

BUSINESS INTERN

INSTRUCTOR: Danielle Dickman
ROOM # 414
SCHOOL: (308) 324-4691 ext. 2414

OFFICE HOURS: DAILY - 7:30 - 7:45 A.M.
DAILY - 3:25 - 3:45 P.M.
Other hours by appointment

danielle.dickman@lexschools.org

Google Classroom Code

PROGRAM DESCRIPTION: (1 Semester Course)

The Lexington High School Business Internship Program is a cooperative program with the High School and Business/Industry. The program is designed to introduce a student to a specific occupation within a business or industry. Youth Interns work closely with skilled workers to learn the skills associated with the workplace in a particular Career Path. The Business Intern program is open to Seniors that will graduate in May of 2023 and are in good standing.

SKILLS TO BE MET:

- Time management
- Face-to-face communication
- Professional mannerisms
- Confidentiality
- Teamwork
- Create a Résumé
- Create a Cover Letter

PREREQUISITE:

- Students must pass all classes in the previous semester and have an exemplary disciplinary and attendance history to participate in a service/internship program.
- Must have a vehicle to get from school to Internship location.
- **Cannot ride with anyone else and you must have the parent permission form signed in order to drive to your Business Intern location.**
- **Business Intern placement CANNOT be family members or family run businesses. (No parents, grandparents, aunts/uncles, siblings or extended family).**

SUGGESTED SUPPLIES:

- iPad for recording journal entries

ATTENDANCE:

- You are responsible to be at your internship location every day school is in session.
 - Exceptions: inclement weather, sick, school sponsored activity, or the internship location is not open.
 - **ANY TIME YOU DO NOT GO TO BUSINESS INTERN AND YOU ARE HERE AT SCHOOL, YOU WILL REPORT TO MY ROOM—NOT THE LIBRARY**
- **When absent:**
 - Email both your contact person and **cc Mrs. Dickman** in the email to let us know you will not be there
 - An email must be received **AT LEAST ONE DAY BEFORE A PREARRANGED ABSENCE** explaining why you will not be there for that day.
 - points will be deducted from your journal for late notification.

- This includes, but is not limited to, the following examples:
 - School field trips, Giving Blood, College Visits, Testing, Funerals, Weddings, FASFA, Meeting with college reps, etc..., basically whenever there is prior notification given.
- **If communication is not made for an absence:**
 - You may **fail** the class and you will no longer be in the Internship class.
 - **You will type a letter to the Business Intern contact person explaining the consequences for your actions.**
- **If you fail to be at your designated Internship location on time, your contact person will notify me and we will discuss your reason for lateness to see if you should remain in the class. If there are issues with tardiness or absences, a meeting will be held that could include your parents and guidance counselor to determine if you will remain in the Business Intern class.**

EVALUATION:

- Create a Résumé the first week of school to apply for an Intern Position. (This will be graded)
- Have an Interview at your place of Internship. If you do not do a “formal” interview, you will interview your internship supervisor on their job duties, schooling and any other questions you have for them and write a summary of the interview you completed. (This will be graded)
- *****Journals are due by 11:59 p.m. On Fridays.**
- **IF your journal is not turned in by Friday @ 11:59 p.m. you will receive a point deduction starting at one point if after 11:59 p.m. and 1 point for each additional day the journal is late.**
- **For an absence**, (school activity, illness, funeral, college visit)—You will call (as stated above), **ALSO**, you will need to find an article/video in the area you are interning. You will share that information with me so you can earn your participation/journal points for that day.
- **For a prearranged absence**, (an absence where you knew you were not going to be in class, i.e. doctor, school activity/field trip, etc.) you need to do the following:
 - **Do the same as above—email me and your contact person AT LEAST ONE DAY IN ADVANCE before you are gone.**
- **If you are not in class due to ISS or OSS for behavioral reasons– You may fail the class!**
- **If you are not in class due to ISS or OSS you will lose your journal points for that day(s).**

*****GRADING SCALE*****

98-100 A+ 4.33	93-97 A 4.0
90-92 B + 3.33	85-89 B 3.0
82-84 C+ 2.33	77-81 C 2.0
74-76 D+ 1.33	70-73 D 1.0 Below 70 F 0.0

Performance evaluation: 15% Journals: 85%
 1st Quarter: 45% 2nd Quarter: 45% Semester Final: 10%

DAILY INTERN WORK PROCEDURES

- **TURN OFF YOUR CELL PHONE—LEAVE IN VEHICLE OR OUT OF SIGHT - If you are seen on your cell phone you risk failing the class and not be allowed to return to the Business.**
- Be ready to work--EVERY DAY--THE WHOLE TIME.
- Get yourself to your internship on time!
- Be ready to start when they are.
- Record your answers to your questions on a daily basis
- Pay attention and listen carefully to all instructions
- BE READY TO LEARN!

EXPECTATIONS OF THE BUSINESS OR INTERN SITE:

- Communicate the expectations: i.e., be on time, dress attire, confidentiality, etc.
 - a. Contact Mrs. Dickman at danielle.dickman@lexschools.org if there are concerns regarding job performance, not showing up on time, communication, being on their cell phone, etc.
- The business will provide meaningful employment experiences or activities that will help the student understand and gain experience in that career.
- The business will ensure the intern's employment activities will be supervised by experienced and qualified personnel. All tasks will be performed with appropriate safety considerations.
- The business agrees that the internship is part of the student's educational program. If the student leaves school before graduation, is dismissed from school, or makes unsatisfactory academic progress, then the student forfeits the right to participate in the Business Intern Program.
- The business will give the student intern a monthly evaluation of their job performance.

Parent Permission Form
Business Intern

I, (parent/guardian) _____ give permission for my (son/daughter)
_____ to leave **Lexington High School to BUSINESS**
INTERN at _____ under the direction of
_____, this semester.

I, (student) _____, understand that I may FAIL the Business Intern class if I do not show up on time to my place of Business Intern, do not EMAIL MY CONTACT PERSON AND CC MRS. DICKMAN if I will not be in school for any reason, because of my actions or lack thereof, am in ISS or OSS, if I am on my cell phone, or if I do not do what is expected of me at school or at the place of Cadet.

This signature also verifies that my parents and I have read and understand the expectations for Business Intern and have read and signed the Parent Permission Form to leave/drive to the Business Intern location on the next page.

Please sign and return—Thank you

Please complete the following information: RETURN THE FIRST WEEK OF CLASS! THANKS!

Student's Name _____

Student's Cell Phone Number _____

Parents/Guardian Name _____

Best time to contact parent(s)/guardian _____ a.m. _____ p.m.

Parent Phone number _____

Interpreter needed? yes no Language spoken _____

Parent Email address _____

Parent signature: _____