



Welcome to Knightdale High School's KAES Career Academy Internship.

Course Purpose:

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 135 hours. Students will earn a credit (1) for the internship.

Objectives: (<http://www.wcpss.net/what-we-teach/programs/career-wbl.html>)

Expected outcomes of this experience for the students include:

- Increased self-esteem and personal growth derived from successfully meeting new interpersonal and intellectual challenges
- Acquired new skills and knowledge.
- Increased exposure to various work roles and career choices.
- Increased understanding of the relationship between school-based learning and the work experience.
- Increased opportunities for high school students to explore areas of academic career, or service interests
- Development of positive relationships between the internship program, the school, and the community

Grading: (<https://kaes.pbworks.com/f/kaes-student-internship-guide.pdf>)

The KAES Student Internship Guide lists an Internship Rubric to calculate the Final Exit Project Requirements:

- Paperwork** (internship application, learning objectives, code of conduct, internship agreement, time sheet, student evaluation, copies of thank you notes) – **15%**
- Journal Entries** – **25%**
- Electronic Summary Portfolio/Presentation includes** (formal presentation-students dress accordingly): – **30%**
- Supervisor's Evaluation** – **30%**

My classroom portal to online resources and materials is located at

<https://gduncankhs.pbworks.com>

This course will be taught using a blended instruction model. Materials and assignments will be posted to <http://wcpss.edmodo.com> , students will be expected to submit assignments and materials to Edmodo as required.

Parent communication is an important part of every course I teach. To this end, I encourage parents to join in our discussions at Edmodo. Individual parent codes are available to view your student's grades and information. Please contact me at gduncan@wcpss.net or 919-217-5398 and I will be happy to assist you with any information you require. Per the Knightdale HS Teacher's Professional Code, I will post grades weekly to Home Base for review.