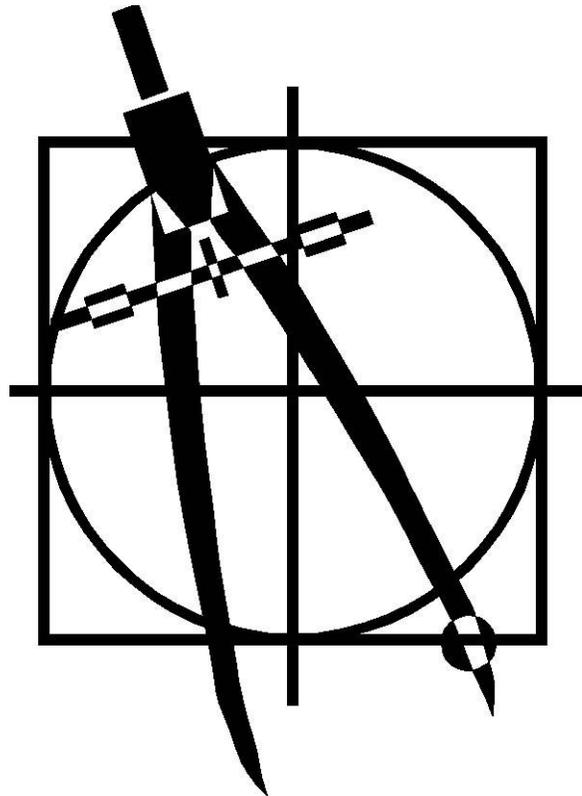


SENIOR EXPLORATIONS



**BYRAM HILLS HIGH SCHOOL
CLASS OF 2020**

**INTERNSHIP PROGRAM
HANDBOOK**

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 and has been sustained through the exceptional commitment of the following professionals:

**Ms. Jen Lamia, Superintendent
Dr. Tim Kaltenecker, Assistant Superintendent
Ms. Gina Cunningham, Assistant Superintendent
Mr. Chris Walsh, Principal
Ms. Kristen Sautner, Assistant Principal
Ms. Colleen O'Connor, Assistant Principal
Mr. Chris Borsari, Former Principal
John A. Chambers, Former Superintendent
Dr. Jacquelyn L. Taylor, Former Superintendent
Dr. William M. Donohue, Former Superintendent
Mr. Robert Croke, Former Program Coordinator**

**Sandra Abt
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.

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**INTERNSHIP PROGRAM HANDBOOK
CLASS OF 2020
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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 May 4, 2020. 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* onsite, 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.

D. MONTH-BY-MONTH OVERVIEW

September through December

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 21st at the high school.

December: Initial overview will be presented in the Theatre on December 12.

Seniors will receive 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 and Google Classroom.

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

January through 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. Teacher-Advisors will contact parents of their assigned seniors.

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 beginning of the month.

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.

April

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. Teacher-Advisors will establish contact with the site supervisors.

AP Exams overlap two to three 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 and Chemistry TA's are required to fulfill 20 hours a week.

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

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 periodically during the internship to ensure success.

The *Midpoint Progress Report* by the Advisor is sent home. Any concerns will be forwarded to Mrs. Croke or Ms. Sautner.

June

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

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

**E. 2020 PROGRAM
CALENDAR DATE**

EXPECTATION

Thursday, September 12 and Wednesday, September 18	Back to School Night: Introduction of program presented to parents.
Thursday, November 21	Formal overview of program presented to parents
Thursday, December 12	Intro - Overview of program presented to students in the Theatre.
Tuesday, January 10	Electronic notifications of the Student Advisor List and of the Senior Explorations Handbook.
Friday, January 24	<i>Internship Expectations and Goals Form</i> completed and turned in electronically.
Wednesday, February 5	Advisors will have formal group meetings with Seniors.
Tuesday, March 3	English Classes: Meeting with Interns – <i>site selection update</i> . Résumé (Passport to your future) due in English classes.
Friday, March 20	Electronic submission of the <i>Internship Permission Form</i> along with a signed/printed copy of the form to Ms. Kathy Triolo in the Main Office. Finalize internship site selection. <i>Transportation Form</i> and <i>Medical Emergency Release Form</i> due.
Friday, April 17	Students who have not finalized their internship will meet with Ms. Sautner and Mrs. Croke. Meeting with Interns - wrap up of pre-internship requirements.
Week of April 27	Final Exams/Projects completed and turned in. Job site orientation. Meet with advisors. End of marking period Grade 12.
May 4	Internships formally begin. AP students will start the day after their exams.
Week of May 4 & May 11	AP Exams
Wednesday, May 20	<i>Mid- Point Progress Report</i> Due! Required forms enclosed in handbook.
Friday, June 12	Final day of internships/ 6 week program
Week of June 15	<i>Final presentations</i> at the high school.
Tuesday, June 23	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 January, 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 24, 2020**

https://docs.google.com/forms/d/e/1FAIpQLSeaL4MGV7R6l8ecKGmVwbdcffNq3H_eaUu05C2etJfsU9cO4g/viewform

**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*
(due Friday, March 20, 2020)

- Transportation /Medical Emergency Release Form* (due Friday, March 20, 2020)

Student interns may not:

- Work for compensation

- Work at a place of past/present employment, at a site where their family has club membership or work for any professionals that have been employed by your family.

- 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: (_____) _____

Site Email _____

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: May 4, 2020

Completion Date: June 12, 2020

Specific Party	Signature	Date
Student:	_____	_____
Advisor:	_____	_____
Parent/Guardian:	_____	_____
Internship Site Supervisor:	_____	_____
Program Coordinator; Mrs. Croke, Ms. Sautner:	_____	_____
PARENT/GUARDIAN EMERGENCY NUMBER:	_____	_____
Students Cell Number:	<i>email:</i> _____	_____
Student email:	_____	_____

Please submit this form no later than March 20, 2020

<https://docs.google.com/forms/d/e/1FAIpQLSeD3Mbs5VPpoa9vi20pnJfPchzHyjHIYKsWdUFDnmhu8RQ55w/viewform>

**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, 2020**

https://docs.google.com/forms/d/1IwT3a4Hd_ruPNVPCwICAkjBFZFMAsaIANUuNF0JkGw/viewform

**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. All journal entries will be completed on Google Classroom.

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?
- 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.

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

GENERAL JOURNAL GUIDELINES CONTINUED

- 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 future daily entries.

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 student's 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*).

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

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

**COMPLETE YOUR JOURNAL BEFORE YOUR SCHEDULED ADVISOR
MEETING.**

**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 May 4th Time-Log

<https://docs.google.com/forms/d/1fSAN-n3GTbsyR627vEoBo1IIY4xOpCeKlgMcJCOumMs/viewform>

Week of May 11th Time-Log

<https://docs.google.com/forms/d/15lfp66h1ZyVyHri4FMJ-z9QnRb3LfAMtWDRA89UUuv8/viewform>

Week of May 18 Time-Log

https://docs.google.com/forms/d/15K3_IBVcODveI4li5vIqUt_Wx9GH7piFMlaK2g4So5g/viewform

Week of May 25th Time-Log

<https://docs.google.com/forms/d/1zFJg5WQVZnsh4afeFatlsj1XgqjTz8DyzL7bFeJauBY/viewform>

Week of June 1st Time-Log

https://docs.google.com/forms/d/1LU4y0uUr6KKaS9KTZaHXuQG_ExkSAegDfVLR-VY9AiU/viewform

Week of June 8th Time-Log

<https://docs.google.com/forms/d/15J8CW8WhSlgvRTSEqshGgvdne22w1X4z-bE70vIIRyo/viewform>

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

INTERNSHIP REFLECTION FORM

Student's Name: _____

Site Address: _____

Site Supervisor Name: _____

Dates of Participation: From: May 4, 2020 To: June 12, 2020

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?

5. Overall, how satisfied are you with your internship experience(Circle one).

1

2

3

4

5

not at all satisfied

satisfied

extremely satisfied

https://docs.google.com/forms/d/1sV43Ry4V68fbIS55WlnkPFumErc8avh_-sOd1fxXmBw/viewform

BYRAM HILLS HIGH SCHOOL SENIOR EXPLORATIONS

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 Google Slides.
- 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 35 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.

FINAL COMMENTS:

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:

https://docs.google.com/forms/d/1_zB4JbxD7OPKJh22vbp7aY8w1JLi8PM98ycQBRcpRkY/viewform

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 before 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*). Complete weekly Google form to confirm hours.
- Maintains contact with the Site Supervisor, Parents and the Program Coordinator regarding the student's progress.
- Completes a *Mid-Point Progress Report* – May 20, 2020 (optional for AP students who start later).
- Participates in Midpoint 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:

https://docs.google.com/forms/d/13c9Ed4QcRZiUh0sJHkf80Zhwco2xmsTwV_flzOgcPpQ/viewform

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

MIDPOINT PROGRESS REPORT (May 20, 2020)

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 4984 for
an appointment or e-mail at:
jcroke@byramhills.org

(Advisor Signature)

___ Parent copy

___ Coordinator copy

___ Advisor copy

(Student Signature)

<https://docs.google.com/forms/d/15B1obp-AKHwPREdtiQFGfkOTxNhxNMhJpMVdxa00RqE/viewform>

**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 on site 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. School representatives will make site visits.
- Monitoring the student's weekly time log and adhering to attendance guidelines.
- 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 20, 2020)

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 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 professionalism			
Is dependable			
Demonstrates professionalism			
Is knowledgeable of the subject matter			
Manages time effectively			

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

Comments: _____

<https://docs.google.com/forms/d/1W-NkHIHqVLUxIhgczRHraEgZssbEdKPSgIUpkYe12MI/viewform>

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

FINAL INTERNSHIP SITE EVALUATION FORM
(Due June 12, 2020)

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 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 professionalism			
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:

<https://docs.google.com/forms/d/14jwD2LK5hu2SYwfSjkrCDZc87YcTVK8FxTS-byYfnqg/viewform>

**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 2020 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.

https://docs.google.com/forms/d/1WKKvKXI4zjAXX5RTI-wuie-WsoM_sqykT0KakqsbmLw/viewform

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 will probably participate

I may not participate

I will definitely participate

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

9. 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:

- Informed/Appropriate Placement
- 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 Final Presentation)
- Site expectations (appropriate dress, punctuality, responsibility)

You will need to read and complete the following:

- *Internship Permission Form* (due Friday, March 20, 2020)
- *Medical and Emergency Release/Transportation Form* (due Friday, March 20, 2020)

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 midpoint of the program. This is not required for AP students with late starts.

**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: _____

1. 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?			

2. 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.

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

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

(Circle one)

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

<https://docs.google.com/forms/d/17ldDG9idbgIq0GW4KHpHNFdXYeSR3y1FQWHzefTIBM/viewform>

**BYRAM HILLS HIGH SCHOOL
SENIOR EXPLORATIONS**

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?

What they are saying about Senior Explorations

Parent responses to Senior Explorations:

“My daughter has become a self-confident, driven, motivated young adult ready for college.”

“This was a truly wonderful experience.”

“My son came home each day and actually discussed the tasks he learned and completed.”

“I think it truly showed my daughter a real sense of responsibility.”

“Great Program, thanks for providing a venue for real life experience.”

“He was always eager and enthusiastic to go to the Internship.”

“This program is something I wish I had earlier in my career.”

“My daughter had a great experience, thanks to everyone involved with the program.”

Site Supervisors reactions:

“It was an absolute pleasure to participate in this worthwhile program.”

“Preparing the student for a career was very rewarding.”

“Students get to experience the work environment to supplement their educational experience.”

“She was an asset and integral member of our community, just a fabulous young lady.”

“A great opportunity to help a young man learn about the field.”

“Brought enthusiasm to his work, all the staff enjoyed working with him.”

“We just loved having him work with us, Great Guy!”

“We have always had wonderful, excited, talented and motivated students come to us from B.H.H.S.”

Students are saying:

“I was expected to be an asset to the company, it was very rewarding”

“It was fun, interesting and very interdisciplinary.”

“The internship improved my self confidence and time management.”

“I learned what it takes to run a successful business”

“My supervisor was very smart, interesting and generous with his time.”

“I loved my internship, I was treated like an adult.”

“I learned about such issues as domestic violence and social justice.”

“I worked with patients and their families. I want to be a Doctor now.”

**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.

1. **How you think is everything:** Always be positive. Think success, not failure. Beware of a negative
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 SITE SUPERVISOR WANTS YOU TO KNOW MORE ABOUT YOU, TO EVALUATE YOUR STRENGTHS AND WEAKNESSES, TO ANTICIPATE WHETHER YOU CAN DO THE 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?"

"WHAT ARE YOUR OUTSIDE INTERESTS?"

"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 A 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 this 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 makeup.
11. For men: no tie or loosely knotted tie.
12. For men: unshaven, unkempt 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 or slang
18. Mumbling or talking too softly.
19. Talking too loudly.
20. Using phrases such as "you know", "basically", "like", and "um" , or "ahh" .
21. Talking too fast.
22. Using poor grammar or mispronouncing words.

*****General Interviewing Problems

23. "He/she couldn't sit still, constantly crossing and uncrossing his/her legs, and moving his/her arms like a windmill"
24. "He/she didn't know what to do with his/her hands, clasping them, patting his/her hair, fumbling with his/her case."
25. Arriving late.
26. Not having the appropriate forms or documents-such as a birth certificate- you were asked to bring.
27. 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?

28. Failing to shake hands firmly at the beginning and the end of the interview.
29. 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.

“Cover letters are still an essential tool when applying for a job”

Job seekers often have the misconception that the cover letter is just a formality, but in fact it's an opportunity to give the hiring team information they'd otherwise only learn in an interview. Pete Leibman, author of “I Got My Dream Job and So Can You,” says he always encourages job seekers to include a cover letter even if one isn't requested.

The main purpose is to bring your resume to life, and to answer the two main questions employers have: why do you want the job and why should they hire you? Furthermore, it's an additional opportunity to showcase communication skills, one of the top assets that today's employers look for in new hires. There are a few considerations.

- Always write a cover letter. You'll stand out if you write a good one.
- Customize. Tailor the letter to the specific position
- Keep up appearances. Your letter should be professional.
- Keep it brief (one page).
- Build credibility through references: “The best way to brag is to get the right people to brag for you.”
- Enlist someone else to review the letter: “Two pairs of eyes are better than one.

Cover Letter Sample

Contact Information: Your Name/Address/Phone#/Email Address

Employer Contact Information

Salutation: Dear Mr./Mrs. Last Name

My name is Mary Crawley and I am a senior at Byram Hills High School in Armonk, NY. Seniors at my high school have the opportunity to apply their knowledge and skills to an independent career exploration in an area of personal interest. Seniors receive academic credit for their 6-week internship which begins on April 29th and ends on June 7th. Each student is required to log in approximately 30 hours per week.

I was hoping you would give me an opportunity to volunteer at your veterinary hospital. In the future I want like to pursue a degree in veterinary medicine and I feel that this internship is a great way to get a better understanding of my likely future career. I have previous experience shadowing Dr. Robert Hart at the Animal Medical Center in New York City. I look forward to hearing from you and thank you for your consideration. My resume is attached.

Sincerely,

Mary Crawley

SAMPLE RESUME

Sample Student
1 Ann Road
Armonk, NY 10504

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 Dimes 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 fundraiser.

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 in foreign language.

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

SPORTS

Soccer (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 authentic science research in the field of their choice. Research fetal development and worked for 90 hours in a lab at Columbia University.

WORK EXPERIENCE

Camp Schodack, Nassau, NY (summer 2018) Worked as a bunk counselor for 11 & 12 year old girls.

Babysitting Worked for 2 families throughout high school.

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 Google Slides.

I. INTRODUCTION: 2 MINUTES

- A. Who are you? Give a short profile.
- 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 your 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?

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

EXAM DATES - 2020 AP Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 4, 2020		Physics C: Mechanics	Physics C: Electricity & Magnetism
Tuesday, May 5, 2020	Calculus AB Calculus BC	Human Geography	
Wednesday, May 6, 2020	English Literature/Composition	European History	
Thursday, May 7, 2020	Chemistry	Physics 1: Algebra based	
Friday, May 8, 2020	U.S. History	Computer Science A Submit Studio Art Portfolios MAIN OFFICE	

Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 11, 2020	Biology		
Tuesday, May 12, 2020	Spanish Language and Culture		
Wednesday, May 13, 2020	English Language & Composition	Music Theory	
Thursday, May 14, 2020	World History Comparative Gov/Pol	Italian Language and Culture	
Friday, May 15, 2020	Computer Science Principles French Language Culture	Statistics	

NOTES