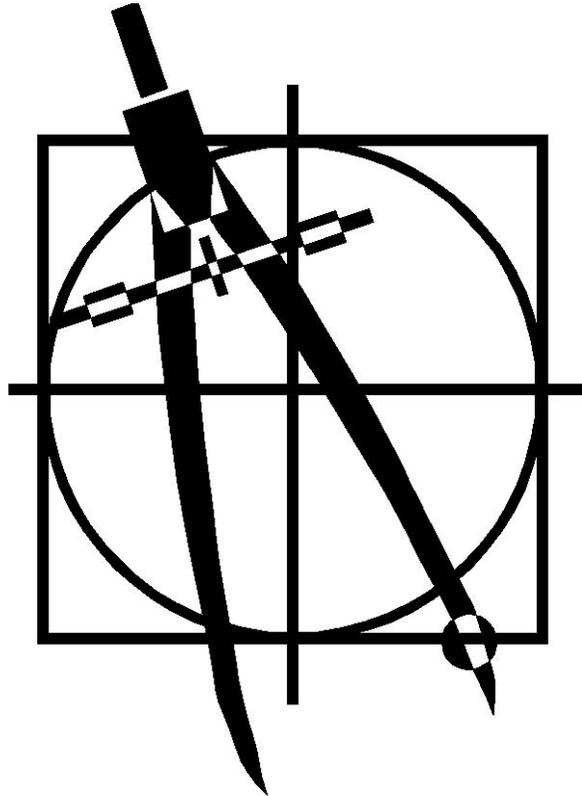


SENIOR EXPLORATIONS



**BYRAM HILLS HIGH SCHOOL
CLASS OF 2012**

**INTERNSHIP PROGRAM
HANDBOOK**

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

INTERNSHIP PROGRAM

ACKNOWLEDGMENTS

The *Senior Explorations Internship Program* represents a collaborative effort among many members of the Byram Hills High School administration, faculty, and staff, both past and present. This program has come into existence through the exceptional commitment of the following professionals:

Dr. Jacquelyn L. Taylor, Superintendent
Mr. Christopher Borsari, Principal
Mr. Chris Walsh, Assistant Principal
Mr. Ken Cotrone, Assistant Principal
John A. Chambers, Superintendent/Former
Dr. William M. Donohue, Principal/Former

Sandra Abt
Jennifer Croke
Jock Montgomery
Wendy Dassau
Allan Pryor
Deborah Stampfer
Byram Hills School District Board of Education
Byram Hills High School Student / Faculty Senate

Special thanks to Allan Pryor for his endeavors as Program Coordinator during the pilot 1998-1999 year of this program.

Robert W. Croke, Program Coordinator
September 2011-12

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

INTERNSHIP PROGRAM HANDBOOK CLASS OF 2012 TABLE OF CONTENTS

ITEM	PAGE(s)
I. INTRODUCTION	
A. Program Philosophy.....	1
B. Program Objectives	1
C. Program Overview	1
D. Month By Month Overview.....	2 – 3
E. 2012 Program Calendar	4
II. OVERVIEW OF STUDENT RESPONSIBILITIES	
A. Statement of Goals and Expectations.....	5
<i>Internship Expectation Form</i>	6
B. Internship Site Selection	7
<i>Internship Permission Form</i>	8
<i>Medical Emergency Release / Transportation Plan Form</i>	9
C. Internship Journal and Guidelines.....	10 - 11
D. Meetings with Advisors, Self-Evaluations, Logging Hours, and Program Evaluation.....	12
<i>Time-Log</i>	13
<i>Internship Reflection Form</i>	14
E. Internship Evaluations.....	15
F. Presentation Suggestions.....	15
G. <i>Presentation Committee Evaluation Form</i>	16
III. OVERVIEW OF ADVISOR RESPONSIBILITIES	
A. Who is an Advisor?.....	17
B. Advisor Responsibilities.....	17
<i>Weekly Advisor Evaluation Form</i>	18
<i>Midpoint Progress Report</i>	19
IV. OVERVIEW OF SITE SUPERVISOR'S RESPONSIBILITIES	20
<i>Midpoint Internship Site Evaluation Form</i>	21
<i>Final Internship Site Evaluation Form</i>	22
<i>Internship Site Supervisor Program Evaluation Form</i>	23 - 24
V. OVERVIEW OF PARENT RESPONSIBILITIES	25
Parent Program Evaluation Form.....	26 - 27
VI. SUGGESTIONS FOR THE INTERN	29
A. IBD's 10 Secrets to Success.....	30
B. Standard Interview Questions.....	31
C. 32 Secrets That Interviewers Never Tell You.....	32
D. Sample Resume.....	33
E. Final Presentation Outline.....	34
F. Assessment Rubric.....	35

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

I. INTRODUCTION

A. PROGRAM PHILOSOPHY

Byram Hills *Senior Explorations* is designed to provide students with the opportunity to become productive and responsible citizens of the 21st century.

The program enables students to extend their learning beyond the school.

It offers an opportunity for students to apply their high school knowledge and skills to an independent career exploration in an area of personal interest.

B. PROGRAM OBJECTIVES

Upon completion of the program, students will become more:

- Self-directed, self-reliant, and confident learners,
- Creative thinkers and problem solvers,
- Responsible citizens,
- Effective communicators,
- Collaborative workers, and
- Knowledgeable about careers and their own career interests.

C. PROGRAM OVERVIEW

Seniors will select an internship project that will begin on April 30, 2012. A faculty *Advisor* will guide the selection process. Students will submit a *Résumé* and statement of *Goals and Expectations* highlighting their plans. Consent from parents will be needed.

Interns will complete a *minimum of 30 hours per week* on site, and time will be logged. A *Daily Journal* will be kept and discussed with the Advisor. Participants must *meet with their Advisor weekly*. Weekly meetings, journal writing, meeting of deadlines, and a final presentation will serve as assessments for internship.

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

D. MONTH-BY-MONTH OVERVIEW

September through January

The *Program Coordinator* will meet with the Seniors to discuss the opportunities available through the *Senior Explorations* program. Seniors should informally meet with the Program Coordinator to clarify any questions which may arise.

Overview of Program presented to parents on November 8th at the high school.

December: Initial overview will be presented in all English classes.

Seniors pick up their handbooks from the Program Coordinator. A required meeting for students provides information on the handbook and procedures of the program. The handbook will also be available on the District Website.

Advisor assignments are confirmed. Student/Advisor group meetings will be scheduled. Advisors will open up channels of communication with parents.

February

The first formal meeting between the Program Coordinator, advisors and the participating Seniors will take place. The Program Handbook will be presented to the Seniors, and the program's requirements will be reviewed. The program will also be reintroduced to the faculty.

March

Advisors and student interns meet once or twice to become acquainted, explore sites, and establish expectations. Faculty Advisors meet with the Program Coordinator.

Seniors should be identifying, visiting, and assessing potential sites. Site selection update is due to the Program Coordinator.

The student's *Résumé* and statement of *Goals and Expectations* are due to the Program Coordinator and Advisors at the end of the month.

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

D. MONTH BY MONTH OVERVIEW CONTINUED

April

The *Internship Permission* form is due to the Advisor for review and approval. Transportation and medical emergency release form will also be turned in at this time.

Student interns should meet once or twice with their Advisor. They should determine precisely when they will hold their weekly meetings during the internship weeks. At this time, the journal format will be set. Refer to the guidelines provided in the handbook.

AP Exams overlap two weeks of the *Senior Explorations* program. If a Senior is taking APs, develop a reasonable schedule for these weeks that will allow for AP review and test taking, as well as phasing in of Senior Exploration responsibilities. One AP class and exam is equivalent to ten of the thirty (2 hours each day) hours required. For NYC travel or distances greater than 25 miles, 5 hours will be deducted per week. Peer Leaders are required to fulfill 20 hours a week.

Meetings will provide seniors with further information needed to begin the program. The *Program Coordinator* and Advisors will communicate with the Site Supervisors to confirm internship expectations.

Transitional week at school and site. Final Exams/Projects completed and turned in. Job site orientation.

May

Interns meet weekly with their Advisors and maintain their daily *Journals*. The Advisor will check with the Site Supervisor on the first or second day of the internship to ensure success.

Seniors will meet with the Program Coordinator and Advisors at the midpoint to share program experiences.

Site Supervisor Evaluation forms are due at that meeting.
The *Midpoint Progress Report* by the Advisor is sent home.

June

Students make their *Final Presentations*. The program ends the second week of June. The *Final Evaluation* is due. Graduation is here!

*Please keep in mind that if you are participating in any extracurricular activity, you must plan accordingly.

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

**E. 2012 PROGRAM
CALENDAR DATE**

EXPECTATION

Wednesday, September 22 and Tuesday September 27	Back to School Night: Introduction program presented to parents.
Tuesday, November 8	Formal overview of program presented to parents
Tuesday, December 6	Intro - Overview of program presented to students in English classes.
Monday, December 12	Police Academy intro session with Frank Kolarik
Wednesday, January 4	Reintroduction of program to Faculty Advisors. Distribution of Books/Best Practices.
Wednesday, January 11	Student/Advisor list distributed in English classes. Schedule Student/Advisor conferences Distribute handbooks and folders with essential forms
Tuesday, January 31	English classes: Initial formal meeting with the Interns. <i>Internship Expectations and Goals Form</i> completed and turned into English teacher.
Tuesday, March 7	English Classes: Meeting with Interns – <i>site selection update</i> . Résumé due in English classes.
Tuesday, March 21	English Classes: <i>Transportation Form</i> and <i>Medical Emergency Release Form</i> due. <i>Internship Permission Form</i> due. Finalization of internship site selection.
Tuesday, April 3	Students who have not finalized their internship will meet with Mr. Walsh and Mr. Croke. English teachers will hand in all pertinent forms/lists to coordinators
Wednesday, April 18	English Classes Meeting with Interns - wrap up of pre-internship requirements.
Week of April 23	Final Exams/Projects completed and turned in. Job site orientation. Meet with advisors
Week of April 30	Internships formally begin. AP students will start the day after their exams.
Wednesday, May 16	<i>Mid- Point Progress Report Due!</i> Required forms enclosed in handbook.
Friday, June 8	Final day of internships/ 6 week program
Week of June 11	<i>Final presentations</i> at the high school.
Tuesday, June 19	Graduation!

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

II. OVERVIEW OF STUDENT RESPONSIBILITIES

A. STATEMENT OF GOALS AND EXPECTATIONS

Students will create a preliminary set of Intern Expectations in February, in their English Classes (see *Intern Expectations Form*). p.6.

Prior to the commencement of the internship, students will create a formal *Résumé* to be submitted to their English teachers, for their internship.

These goals and expectations must be shared with the student's Site Supervisor and Advisor.

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

INTERNSHIP EXPECTATIONS FORM

Student's Name _____

PART I: Respond to the following questions in complete sentences.

1. What field(s) are you interested in pursuing for your internship? Why?

2. What do you hope to gain from your experience?

3. Have you considered location and transportation needs? If so, please explain.

4. Will there be a connection between your internship and your future? Explain.

5. List any AP and/or Regents exams you plan to take that overlap with Senior Explorations.

*please submit this form no later than January 31, 2012

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

II. OVERVIEW OF STUDENT RESPONSIBILITIES CONTINUED

B. INTERNSHIP SITE SELECTION

Under the auspices of the Program Coordinator, students will contact and pursue a field of interest with the intention of gaining valuable life experience. Following the selection of an Advisor, students will complete the following:

- Internship Permission Form*

- Transportation /Medical Emergency Release Form*

Student interns may not:

- Work for compensation

- Work at a place of present employment, where you/family are club members or for (anyone you family has employed (this includes previous/current instructor)

- Be supervised by or work for a family member

- If you are traveling less than 25 miles each way to your internship site, you may not include your travel in the required 30 hours each week

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS *INTERNSHIP PERMISSION FORM*

Student's Name: _____

Site Supervisor: _____

Site Supervisor email: _____

Internship Site: _____

Site Address: _____

_____ Zip Code: _____

Site Telephone Number: (____) _____

The above named student will be participating in Senior Explorations for a duration of 6 weeks for the purpose of enhancing his/her educational experience.

Starting Date: April 30, 2012

Completion Date: June 8, 2012

Specific Party	Signature	Date
Student:	_____	_____
Advisor:	_____	_____
Parent/Guardian:	_____	_____
Internship Site Supervisor:	_____	_____
Program Coordinator or Mr. Walsh:	_____	_____
PARENT/GUARDIAN EMERGENCY NUMBER:	_____ /	
	<i>email:</i> _____	_____
Students Telephone Number:	_____	_____
Cell Number	_____	_____

Please submit this form no later than March 20, 2012

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

Medical Emergency Release

I give permission for the Site Supervisor _____ or his/her staff (name) designee to take my son/daughter to a hospital emergency room for treatment if necessary during his/her internship.

(Parent/Guardian signature)

Medical Information

Daily Medication? NO _____ YES _____ EXPLAIN _____

Uses an inhaler? NO _____ YES _____

Known allergies? NO _____ YES _____ EXPLAIN _____

Phone number where you can be reached in case of an emergency: _____

Transportation Plan

Student's Name: _____

Internship Site: _____

Site Address: _____

I give permission for my son/daughter to abide by the following

transportation the duration of the internship: _____

Parent or Guardian Signature

Date

*Please submit this form no later than March 20, 2012

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

II. OVERVIEW OF STUDENT RESPONSIBILITIES CONTINUED

C. INTERNSHIP JOURNAL

The journal is a personal reflection of the student's experience and learning. These entries may include observations, highlights, criticisms, explanations, evaluations, recommendations, and references to readings.

Students may write the journals in either a creative or expository manner. Advisors will review the journals once a week.

GENERAL JOURNAL GUIDELINES/SUGGESTIONS

You are welcome to use the daily questions listed below, but you may depart from or ignore them. The format of the journal should emerge from a dialogue between you and your Advisor.

- DAY 1** What are your goals and expectations for this internship?
What do you hope to learn and/or achieve?
What are your first day impressions of the internship?
- DAY 2** Describe the physical environment where you work. Be specific.
- DAY 3** Describe the type of business or organization for which you are working.
How would you explain what takes place to an outsider?
- DAY 4** Describe the person with whom you have worked most closely
- DAY 5** How do you assess your internship so far? What do you like best?
What do you like least? What is frustrating? Satisfying?
- DAY 6** What personal qualities does one need for success in this job?
- DAY 7** Are you finding it easy or hard to maintain non-internship commitments, such as theater, sports, student government?
Is it a good break from the internship or does it get in the way?

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

GENERAL JOURNAL GUIDELINES CONTINUED

- DAY 8** Describe your relationship with your Site Supervisor. How much interaction do you have, and how is that time spent?
Does your Supervisor treat you like an employee, a teenager, a colleague...?
- DAY 9** Today is a day to pat yourself on the back. Write about something you have done well.
- DAY 10** How is your internship so different from school?
Which world do you prefer and why?
- DAY 11** What would your Supervisor say about the job you are doing up to this point?
Why would he/she say it? Would a co-worker of yours (other than your Supervisor) say the same or different things?
- DAY 12** What education and/or other credentials does one need in order to hold a major position at your site? For example, what type of degree, how much schooling, how much experience?
Would you choose this as a possible career based on these requirements?
- DAY 13** What do you feel is your biggest weakness as an intern? Write in detail about one thing you feel you have failed at or would like to have done better.
- DAY 14** At this point, you should be able to speak knowledgeably about the field you are in. Describe the key aspects of this field.
- DAY 15** What skills have you learned in your internship? What attitudes of yours have changed or new attitudes formed because of this experience?
- DAY 16** Look at your first entry. Have you met your goals?
How are your feelings now different from your first impression?
- DAYS 17 – 29** Now that you are started, use your imagination and resourcefulness for daily entries.

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

II. OVERVIEW OF STUDENT RESPONSIBILITIES CONTINUED

D. MEETINGS WITH ADVISORS, SELF-EVALUATIONS, LOGGING HOURS, AND PROGRAM EVALUATION

Students will have individual meetings with their Advisors every week at a mutually convenient time. Advisors will evaluate the students' progress to insure that they are meeting the program's requirements and will be prepared for the final presentation. Advisors will also serve as a liaison to the Site Supervisors. The students will record weekly self-evaluations and complete the time-log of their endeavors (see *Student Evaluation Plan for Weekly Advisor Meetings* and *Journal Guidelines*). Students will be afforded an opportunity to assess the program and the internship site (see *Internship Reflection Form*).

STUDENT EVALUATION PLAN FOR WEEKLY ADVISOR MEETINGS

This form is used for planning weekly meetings with your Advisor. Review the criteria below before coming to your weekly Advisor meeting.

CRITERIA FOR EVALUATION:

- I attend scheduled meetings and I am punctual
- . . . meet deadlines
- . . . made daily journal entries
- . . . demonstrate reflection in my journal by:
 - ✓ making connections and drawing conclusions
 - ✓ posing questions for further reflection
 - ✓ rethinking experiences and linking them to the "bigger picture"
- . . . demonstrate initiative and motivation
- . . . manage my time effectively
- . . . take my work seriously and show enthusiasm
- . . . exhibit positive and productive working relationships
- . . . am on target with my goals

**COME TO YOUR ADVISOR MEETING WITH YOUR
COMPLETED *WEEKLY JOURNAL*.**

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

TIME - LOG

Student's Name: _____

Site Address: _____

Site Supervisor: _____

Advisor: _____

INTERNSHIP HOURS (MINIMUM OF 30 HOURS AT SITE PER WEEK)

WEEK OF . . .	MON	TUE	WED	THUR	FRI	OTHER	TOTAL HOURS	Site Supervisor's Initials
April 30								
May 7								
May 14								
May 21								
May 28	Memorial Day							
June 4								

If school is not in session, students do not have to attend internship site.

** Week of May 28th is a 24 hour week**

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

INTERNSHIP REFLECTION FORM

Student's Name: _____

Site Address: _____

Site Supervisor Name: _____

Dates of Participation: From: April 30, 2012 To: June 8, 2012

Please include as much information as you can to answer each question.

1. Did the experience at the site provide you with a variety of experience? Provide some examples.

2. Did you feel free to ask questions when you did not understand something? Did the site supervisor explain your responsibilities? Provide at least one example to support your answer.

3. What do you feel was the most valuable part of your internship?

4. Would you recommend your internship site for another student. Why or why not?

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

II. OVERVIEW OF STUDENT RESPONSIBILITIES

CONTINUED

E. INTERNSHIP EVALUATIONS

Students will make a final presentation of their experience to the Presentation Committee which will consist of a team of four advisors and two parents. The invited audience may include peers, parents, staff, community members, and Site Supervisor.

The presentation will have the following format:

- The students present their work and speak about their experiences, including expectations, accomplishments, problems, perceptions, and intellectual growth. Each presentation should be approximately fifteen (15) minutes.
- Presentations may include demonstrations using slides, pictures, tapes, videos, models, photographs, computers, and other graphic material. We strongly encourage the use of PowerPoint.
- The Presentation Committee and/or members of the audience may ask questions at the end of the presentation.
- The Presentation Committee will evaluate the project (see Presentation Committee Evaluation Form p.16).
- Submit completed journal, site and parent evaluation.
- Submit completed time log and reflections

F. PRESENTATION SUGGESTIONS

- Dress appropriately
- Involve the audience; consider what would engage you if you were sitting and listening to the presentation.
- Give your presentation a shape; make sure it has a clear beginning, middle and end.
- Analyze what you liked or disliked about the experience.
- Comment on surprises.
- Comment on how your goals altered as the internship developed.
- Reflect on what you learned about the field or subject.
- Reflect on what you learned about yourself.
- Read from your journal.
- Tell stories.
- Provide illustrations; show as much as you tell.
- Comment on how this experience might affect your future plans.
- Refer to page 34 of your Internship Handbook for Final Presentation Outline.

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

PRESENTATION COMMITTEE EVALUATION FORM

Student's Name: _____

Name of Evaluator: _____

Please check *Satisfactory* or *Unsatisfactory*, and provide comments
for each criteria corresponding to the student's performance.

CRITERIA	SATISFACTORY	UNSATISFACTORY	COMMENTS
Organization evidence throughout			
Effective introduction / conclusion			
Demonstrated that the knowledge has personal meaning			
Visual aids and props (use of technology)			
Smooth, polished, well-prepared			

FINAL COMMENTS:

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

III. OVERVIEW OF ADVISOR RESPONSIBILITIES

A. WHO IS AN ADVISOR?

An advisor is a faculty member teamed with the student to assume the responsibility for guiding him/her through various phases of Senior Explorations. While the student takes on the primary responsibility for the design of his/her program, the Advisor also assists in its development and execution. Where necessary, the Advisor also serves as the student's advocate and maintains contact with the Site Supervisor. An additional Advisor role is to help in the preparation of the final presentation. This ongoing relationship between the student and Advisor is an essential component for the success of Senior Explorations.

B. ADVISOR RESPONSIBILITIES

- Attends workshops and meetings to discuss the program and the responsibilities of being an Advisor after faculty meetings
- Listens, guides and suggests
- Informs the student about available resources, seminars, agencies and contacts if possible
- Communicates expectations with parents and site supervisors
- Meets with the student weekly at designated times (groups suggested)
- Reviews the student's journal and evaluates weekly progress and logged hours (see *Weekly Advisor Evaluation Form*)
- Maintains contact with the Site Supervisor and the Program Coordinator regarding the student's progress
- Completes a *Mid-Point Progress Report* – May 16, 2012/AP – May 23rd
- Participates in Mid-Point internship meetings with individual students
- Helps the students design and implement the final presentation
- Schedules and conducts final presentations with invited guests
- Visitation to sites if feasible

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

WEEKLY ADVISOR EVALUATION FORM

Student's Name: _____ Date: _____

Advisor's Name: _____ Meeting #: _____

Please check *Satisfactory* or *Unsatisfactory* for each criterion corresponding to the student's performance.

CRITERIA	SATISFACTORY	UNSATISFACTORY
Attends scheduled meetings and is prompt		
Makes daily journal entries		
Demonstrates in-depth reflection in the journal by making connections and drawing conclusions		
Demonstrates in-depth reflection in the journal by posing questions for further reflection		
Demonstrates in-depth reflection in the journal by rethinking experiences and linking his/her experience to the 'bigger picture'		
Demonstrates initiative		
Manages time effectively		
Takes work seriously and shows enthusiasm		
Exhibits positive and productive working relationships		
Is on target with goals		

FINAL COMMENTS:

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

MIDPOINT PROGRESS REPORT

Student's Name: _____ Site Location: _____

Advisor's Name: _____ Site Supervisor: _____

S: Satisfactory U: Unsatisfactory

ATTENDANCE	S	U	COMMENTS
At Site			
With Advisor			

PERFORMANCE	S	U	COMMENTS
At Site			
Quality of Journal			
Attitude			

OVERALL EVALUATION (check one)			
Work is Exemplary		Work is Barely Acceptable	
Requirements Being Met		Graduation is in Jeopardy	

Other Comments:

_____ I recommend that we confer.
Please call 273-9200 x 4250 for
an appointment or e-mail at:
bcroke@byramhills.org

(Advisor Signature)

__ Parent copy

__ Coordinator copy

__ Advisor copy

(Student Signature)

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

IV. OVERVIEW OF SITE SUPERVISOR'S RESPONSIBILITIES

The student's experience is dependent upon the site, and the Site Supervisor's guidance and direction.

The Site Supervisor's responsibilities include:

- Interviewing the student during the initial site visit and reviewing his/her Résumé and *Intern Expectations Form*.
- Helping to nurture the student's skills (communication, time-management, teaming, problem solving, technology use).
- Supervising and guiding the student throughout the internship.
- Providing the student with relevant tasks and opportunities for observing and shadowing.
- Sharing any pertinent knowledge and experience with the student.
- Keeping in contact with the student's Advisor and Program Coordinator. School representatives will make site visits.
- Monitoring the student's weekly time log.
- Formally evaluating the student twice during the internship (see *Internship Site Evaluation Form*).

Please be reminded that the student's time with the site is limited. We encourage your site to refrain from assigning only trivial tasks. Please increase levels of responsibility over the course of the experience. Site Supervisors will be afforded an opportunity to assess the program and the internship site (see *Internship Site-Supervisor Program Evaluation Form*).

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

MIDPOINT INTERNSHIP SITE EVALUATION FORM

(Due May 16, 2012)

Student's Name: _____ Date: _____

Site Name: _____ Supervisor: _____

Please take a moment to complete this evaluation form regarding the above named student who is interning at your site. Please mail this form in the envelope provided. Please check *Satisfactory* (S) or *Unsatisfactory* (U), and provide comments for each criteria corresponding to the student's performance.

CRITERIA	S	U	COMMENTS
Adheres to safety requirements (if applicable)			
Acts responsibly			
Cooperates with coworkers			
Is dressed appropriately			
Keeps a positive attitude			
Demonstrates initiative or ambition			
Is dependable			
Demonstrates professionalism			
Is knowledgeable of the subject matter			
Manages time effectively			

Does the student understand his/her role as an intern? _____

Comments: _____

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

FINAL INTERNSHIP SITE EVALUATION FORM

(Due June 8, 2012)

Student's Name: _____ Date: _____

Site Name: _____ Supervisor: _____

Please take a moment to complete this evaluation form regarding the above named student who is interning at your site. Please give to the student, in a sealed envelope provided, on the final day on internship. Please check *Satisfactory* (S) or *Unsatisfactory* (U), and provide comments for each criteria corresponding to the student's performance.

CRITERIA	S	U	COMMENTS
Adheres to safety requirements (if applicable)			
Acts responsibly			
Cooperates with coworkers			
Is dressed appropriately			
Keeps a positive attitude			
Demonstrates initiative or ambition			
Is dependable			
Demonstrates professionalism			
Is knowledgeable of the subject matter			
Manages time effectively			

_____ I would consider the above named student for employment in the future.

_____ At this time, I would not consider this student for future employment.

Comments: _____

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

INTERNSHIP SITE SUPERVISOR PROGRAM EVALUATION FORM

Instructions: Your opinions about the Byram Hills student who interned at you site are very valuable to school administrators in their evaluation of the effectiveness of the Senior Explorations Program. Please provide your candid responses to each of the questions in this survey. Confidentiality will be maintained. Please include this with your final internship evaluation. Thank you very much for your time and effort.

Name(s) of Student Intern(s): _____

Name of Site Supervisor: _____

Name of Site: _____

Your department (e.g., finance, communications, etc.): _____

1. How many student(s) from Byram Hills High School did you personally supervise during the 2012 school year? _____
2. How many people work at your site? _____
3. Overall, how satisfied are you with your experience as a Site Supervisor?
(Circle one)

1	2	3	4	5
not at all satisfied			satisfied	extremely satisfied

4. Overall, how satisfied are you with the performance of the student(s) you supervised? (Circle one)

1	2	3	4	5
not at all satisfied		satisfied	extremely satisfied	

5. Were there any student behavior problems that needed to be resolved?
_____ YES _____ NO

If YES, please describe the problem(s) and the outcome.

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

6. As a result of their experiences with your organization, did the Byram Hills student(s) you supervised show improvement in any of the following areas? Check the column which applies for each area listed.

DID THE STUDENT(S)...	Little or not at all	To a moderate degree	To a substantial degree	Don't know
Develop a better understanding of your field of work?				
Develop a better sense of the world or work?				
Acquire a value of reliability and dependability?				
Improve self-confidence or sense of self-worth?				
Exhibit greater self-discipline?				
Acquire job or career-specific knowledge?				
Become more interested in preparing for a job/career?				
Develop a better sense of his/her career-related goals/interests?				
Learn about specific strengths and areas in need of growth?				

7. Would your organization elect to participate next year in the internship program? (Check one)

I will not participate
 I may not participate

I will probably participate
 I will definitely participate

8. Would you allow your name and site information posted on the BHHS website for listing as a future intern site?

Yes

No

9. What aspects of the program, if any, did you especially like?

10. What aspects of the program, if any, could benefit from improvement or modification?

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

V. OVERVIEW OF PARENT RESPONSIBILITIES

The Senior Explorations experience is of great value for your child. In order for this program to be successful, we need you to be supportive and mindful of:

- Attendance requirements (30 hours per week minimum)
- Transportation needs (not supplied by the school district)
- Off-site requirements (such as Journal entries, Advisor meetings, and the Presentation)
- Site expectations (appropriate dress, punctuality, responsibility)

You will need to read and complete the following:

- *Internship Permission Form*
- *Medical and Emergency Release/Transportation Form*

Parents will also be afforded an opportunity to assess the program and the site (see *Parent Program Evaluation Form*). Furthermore, you will receive a *Progress Report* at the mid-point of the program.

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

PARENT PROGRAM EVALUATION FORM

Instructions: Your honest answers to the questions in this survey are very important to us. Your responses will help us to determine how well our instructional strategies are working. Please have your child return this in a sealed envelope the day of their final presentation. Thank you for your cooperation. Names are optional.

DATE: _____

- Over the past year, did you notice any improvement in your son/daughter in any of the following areas? Check one column for each item.

Did the student (s)...	Small Improvement	Moderate Improvement	Substantial Improvement
Show a better attitude toward learning?			
Improve self-confidence or sense of self-worth?			
Exhibit greater self-discipline?			
Seem more interested in preparing for a career?			
Become more dependable or responsible?			
Improve his/her communication skills?			

- Did your son/daughter show improvement during the past year in any areas not listed above? If so, please describe those areas and the changes you observed.

- Did your son/daughter talk to you about Senior Explorations and his/her internship? Please explain.

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

4. Overall, how satisfied are you with Senior Explorations?

(Circle one)

1	2	3	4	5
not at all satisfied		satisfied	extremely satisfied	

5. Overall, how satisfied did your son/daughter appear to be with Senior Explorations?

(Circle one)

1	2	3	4	5
not at all satisfied		satisfied	extremely satisfied	

6. What aspects of Senior Explorations did you especially like?

7. What aspects of Senior Explorations, if any, could benefit from improvement or modification?

BYRAM HILLS HIGH SCHOOL

SENIOR EXPLORATIONS

What they are saying about Senior Explorations:

Parents responses to Senior Explorations:

- "Creates a sense of responsibility."
- "Gives students focus, was very productive."
- "Addresses and eliminates senioritis"
- "I highly recommend it!"
- "Endorse with no reservations."
- "Gave my son a sense of purpose."
- "Taught my daughter responsibility and developed time management skills."

Site Supervisors reactions:

- "Extremely satisfied."
- "A great program."
- "Fine young man, excellent addition to our office."
- "Mature young lady, perfect fit into the corporate atmosphere."
- "Excellent student, will go far."
- "Experience was invaluable."
- "Asset to our business."
- "Made significant contributions to our organization. "
- "Please send us more interns next year."

Students were saying:

- "It was everything I anticipated and more. "
- "Outstanding experience."
- "It was a lot of fun."
- "I was a productive member of a team."
- "I definitely have a better understanding of real life experience"
- "Coolest experience!"
- "Glad to get a little peek into the world of law. "
- "This was an unbelievable opportunity to gain expertise in my field of interest."

SUGGESTIONS
FOR THE
SENIOR
INTERN

IBD's 10 SECRETS TO SUCCESS!

Investor's Business Daily has spent years analyzing leaders and successful people in all walks of life. Most have 10 traits that, when combined, can turn dreams into reality. Each day, we highlight one.

- 1. How you think is everything:** Always be positive. Think success. not failure. Beware of a negative environment.
- 2. Decide upon your true dreams and goals:** Write down your specific goals and develop a plan to reach them.
- 3. Take action:** Goals are nothing without action. Don't be afraid to get started now. Just do it.
- 4. Never stop learning:** Go back to school or read books. Get training and acquire skills.
- 5. Be persistent and work hard:** Success is a marathon, not a sprint. Never give up.
- 6. Learn to analyze details:** Get all the facts. all the input. Learn from your mistakes.
- 7. Focus your time and money:** Don't let other people or things distract you.
- 8. Don't be afraid to innovate; be different:** Following the herd is a sure way to mediocrity.
- 9. Deal and communicate with people effectively:** No person is an island. Learn to understand and motivate others.
- 10. Be honest and dependable: Take responsibility:** Otherwise numbers 1-9 won't matter.

STANDARD INTERVIEW QUESTIONS

During an interview, the company representative wants you to know more about you, to evaluate your strengths and weaknesses, to anticipate whether you can do job and get along with supervisors and fellow workers.

They often ask standard questions to learn how you think and respond. You should be prepared to answer concisely, comfortably, and clearly.

"Tell me about yourself."

"What did you like best about school?"

"What were your favorite subjects?"

"What was your grade average?"

"Why do you want to work for this company?"

"How do you feel about working (hours)?"

"How did you like growing up (with siblings, in a distant city, near the ocean, etc.)?"

32 Secrets That Interviewers Never Tell You...

Whether you're aiming at a part-time job or the beginning of a dream career, there are some solid interview skills you need to know. These are the 32 most common mistakes that employers complain about most when a young person comes in for an interview. These are the mistakes that can sink you, the secrets that interviewers never tell you until it's too late. Here's what they said...

1 "He/she cannot fill out the employment application form". Does that mean reading is a problem or that you are too nervous? Use this time to relax and catch your breath
2 "I can't read his/her handwriting " If you can't write legibly, PRINT'
3 "He/she did not look well groomed and serious about this job " That may be a polite way of saying that the applicant was a walking disaster and clearly did not understand what the world of work is about

****Consider these 9 specific errors**

4 Wrinkled, dirty or sloppy clothes
5 Inappropriate clothes for a job interview
6 Badly coordinated, overly colorful or casual clothes
7 Messy, poorly groomed hair
8 Unshined, scruffy shoes or sneakers
9 For women gaudy or excessive jewelry
10 For women too much make-up
11 For men no tie or loosely knotted tie
12 For men unshaven, unkept beard or mustache
13 "He/she can't hold a conversation, answer general questions or explain his/her answers in complete sentences"

****There are a dozen speech habits that can annoy interviewers and employers**

14 Avoiding eye contact, looking off to the side
15 Looking grim and unsmiling
16 Interrupting while others are talking
17 Swearing, using profanity, slang or "street talk"
18 Mumbling or talking too softly
19 Talking too loudly

20 Using phrases such as "you know", "like", and "um" or "ahh"
21 A boring, flat, monotonous voice
22 A nasal or high-pitched voice
23 Talking too fast
24 Using poor grammar or mispronouncing words
25 A strong foreign accent or regional dialect

****General Interviewing Problems**

26 "He/she couldn't sit still, constantly crossing and uncrossing his/her legs, and moving his/her arms like a windmill "
27 "He/she didn't know what to do with his/her hands. clasping and unclasping them, patting his/her hair, fumbling with his/her case"
28 Arriving late
29 Not having the appropriate forms or documents – such as a birth certificate – you were asked to bring
30 Not being able to demonstrate the skills or competencies required for which the applicant supposedly qualifies. This is the big blaster that can do you in no matter how cool you look and sound.

****This is what your education is all about Employers are looking for performance potential. Have you got it?**

31 Failing to shake hands firmly at the beginning and the end of the interview
32 Failing to say "thank you" for the time the interviewer has spent with you - at the end of the interview and in the follow-up letter that should be mailed no later than the day after the interview

SAMPLE RESUME

Sample Student
1 Anv Road
Armonk, NY 10504
S.S.#111-11-1111

EXTRACURRICULAR ACTIVITIES

Chorus (9, 10, 12) The concert choir has made various appearances in New York City and entertains the community with a Cabaret concert a Winter concert and a Latin concert

Harvard Model Congress (11, 12) This club meets annually in Boston to perform "mock" senatorial and congressional meetings.

Grade Activities Board (9, 10, 11, 12) This Board helps organize activities for the High School and raise money for Prom It also helps organize such activities as the March of Dunes by publicizing it.

The Interact Club (9, 10-11: Treasurer 12: Communications coordinator) This club organizes many activities such as a Safe Halloween Parade. Its purpose is to help the community.

COMMUNITY SERVICE

Habitat for Humanity (12) This organization rebuilds houses for impoverished individuals who cannot afford housing

AIDS Soup Kitchen (9, 10) This kitchen distributes food to AIDS patients on the holidays.

Headstart Program (9, 10, 11, 12) This program helps educate children who cannot afford normal schooling. Helped teach these children and made frequent visits to the classrooms.

Big Brother/Big Sister (12) This program enables elementary school children to benefit from the aid of High School students. Mentored children in 2nd grade and helped their teacher with lessons.

March of Dimes (10) This event helps raise money for babies. It is a 10-mile walk and fund-raiser.

AWARDS RECEIVED

French Honor Society (11) This prestigious award is given to Juniors and Seniors that have maintained A's throughout the entire year and have expressed excellence bi foreign language.

High Honor Roll (9, 10, 11) High Honor Roll status is given to students who maintain above a 3.6 average.

SPORTS

Soccer (9) Freshman team (10) Junior Varsity (9, 10, 11)

Traveling Team Field Hockey (9) Freshman team (10) Junior Varsity

Cheerleading (11, 12) Varsity

ACADEMIC ENRICHMENT

Science Research (10, 11, 12) A program in which the student performs autbentic science research in field of their choice. Researched fetal development and worked for 90 hours in a lab at Columbia University

Penn State University (Summer 2010) Participated in a Pre-Collegiate Study program. Enrolled in college level course about Human Development. Earned an A and three college credits.

WORK EXPERIENCE

Camp Schodack Nassau, N.Y. (summer, 2009) Worked as a bunk counselor for 11 & 12 year old girls

Babysitting Worked for 2 families throughout high school

Market Research, Design Lab White Plains, NY Participated in a market research stud

T.V. Extra Spent a day on the set of a pilot for a new television series

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS PRESENTATION OUTLINE**

Please refer to pages 15 and 16 of your Internship handbook: for further guidance. Be sure to use visuals, and/or *Microsoft Powerpoint* if possible.

I. INTRODUCTION: 2 minutes

- A. Who you are?
- B. Where did you intern?
- C. Who was your Site Supervisor? Advisor?

II. SITE EXPERIENCE: 4 minutes

- A. Why did you choose this site?
- B. What is the business of this site?
- C. What were you expectations prior to the internship?
- D. Explain your responsibilities.
- E. Discuss your accomplishments.
- F. Describe your challenges/ problems

III. CONCLUSION: 4 minutes

- A. How did the internship experience contribute to your intellectual growth and sense of responsibility?
 - 1. Skills developed time management. teaming, technology, problem solving, etc.
 - 2. Will the internship experience help you in the future (college career choice)
- B. Explain your immediate future plans
 - 3. Were you offered a summer job at the site? College major career choices

**IV. QUESTIONS ANSWERS: from the Evaluators Audience
3 - 5 minutes**

2012 Exam Calendars

2012 Exam Calendar - Week 1

	Morning - 8 a.m.	Afternoon - 12 p.m.
Monday, May 7	Chemistry Environmental Science	Psychology
Tuesday, May 8	Computer Science A Spanish Language	Art History
Wednesday, May 9	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 10	English Literature and Composition	Japanese Language and Culture Latin: Vergil
Friday, May 11	German Language and Culture U.S. History	European History
	Studio Art: Last day for your school to submit digital portfolios and to gather 2-D Design and Drawing students for the physical portfolio assembly. Students should have forwarded their completed digital portfolios to their teachers well before this date.	

2012 Exam Calendar - Week 2

	Morning - 8 a.m.	Afternoon - 12 p.m.	Afternoon - 2 p.m.
Monday, May 14	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism†
Tuesday, May 15	U.S. Government and Politics	Comparative Government and Politics French Language and Culture	
Wednesday, May 16	English Language and Composition	Statistics	
Thursday, May 17	Macroeconomics World History	Microeconomics Italian Language and Culture	
Friday, May 18	Human Geography Spanish Literature		