

Westlake High School

Senior Experience Program 2011-2012



A. PROGRAM PHILOSOPHY

The Westlake Senior Internship Program is designed to provide students with the opportunity to immerse themselves in the realities of our current global economy and become productive and responsible citizens. It will provide real world experiences that will enable our students to be more competitive college candidates. Students will learn about the dynamic nature of the workplace, the value of work in society, and their personal skills, aptitudes and abilities for future career decisions.

Students will continue to develop leadership skills, problem solving and critical thinking skills, collaborative and presentation skills, as well as written and oral communication and technological skills. This program offers an opportunity for students to apply their knowledge and skills through independent career exploration while they pursue a particular area of interest.

Students averse to leaving the building may appeal to the Principal. Those students requesting to opt out of the internship will be requested to submit a formal plan outlining a comprehensive authentic independent research project. These students will still be required to meet with a faculty mentor, keep a journal, connect to the experts in the area of interest, produce a final presentation, and will be graded on rubric based parameters.

B. PROGRAM OBJECTIVES

Upon completion of the program, students will be:

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

C. PROGRAM OVERVIEW:

- Seniors will select an internship project that will begin approximately at the start of the 4th quarter or approximately April 23rd.
- All mandated attendance for senior classes will end as of that date.
- The calculation of final averages for all senior courses will be based upon the completion of assigned work and tests up to this calendar date. Adjustments to the internship start date will be made for any student still enrolled in Regents and AP classes.
- In order to satisfy state mandated PE requirements, all students will be requested to keep a log of physical activity.
- Students will submit to the program coordinator a Resume and Statement of Goals and Expectations detailing their internship plans. Consent from parents will be needed prior to any student leaving school grounds for an internship.
- Interns will complete a minimum of 30 hours per week inclusive of their WHS staff mentor meeting. Time will be logged by the student and presented and reviewed to their mentor weekly. A formal Daily Journal, outlining student activities, reflections and learning, will also be kept and discussed with the WHS Mentor. Students must meet with their Mentor weekly for approximately one hour.
- The overall grade for the internship will be derived from the following areas: Required attendance at weekly meetings, reflective daily journal writing, meeting of deadlines and the final presentation. The final presentation will be assessed using a well defined rubric, which will be shared with and explained to all students at the start of the internship.

D. PROGRAM EVALUATION

Program will be evaluated using the following tools:

1. Exit interview with WHS Mentor and Student
2. Student Reflection Form /Parent Survey
3. Site Supervisor Evaluation/WHS Mentor evaluation.
4. Rubric driven assessment of all student presentations.

MONTHLY CALENDAR OF EVENTS

October thru December

- Students should begin generating ideas for possible internship fields.
- Students should approach faculty members and discuss the possibility of them serving as mentors.
- Students should continue to compile information and refine their ideas for the Senior Experience.
- Students should research possible person to contact as potential On-Site Mentors and plan how to approach these individuals.

January thru February

- Students should finalize their internship idea and map out the component parts.
- Students should schedule several meetings with their Westlake Mentor to formalize the internship and plan outreach to secure the internship mentor.

March

- Mentors and student interns continue to meet to become acquainted, explore and formalize sites, and establish expectations. Westlake mentors meet with the Program Coordinator.
- Final site selection is due to the Program Coordinator.
- The students' Resume and Statement of Goals and Expectations are due to the Program Coordinator and Westlake Mentors no later than March 31st.

April

- The Internship Permission Form is due to the Mentor for review and approval. Transportation and Medical Emergency Release Form will also be turned in at this time.
- Student interns should determine precisely when they will hold their weekly meetings with Westlake Mentors during the internship weeks. Weekly meetings will provide seniors with further information needed to begin the program.
- The journal format will be set. Refer to the guidelines provided in the handbook.
- The Program Coordinator and Westlake Mentors will communicate with the Site Supervisors to confirm the internship, activities, and expectations.
- AP Exams overlap two weeks of the Senior Internship Program. If a Senior is taking APs, a reasonable schedule for these weeks allowing for AP review and test taking, as well as phasing in of the Senior Internship Program responsibilities will be developed on an individual basis. 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.

May

- Interns meet weekly with their Westlake Mentors and maintain their daily Journals. The Westlake Mentor or Program Coordinator 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 Westlake Mentors at the midpoint to share program experiences. Site Supervisor Evaluation forms are due at that meeting. The Midpoint Progress Report written by the Westlake Mentor is sent home.

June

- Students make their Final Presentations. The program ends the second week of June. A final presentation schedule will be produced with student presentations scheduled over a two week period ending prior to the last week of school. The Program Coordinator, Westlake Mentor, and Site Supervisor are encouraged to attend.
- All presentations will be given a Pass or Fail grade.

Past Internship Programs

Westchester County Police Academy

Botticelli Fitness Center

Westlake Middle School Teacher – English

Independent Study – Portuguese

Westchester Broadway Theatre

Columbus Elementary School

Columbus Elementary School Nurse

Pediatric Medical Internship – Surgical Observation

Van Cortlandt Manor Homestead

Tech Connect – Video Game Design

Westlake Middle School – Special Education