

INTERNSHIP INSTRUCTIONS

Internships scheduled during our Winterim are a unique opportunity for our juniors and seniors to observe and experience a working professional's life for two weeks. This experience in the world of adult realities allows them to see the time lawyers do not spend in a courtroom, to discover the patience required to teach second grade or to observe the precision required to be an engineer or research scientist. These experiences can aid in major decisions the students are currently facing and more importantly in the discovery of how God has uniquely equipped them. Even internships that do not turn out as expected can be a valuable tool in the discovery process.

To participate in Winterim as an intern is a privilege that involves significant responsibility on the part of the student. Remember, the internship is a formally structured learning experience that starts long before the first day on the job. Student interns and their parents are expected to review and understand the following **guidelines and responsibilities**:

- ❖ Parents: It is important that you understand that your student's internship location and working environment are not Wheaton Academy. Consequently, we cannot guarantee that the standards held by Wheaton Academy are the same as those standards held by the internship host or business. You must be comfortable with the environment that your student has chosen. Please talk with the internship host or with Mrs. Main if you have any questions.
- ❖ All insurance is the responsibility of the parents. Parents agree to provide adequate coverage for the needs of the student intern and will not hold Wheaton Academy, the internship host or the internship business responsible in any manner.
- ❖ Transportation to and from the work place is the responsibility of the family. Neither WA, the internship host nor the internship business will be responsible for any transportation liability.
- ❖ Personal Commitment: Your internship should include between 50 and 60 hours over the 10 days that you are at your internship. Do not alter your hours to attempt to take whole days off. Remember, this is the opportunity you have chosen to get a realistic taste of what this kind of work is like over a two-week period.
- ❖ Grading: You will receive a grade for your internship. Evaluation will be based on successful completion of the internship, including timely submission of your Daily Record and final project. In both the Daily Record and the final project, please go beyond simply the basic ideas of what you did, and reflectively think through the implications of this experience for your life.

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- ❖ Interns in the Chicagoland area will need to contact their host and make an appointment to meet him/her and visit the location sometime during the months of November and December. **Introduce yourself, get acquainted with the location, determine the host's expectations of you, and confirm your work hours, where you should park and the appropriate dress for the position.** Interns outside the area likewise should contact their hosts via phone or email in order to settle all necessary questions (both yours and the host's).
- ❖ Ask your hosts what days and times are convenient for them. Then, be there and be on time.
- ❖ Neither tardies nor detentions exist in the real world. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your supervisor if you are ill or anticipate being late. Also call and leave a message for Mrs. Main (630.562.7521) as well.
- ❖ Carefully listen to and follow the instructions of your supervisor. Attention to detail is essential to being successful.
- ❖ Cooperate with your co-workers and others with whom you come in contact. Remember, you are the guest. You can learn by listening and watching as well as by doing.
- ❖ Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
- ❖ Eat lunch on your own time, not on company time. Find out where and when you should plan to eat.
- ❖ Be available and willing to work. Ask how you can help and then do the job completely. Never leave a mess for someone else to clean up.
- ❖ Don't be afraid to ask questions. That is how you will learn.
- ❖ Represent yourself and Wheaton Academy in the best possible manner, and be consistent with our school standards for conduct. Remember that your opportunity to be in the internship is a result of the credibility of the program that has been developed over the past several years. Your effort, attitude and actions will affect future opportunities for our interns.

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STEPS TO COMPLETE

- Contact potential internship hosts and share specific requirements of the internship. For example, dates (January 5-16, 2009), number of hours (50-60) and possible goals (mutually determined) should be discussed.
- *If you have no contacts for your area of interest, contact Mrs. Main in early September. Many of our hosts from last year desire to have positions filled again, and we will share that contact information with you.* Then, you will need to complete the first responsibility listed above.
- Attempt to reach a tentative agreement with a host before turning in the Internship Application. Complete an application and turn it in to Mrs. Main in Room 205 by September 26, 2008.
- Communicate with host to determine a description of the internship and at least two goals for the internship before turning in Internship Contract by October 24, 2008.
- Schedule a visit to the internship location in November or December.
- Fulfill obligations as agreed upon with host, and expect a visit from a member of the Wheaton Academy faculty during the internship (Chicagoland interns only).
- Complete and turn in a Daily Record and a final project. The Daily Record should include the information requested on the Daily Record form (available on website). The expectation is that the final project will reflect what the student learned over the course of the internship. The final project will be:
 - ❖ a minimum of an 800-word electronically submitted paper sent to tmain@wheatonacademy.org as an email attachment that was saved in Rich Text Format.
 - ❖ a summary of the highlights of the experience.
 - ❖ an explanation of the most enjoyable parts of the experience.
 - ❖ an explanation of the least enjoyable parts of the experience.
 - ❖ a conclusion that indicates the significance of the experience for the intern.