



Welcome to A3's January J-Term! The staff at A3 has great expectations for you in your experiences in the community. To ensure the greatest experience possibly, we will be requiring a few things of you over the course of the next four weeks.

J-term grade is part of your grade in every one of your first semester classes. It is based on attendance, punctuality, documentation and writing, and on-the-job professional performance.

**ATTENDANCE** - Attendance is obligatory. A professional atmosphere is not a place for skipping. If you are ill and must be absent, it is critical that you follow these guidelines:

- Call your work site contact person before the work day begins.
- Call A3's Internship Coordinator, Jessica Thomas, @ 541-359-5837 (cell).

**Attendance problems could result in course failure!**

**APPEARANCE**- Adhere to all dress (and behavior) codes at your work site. It is important to maintain the professional atmosphere that the business has already established for itself.

**ATTITUDE**- Seize the opportunity to learn all that you can during this unique (but brief) opportunity. Be present and focused at all times. (No cell phones- ever!) If you are not sure of something you are asked to do, be sure to clarify. Offer to help in any way that you can. Remember that all school rules apply at internship sites too.

**REQUIREMENTS FOR SUCCESSFUL COMPLETION – Everything must be submitted by Wednesday, January 31st. Grades are due immediately following, so this date is not flexible.** J-term grade is 20% of your grade in every one of your first semester classes. It is based on attendance, punctuality, documentation and writing, and on-the-job professional performance

- Journal**- All students are required to keep a journal narrating their experience in the internship and their project progress. This will be the "Explore and Design" aspect of the EDCRO process for the internship. Some suggested entries-What did you learn today? What surprised you? How you came to the conclusion of what your project will be?
- Attendance**- Site supervisors will record your attendance on the "Intern Attendance Sheet" and give this to you on your last day at your site, Friday, January 26th. Bring this on Monday, January 29<sup>th</sup>. You will also be required to check in via **The Intern Check-In Sheet** online once a week. This can be found at [www.a3school.org](http://www.a3school.org)
- Worksite Evaluation** – Your work site supervisor will also evaluate you and review this with you on your last day at your site.
- Student Evaluation** – At the end of your experience, you will turn in the attached "Student Evaluation". This will be your opportunity to assess your own performance. It should be thorough and thoughtfully completed.
- Thank you letter** – We will perfect these letters on Monday, January 29th. Bring your best draft to school on that day. A sample letter is attached for format only. Your letter will need to include at least two (2) detailed experiences that you learned from your time at your site. Don't forget to include an addressed envelope with your letter when you turn it into the Internship Coordinator.
- Internship Project**- Complete a project for the internship site that gives back to that organization and incorporates an art skill through EDCRO.
- Presentation**- Wednesday, January 31st all of the interns will present their internship project to A3 students as well as their parents and community members in the evening.
- Reflection Paper**- You will have 3 days to perfect these papers. They need to be at least 2 pages in length and reflect about your entire internship experience. The good, the bad, and the ugly.
- Register Online with LCC for College Credit**- Sign up for Cooperative Education for a total of 3 credits.

If you have any questions or concerns during your internship, please don't hesitate to contact me. Enjoy, learn, experience and contribute!

Jessica Thomas, Internship Coordinator  
(541) 359-5837 cell  
[jessica.thomas@springfield.k12.or.us](mailto:jessica.thomas@springfield.k12.or.us)

### A3 Intern Timesheet- January, 2017

	<i>Hours scheduled</i>	<i>Hours worked</i>
Wednesday, Jan. 3rd		
Thursday, Jan. 4th		
Friday, Jan. 5th		
Saturday, Jan. 6th		
Sunday, Jan. 7th		
Monday, Jan. 8 <sup>th</sup>		
Tuesday, Jan. 9th		
Wednesday, Jan. 10th		
Thursday, Jan. 11th		
Friday, Jan. 12th		
Saturday, Jan. 13th		
Sunday, Jan. 14th		
Monday, Jan. 15th		
Tuesday, Jan. 16th		
Wednesday, Jan. 17th		
Thursday, Jan. 18th		
Friday, Jan. 19th		
Saturday, Jan. 20th		
Sunday, Jan. 21st		
Monday, Jan. 22nd		
Tuesday, Jan. 23rd		
Wednesday, Jan. 24th		
Thursday, Jan. 25th		
Friday, Jan. 26th		

Supervisor's Signature: \_\_\_\_\_

## Student Evaluation

Name:  
Work Site:  
Supervisor's Name

1. What did you learn from this internship?

2. What did you like and dislike about your experience?

3. What suggestions do you have to make this a better experience next year? What would you do differently?

4. Please let us know what grade you feel you have earned and explain why. For example:

100% participation + 100% attendance = A  
*50% missed days + negative attitude = F*

## Sample Thank You Letter

January 26, 2007

Ms. Cambra Ward  
Vice President  
KMTR NewsSource 16  
3825 International Court  
Springfield, OR 97477

Dear Ms. Ward,

**Introduction Paragraph: Thank your host for the opportunity to do the internship.**

I would like to take this opportunity to personally thank you for the time that you invested working with me at the station. I had a wonderful experience. Specifically, I enjoyed the professional atmosphere and the chance to get to know experts in my field of interest. I feel that I will be better prepared for a career in the future because I have experience in people skills, business management, and marketing.

**Body Paragraph: Describe some of the things you learned as a result of the internship and the effect it has had on your future goals and/or career and educational plans.**

The station has a terrific staff. Steve spent a great deal of time working with me. He is very professional with visitors but also knows how to speak with all types of people. Kathie in marketing exposed me to the importance of informing visitors of new exhibits. While I had zero interest before, I now appreciate energy like Jackie's in the success of the station. As a result of my internship experience, I am now considering pursuing further education in journalism and television advertising.

**Conclusion Paragraph: Add any additional comments you may have and thank them again for the opportunity.**

Thank you again for your time and energy. I hope that my interest and enthusiasm will prompt you to continue your partnership with The Academy of Arts and Academics in the years to come.

Sincerely,

Jane Smith  
5430 E St.  
Springfield, OR 97478  
(541) 867-5309

# Project

## Examples of Projects Past

- Create a brochure for the business.
- Create a tv commercial for the business.
- Update the businesses website.
- Create a menu.
- Design your own cake.
- Write your own news story.
- Create a lesson plan.
- Design a piece of clothing.
- Create a window display for the business.
- Create your own design for a tattoo.

## Internship Journal Questions

### Week 1

Day 1: What do they do?

Day 2: What are they about?

Day 3: When did they open? Is it a family business or a franchise?

Day 4: What is the business philosophy? Their business plan?

Day 5: What were your victories this week? What were your challenges?

### Week 2

Day 1: What are you thinking your project will be to give back to the business/community?

Day 2: What help will you need to start/finish the project?

Day 3: What is it going to take to create this project? What tools do you need?

Day 4: What is the next step for the project?

Day 5: What were your victories this week? What ere your challenges?

### Week 3

Day 1: How have you refined your project?

Day 2: What were the thoughts or feedback from your supervisor?

Day 3: How will you use the feedback from your supervisor to refine your finished product?

Day 4: What other resources can you use for feedback?

Day 5: If hind sight was 20/20, what would you do differently if you were to repeat this experience? Overall, what would you share with others about your experience?

## Internship EDCRO Reflection Questions

The questions below are to be used as a guide to help you write your paper. You do not need to answer every question, not every question is relevant. The purpose of this assignment is to increase the depth of your learning. You must use proper paper format: 1-2 pages typed, 11-12 pt font, Times New Roman, double spaced and 1-inch margins. The heading should include your name, date, assignment, and course name.

### **Explore**

What questions did I have?  
What knowledge did I already have?  
What did I need to learn?  
What did I need to know?  
What did I find most interesting about this topic/project?  
What skills did I have that can help me develop the topic/project?  
What is required?

### **Design/Define**

What was my goal?  
What was my guiding question?  
Who was the audience?  
How did my person experience help me shape my project/goal?  
How did I approach this project/goal?  
What was the work's purpose or importance?  
Who needed to know about this?  
What were my resources for this project/topic?  
What were the alternatives?

### **Create**

How could I best meet my goal/guiding question?  
What was the best way to communicate my new information/learnings?  
How could I incorporate my previous knowledge?  
How could I use my strengths/skills/talents?  
What methods could I use to share my knowledge/learning?  
How did I connect the work to my audience?

### **Refine**

What could be improved?  
What isn't working well/right?  
What is missing?  
Have I answered my guiding question?  
What further tools/skills do I need?  
Have I demonstrated "good" craftsmanship?  
Have I demonstrated proficiency and rigor?  
Have I demonstrated understanding?  
Have I conveyed my message?  
What are the strengths and weaknesses?

### **Own**

Am I motivated?  
Is this personally meaningful?  
Am I proud of my work?  
Is my work a reflection of me?  
Am I committed?  
What are my accomplishments?  
Did I give my best effort?  
Am I proud of my effort?  
What does my project do beyond the grade?  
What is the next step?  
What do I do now?  
Did I celebrate my work/accomplishments/success?  
Is this intrinsically rewarding/motivating?  
Do I like the message I conveyed?