

Please contact the college counseling office if you have questions at any time regarding the CIP.

Sincerely,

Heather Case
Director of College Counseling

Internship Program

Journal

All interns are required to keep a daily journal during the internship experience. A well-kept journal can be the most valuable record for both the student and the supervising faculty member when it comes to evaluating the internship experience. While the length and type of each journal entry may depend on the specific internship project, all good journals have certain things in common:

1. The journal should be more than a log of activities. In addition to listing what was done, it should also be a place to reflect on one's feelings about the events which took place. A journal which simply lists external events is not very useful.
2. The journal should be immediate. Time should be set aside at the end of each day to make a journal entry. An entry written two weeks after the fact loses much of its value.
3. The journal should be specific. It is a place to list the names of those one encounters and information which will be useful in compiling the final report.
4. The length of the journal will vary with the type of project. A project in which the same activity is done day after day is likely to have shorter entries near the end of the internship experience since the routine has probably already been described in detail. However, it is important to remember that every day is a different day. People and feelings will change even if the activity is the same. It is reasonable to expect that every student will be able to write for at least fifteen to thirty minutes each day and that entries of less than a page are probably not sufficient.

Your internship journal will be submitted to your faculty supervisor along with your final paper/report immediately upon your return to campus. They will be returned to you the next day when you come in for the awards' program and graduation rehearsal.

Final Paper/Project

All students are required to give an oral report to their advisor. If that is not possible, a written paper can be submitted in place of the oral report. In either format, the content should include the following:

1. Was your internship experience worth doing?
2. What did you learn about this particular profession?
3. Was your off-campus coordinator helpful? Friendly? Encouraging?
4. Would you recommend this internship experience/coordinator for another student next year?
5. What would have made your internship better?
6. What is your overall feeling about the internship concept?
   (NOTE: This may be very different from your specific experience.)

Internship Program (Continued)

Expectations

There are certain general expectations of all students during their internships. While these may vary from project to project, each student intern is responsible for the following:

1. Spending a minimum of 4 hours each day at their intern assignment.
2. Being prompt, polite, well-groomed, and industrious while at the intern site.
3. Making sure that you meet all school responsibilities (practices, games, rehearsals, etc.) during your internship.
4. Keeping your faculty supervisor posted as to your internship progress.
5. Checking back with your faculty supervisor immediately if your project breaks down. In other words, if you are not doing something every day for your internship, it has broken down!
6. Visiting a college or university website to check on the degree requirements for this particular career. This should be noted both in your daily journal and your final report/paper.
7. Remembering at all times that you are official ambassadors of Canterbury school and your own families. The impressions you make are going to set the tone for all future internships. Think once before you speak, twice before you act, and three times before you criticize.
8. Keeping your parents informed about what you are doing. Don't make them ask "What did you do today?" This is new and exciting for them as well and they want to be a part of your life for at least a few more months!

Dear Off-Campus Coordinator:

Canterbury School is offering its students an opportunity to pursue career interests not covered in our traditional college preparatory curriculum. Members of the Class of 2020 will be visiting working professionals to learn firsthand about a career(s) that is/are of interest to them. The following information is a review of the program requirements.

Students are expected to give their internships a minimum of 40 hours for which they may not be paid. Each student is required to have an off-campus coordinator at the internship site. Additionally, each student has a college counselor who will monitor the student's progress throughout the internship. At the conclusion of the internship hours, students report their hours using x2Vol, an online tracking program. Off-campus coordinators will receive an email with a link to x2Vol where you will verify the student's hours and provide feedback on his/her performance. This is an important piece of the process because completing the internship is a graduation requirement at Canterbury.

As an off-campus coordinator, you are to consider carefully and realistically the kinds of things the student will be able to do for you during the internship period. We realize that our students do not have the specialized training you expect from an employee, but we hope that our students will not simply observe, or stuff envelopes, or make photocopies during their internship experiences. Your profession may lend itself nicely to having the student with you the entire time. If it doesn't, we hope that you can assist the student in investigating other aspects of this profession and/or arrange to have the student meet other people in a similar line of work.

The students are required to keep daily journals of their internships and give either written or oral summaries of their experiences to their advisors. We would appreciate it if you could help our students form clear pictures of their duties and suggest ways to prepare for their final reports.

Canterbury School and the Class of 2020 are very excited about this project. Your cooperation is greatly appreciated. Please return the enclosed Off-Campus Coordinator Information form at your earliest convenience to confirm that the student has an established Internship. The form can be mailed or scanned and emailed to **melyon@canterburyschool.org**.

Sincerely,

Heather Case
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