

**Legal Management and Support**  
**Internship Guide**

2019-2020

**BATAVIA HIGH SCHOOL**

In Cooperation with Great Oaks  
Institute Of Technology and Career Development

# BATAVIA LEGAL MANAGEMENT AND SUPPORT INTERNSHIP PROGRAM

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## I. Introduction

1. The purpose of this Internship Guide is to orient students, parents and internship sites with the program goals, outlines, policies and procedures. Please read, ask questions that may arise, and keep this guide as a reference during the school year.
2. How will the internship program benefit students?

Students will:

- Learn from professionals in the field.
- Gain exposure to current methods and technology.
- Develop realistic insight into the career field.
- Understand the relevance of school and academic subjects.

## II. Internship Overview

1. Internship site selection
  - Each student should participate in at least two to three internships during the school year. The approximate length of each internship is designed to be the length of one quarter, but occasionally may span a semester.
  - Students explore and develop their career interests prior to their senior year. Prospective internship locations are also identified for future development by the coordinator, who will continue to develop sites throughout the year.
2. Internship training plan/agreement
  - If required, a training plan must be completed before students can begin.
3. A supervisor will be identified at the internship site. This person will answer questions, provide training and evaluate the student's performance on the job.
4. There is a reporting requirement at the end of each internship which is discussed further in this guide under Internship Wrap-up.

## III. Attendance

- Students are expected to maintain 95% attendance at school.
- Students should work a minimum of 8-10 hours, but no more than 25 hours per week.
- Students should work all scheduled hours unless unusual circumstances prevent them from doing so; but students should not report to their internship if they do not report to school. **Lack of transportation is not an excuse for failing to report to the internship site.**
- If a student is absent he/she must communicate with the instructor by phone, as well as the internship site supervisor. Mrs. Kovacs: 833-5756 (cell) or kovacs\_a@bataviaschools.org.

- When school is closed due to inclement weather, the student should communicate with the internship supervisor to determine the best course of action.

#### **IV. Training Plan/Agreement**

- A Training Plan/Agreement serves as the foundation from which the student's internship skills are developed.
- The Training Plan/Agreement also makes the internship official because all affected parties – the parent, student, coordinator and internship supervisor – sign off on it.

#### **V. Dress Code for Internships**

- It is very likely that your employer will expect you to dress differently on the job than you do for school, and it is also likely that what you wear on the job may vary from day-to-day depending on your role for any given day. While it is acceptable in many workplaces to wear "business casual," please consult with your supervisor or coordinator to determine what is appropriate for your internship.

#### **VI. Evaluations**

- The internship supervisor will be responsible for completing evaluations for the student during the internship. The evaluations will determine the student's grade for that internship. Students are responsible for securing monthly evaluations. See the Appendix for a copy of the Training Evaluation form.

#### **VII. Internship Wrap-up**

- In March, students will begin working on a presentation project. Students will be required to do a summary of their experience in presentation format (PowerPoint). The presentation will be given to adult audiences such as advisory committee members or members of the high school staff.

#### **VIII. Grading**

##### 1<sup>st</sup> – 3<sup>rd</sup> Quarter

- 100% Supervisor Evaluations and Attendance

##### 4<sup>th</sup> Quarter

- 75% Supervisor Evaluations and Attendance
- 25% Presentation

VIII. Appendix

GREAT OAKS INSTITUTE OF TECHNOLOGY AND CAREER DEVELOPMENT

TRAINING EVALUATION

Date \_\_\_\_\_ Program \_\_\_\_\_ Campus \_\_\_\_\_

Student Name \_\_\_\_\_ Employer \_\_\_\_\_

Instructor \_\_\_\_\_ Supervisor \_\_\_\_\_

**INSTRUCTIONS :** Your constructive criticism enables us to provide better instructional training and, in turn, can provide you with a better employee. Your evaluation is an important part of the student's grade. Please refer to the grading scale in order to assign an appropriate number grade to reflect this student's progress in each area. Superior 100-93 Good 92-85 Average 84-77 Fair 76-69.

Grade

\_\_\_\_\_ **ATTENDANCE AND PUNCTUALITY** (Factors to consider):  
Regular attendance, punctual, returns on time from break/lunch, arranges in advance for lateness, works until dismissal time.

\_\_\_\_\_ **KNOWLEDGE OF JOB** (Factors to consider):  
Grasps instructions quickly, understands uses job-related technical knowledge, learns daily routine/procedure, adjusts to changing work requirements, willing to learn new procedure/techniques, skilled in using tools/instruments/equipment.

\_\_\_\_\_ **QUALITY/QUANTITY OF WORK** (Factors to consider):  
Produces neat, accurate, thorough work, uses techniques/judgment in use/care of equipment/supplies produces expected volume in allotted time.

\_\_\_\_\_ **ATTITUDE** (Factors to consider):  
Shows initiative, seeks ways to improve, positive work attitude, asks necessary questions, accepts suggestions/constructive criticism, asks for additional work when job is completed, respects others and their property.

\_\_\_\_\_ **JUDGMENT, RELIABILITY & ADAPTABILITY** (Factors to consider):  
Thinks for self, values training, demonstrated businesslike habits, make proper decisions, works well under pressure, follows job to completion, plans work, meets deadlines.

\_\_\_\_\_ **HUMAN RELATIONS**  
Cooperates with supervisor and co-workers, is courteous to others, customers/visitors, controls emotions, speaks effectively, good choice of words, keeps information confidential, discreet, honest, respectful to others, effective in job communications, follows instructions.

\_\_\_\_\_ **HEALTH, APPEARANCE & SAFETY** (Factors to consider):  
Dress/grooming appropriate to work situation, exhibits alertness, maintains good health/physical condition, observes proper food/smoke habits on job, and uses work tech/safety.

The student was absent \_\_\_\_\_ days and tardy \_\_\_\_\_ times.

General remarks: \_\_\_\_\_

Suggestions which might help improve the student or program: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Date: \_\_\_\_\_

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