



LRCA

# INTERNSHIPS 2017-18

The Internship Application (<https://goo.gl/ahmQqB>) must be submitted by October 2, 2017  
All changes must be approved via the Office of Student Life



## ***Student Internship Guidelines*** **J-Term January 3-9, 2018**

Internships at Little Rock Christian are a unique opportunity for our students to observe and experience a working professional's life. Students will have an inside advantage as they work in the industry of their choice, build a network of contacts and develop a resume for the future. There's no better way to understand a profession than by actually doing it. That's exactly what an internship offers: a chance to do meaningful, hands-on work in the field of your choice to help find your calling God has for your life.

- The signed Internship Application (<https://goo.gl/ahmQqB>) must be submitted by October 2, 2017. All changes must be approved via the Office of Student Life.
- The student must actively participate in approximately **40 onsite hours** during the internship period. Since J-Term is January 3-9, students may intern prior to January 3, but must conclude by January 9.
- Students may only intern as a full-time intern. A student may not take classes while interning.
- It is recommended that the student intern with someone other than an immediate family member.
- Must spend ample time prior to the internship in preparation for the experience.
- Understand that participation in the Internship Program is a privilege that involves significant student responsibility.
- Complete, on time, the components of the Internship Project.
- Upon successful completion of the project, students will receive **.50 credit** on the transcript.
- Understand that all insurance is the responsibility of the parent. Parents agree to provide adequate coverage for the needs of the student intern and will not hold Little Rock Christian Academy, the internship host or the internship business responsible in any manner.
- Realize that transportation to and from the workplace is the responsibility of the family; Little Rock Christian Academy, the internship host nor the internship business will be responsible for any transportation liability.

**Note to Parents:** It is important that you understand that your student's internship location and working environment is not Little Rock Christian Academy. Although we believe, to the best of our knowledge, it is a safe and positive environment; we cannot guarantee that the standards held by Little Rock Christian 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.



## ***Student Internship Instructions***

### **J-Term January 3-9, 2018**

#### **Before your Internship**

- Contact potential internship hosts and share specific requirements of the internship. This must be done ASAP; this shows interest and responsibility.
- You will be assigned a Faculty Supervisor; she or he will contact via email with complete instructions.
- Schedule a visit in person (or via telephone if your host is outside the immediate area) to the internship location in November or early December.
- Complete the *Pre-Visit Research Form*

#### **During your Internship**

- Commitment: Your internship must include approximately **40 contact hours onsite** during the internship period. you are at your internship.
- Promptness: Neither tardiness nor detentions are appropriate in the workplace. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your work supervisor if you are ill or anticipate being late. If there is inclement weather, please discuss travel with your parents. Don't assume your host knows that you will stay home if you cannot/should not travel- call them.
- 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.
- Dress for success: 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.
- Represent yourself and Little Rock Christian Academy in the best possible manner, and be consistent with our school standards of conduct. Your effort, attitude and actions will affect future opportunities for our interns. *In some cases, this can be a great mission field!*

#### **Grading**

- Evaluation will be based on successful completion of the program and project components.
- Internship Project Components:
  1. Pre-Visit Research- Completed. (10 pts.)
  2. Resume-Completed. (5 pts.)

3. Career Interview- this is an online form that must be completed and submitted as instructed (see link from your Faculty Supervisor). It is suggested that you write (or print) the questions so you will be able to conduct a good interview over a cup of coffee or lunch. You ask and write the answers. It is unacceptable to ask them to complete this for you. Each question is worth 1 point. (10 pts.)
4. Attendance Journal- This daily journal is completed by the student, signed by the host and sent by the student electronically. To do this: complete, scan and email to your Faculty Supervisor. (50 pts.)
5. Thank You Note- complete as directed and bring ready to mail to the HS office and place in “Internship Mailbox”. No exceptions. (10 pts.)
6. Report- This is a summary of your experience. This must be typed and emailed to your supervisor. There are 4 main elements (see expectations below). (15 pts.)

The report grading expectations are as follows:

Introduction: To get complete credit (3 points), the student must introduce the internship. This includes the location, profession and other pertinent information. 1 paragraph is sufficient.

Overview of experience: This is basically the “what you did” section of the paper. Explain *three important tasks* that you performed during your internship. Explain your responsibilities for each task and what you learned from each task. To get complete credit (5 points), you must explain the interning experience and write a paragraph for each task.

Application: This is basically the “what did I learn” section of the paper. Explain the *three most important* things you learned during the internship. These do not have to be task-oriented. These can be life lessons. What did you learn about leadership? What did you learn about responsibility? What did you learn about yourself? How has this experience affected your plans for the future? To get complete credit (5 points), the student must write a paragraph for each lesson.

Conclusion: To get complete credit (2 points), the student must conclude the experience and paper. This is basically a summary of the experience. Like any good paper, tie it all together. 1 paragraph is sufficient.

Photo: To get 5 points extra credit, an original photo must be *inserted* into the body of the document which shows the intern in action on the job site. This needs to be footnoted with a description of the photograph. Remember to obtain permission first.



***Student Internship Key Dates***  
**J-Term January 3-9, 2018**

***Key Dates 2017-18***

November 6 and 7	Meet with your supervisor (during APP)
November 17	<i>Pre-Visit Research</i> due (to your supervisor)
December 1	<i>Resume</i> due (to your supervisor)
January 3-9, 2018	<i>Internship</i>
January 17, 2018	<i>Career Interview</i> due (sent to your Faculty Supervisor)
	<i>Attendance Journal</i> due (sent to your Faculty Supervisor)
	<i>Final Report</i> Due (sent to your Faculty Supervisor)
	<i>Thank-you Note</i> due (to the HS Office “Internship” mailbox)

***There will be a 10% late penalty each week work is late.***

***No work accepted after January 26, 2018***

*Appendix A: Sample Resume*

**Your Name**

00000 Luna Place  
Honolulu, HI 96822  
808.000.000 or [yourname@gmail.com](mailto:yourname@gmail.com)

**Objective:**

To contribute skills and recently acquired training to a CAD production position in an architectural or engineering firm offering opportunities for growth and advancement.

**Education:**

Honolulu Community College, Honolulu, HI Aug. 2011 – present

- Associate of Science degree expected May 2013
- Major in Architectural, Engineering and CAD Technologies
- Courses in construction materials, AutoCAD®, architectural planning, working drawings, Revit, 3ds Max, estimating, mechanical systems

Kalani High School, Honolulu, HI Sep. 2005 – May 2009

- Graduated June 2009, GPA 3.8
- General Education curriculum

**Experience:**

Pacific Industrial Architects, Inc., Honolulu, HI P/T Oct. 2011 – present

- Submit documents for review
- Revise and complete drawings of project architect
- Work with team members, occasionally clients and contractors

Honolulu Community College Bookstore, Honolulu, HI P/T Jul. 2010 – Oct 2011

- Cashiered and assisted students with textbook and supplies orders
- Assisted with inventory

United Parcel Service, Honolulu, HI Sep. 2009 – July 2010

- Loaded trucks for next-day delivery
- Performed general warehouse duties as needed

**References:**

Available upon request

Appendix B: Sample Thank You Note

Your Name	Stamp
Return Address Line 1	
Return Address Line 2	
Recipient Name	
Recipient Address Line 1	
Recipient Address Line 2	

Sample...

Dear Mr./Ms. *Last Name*,

*I want to thank you for giving me the opportunity to serve as marketing intern at XYZ College's Marketing and External Affairs Office. I have gained valuable insight into the marketing industry over the past six months.*

*Because you gave me the opportunity to work on a variety of projects, I had the chance to observe numerous aspects of college marketing, from publishing magazines and brochures, to drafting email newsletters, to maintaining the college website. You and your staff were extremely welcoming and helpful, and offered me terrific career advice.*

*This internship has definitely increased my interest in pursuing a career in marketing. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing. Once again, thank you for a terrific six months.*

*Sincerely,*

*Your Signature*

### Appendix C: Frequently Asked Questions

For these Frequently Asked Questions, see page:

- What is the overview of the program? page 1
- May I intern part-time? page 1
- What should my parents know about transportation and insurance? page 2
- What is expected of me while I am at the work site? page 2
- The weather is bad and my parents won't let me drive; what do I do? page 2
- How will I be graded? pages 2-3
- I don't know who my supervisor is. How do I find out? page 2
- When is the last day to turn in my project on time? Pages 3-4
- When will I get to meet with my assigned Faculty Supervisor? page 4
- I heard I have to make a *Resume*. Is that true? page 2-4
- Where do I bring the *Thank You Note*? page 3,4,6
- Will I have to write a paper? page 3
- How do I find the Interview form? page 2
- I heard that my project is emailed and done online. Is this true? page 3
- So, I can get 5 bonus points? How? page 3
- What are the components of the report? page 3