

WESTON HIGH SCHOOL

SCHOOL-TO-CAREERS

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Senior Internship Course Syllabus

The Senior Internship Course is designed to continue the career exploration you began in the sophomore year and to prepare you for your worksite internship placement. The curriculum will include activities, surveys, assignments, and research related to future employment. These will include resume writing, interviewing skills, work ethics, and workplace behavior. In addition a unit on personal financial literacy will be completed that will include credit cards, checking accounts, insurance, credit rating, taxes, etc.

The last three weeks of the Senior Internship Course consists of a full-time internship placement at a company or an organization. A minimum of six hours each day, five days per week, is required. Allowances for AP classes and exams are made. Students are encouraged to pursue their own internship leads. Those needing assistance may refer to the Internship Placement Directory and see Mr. O'Connor or Mrs. Marsh. All internship placements must be submitted for approval by March 31, 2008.

Goals & Objectives

- Review topics covered in the Sophomore Career Exploration Seminar.
- Further identify careers that relate to one's personal profile.
- Research identified careers.
- Calculate lifestyle costs and budgets.
- Become financially literate.
- Write a resume and develop interviewing skills.
- Consider workplace expectations and etiquette.
- Experience a workplace environment.
- Interact with career professionals.
- Gain an in-depth understanding of a career.

Calendar

January 23 – June 3	Senior Internship Course
March 31	Final day internship placements can be submitted for approval
April 30	Last day to order discounted student MBTA passes
May 9	Classes end for Seniors
May 12 – June 3	Worksite internship placement
June 4	Submit all assignments to Mr O'Connor

Course Attendance

Class attendance is very important and expected. However, if you are absent from class, you **MUST** see Mr. O'Connor **BEFORE** the next class. At that time you will submit the assignment that was due on the day of your absence, review the class work you missed, and be given the new assignment.

Grading

Course assignments are graded as follows: $\sqrt{+}$ = 95%, $\sqrt{}$ = 80%, and $\sqrt{-}$ = 65%.

Assignments submitted on time and completed according to all directions will receive a $\sqrt{+}$.

Assignments submitted late and completed according to all directions will receive a $\sqrt{}$.

Assignments submitted on time and not completed according to all directions will receive a $\sqrt{-}$.

Assignments submitted late and not completed according to all directions will receive a $\sqrt{-}$.

Assignments never submitted will receive a grade of zero.

Internship Attendance

Attendance is **MANDATORY** at the internship site and will be documented. Mentors are making a serious commitment to the program and they expect students to do the same. In the unlikely event of an absence, students **MUST** call the attendance office **AND** their mentor before she or he is scheduled to arrive.

Transportation

Participating seniors are responsible for arranging their own transportation. Discounted student MBTA passes are available through the school but must be ordered during April.