

# Internships

Internships are an extension of the school learning environment that take place at local businesses. Internships need to be arranged as a learning experience. Therefore, students are not to be “pushing a broom, answering phones and filing papers” the entire time. Similarly, students should not be placed in an internship where they are simply utilizing the skills they have already obtained in their Academy courses. An internship is characterized by working along side a professional in a field that is of interest to the student in order to learn the varied responsibilities involved in that business. The acquisition of new skills is the primary focus of an internship. Internships can be paid or unpaid depending on the needs of the business. It is the student’s responsibility to arrange for an internship with the assistance of his or her parents.

**Requirements:** Failure to follow the requirements listed below will result in NO CREDIT.

## **1. 80 Hours**

Spend a minimum of 80 hours working along side a multimedia, publishing, or other media arts professional. 40 hours must be completed by the end of the summer between the sophomore and junior year. 40 additional hours must be completed by the end of the summer between the junior and senior year. All hours may be completed in the first summer term if desired. The internship must be primarily focused on some aspect of media arts but it can also be comprised of additional tasks and skills. The director must approve placements prior to the start of the internship.

## **2. Daily Journal**

Maintain a DAILY journal log documenting what work was done and the time spent working. Use the form provided. Make copies if necessary.

## **3. Time Sheet**

Use a company timesheet, if available, or use the journal/timesheet provided in this packet. The supervisor must sign off on the hours that are completed for the internship.

## **4. 2-3 Page Reflection Paper**

At the end of the internship students will need to type a 2-3 page single spaced paper reflecting on their experience. If two internship sites are used to complete the required hours a 1 ½ page paper must be completed for both sites. The paper should cover at least the following information:

Where did you do your internship? For whom did you do your internship? Where was the internship site? What did you hope to learn at your internship? What was a typical day like? What was one significant experience that stands out in your mind? What did you learn about working with others? What did you learn about the company/industry? What skills were you required to have prior to interning? What skills did you learn while interning? Would you like to pursue this field of work? Why or why not?

## **5. Supervisor Written Evaluation**

The internship supervisor must provide a written evaluation of your work at the end of the internship. An evaluation form has been provided in the Internship Business Packet.



# Internship Program

## Multimedia Arts and Design Academy

### What is the internship program?

Internships are an opportunity for students in the Academy to pursue career exploration and development through a variety of work-based learning experiences with local businesses. Internships are primarily educational. Interns should be working along side an employee, not replacing one.

### Who participates?

Students in the Academy that are in good academic standing will be allowed to seek out internships.

### When will it happen?

Students are matched to available employers based on their career interests, skills, and abilities. The student, teacher, and business site supervisor agree upon the specific period of time. A total of 80 hours (minimum) must be completed. Students may choose to split the 80 hours between 2-3 different internships. Most students attempt to do their internships during the summer when their time is more flexible.

### Student intern selection process.

Students should be interviewed for internship positions within your organization in order to prepare them for future job searches.

### Why is an internship important?

Our students, your future employees, need opportunities outside the classroom or a current job to learn more about a specific career field of interest before graduating from high school and entering college, advanced training, or going to work.

### How do employers participate?

Contact Dan Williams at the Multimedia Arts and Design Academy at Santa Barbara High School, [director@sbmultimedia.com](mailto:director@sbmultimedia.com) or 966-7918.

## **BUSINESS INFORMATION SHEET TIPS FOR SUPERVISING STUDENT INTERNS**

### **DO:**

- Welcome the student and introduce them to other employees they may be working with.
- Encourage students that may feel out of place. It's probably their first internship.
- Discuss necessary company rules and regulations with the student.
- Have a training plan or checklist for the student intern. Share the plan with the student.
- Challenge the student to learn all the tasks assigned.
- Recognize the student for a job well done.
- Have fun and enjoy the interaction with our students.
- Please contact the Academy Director with inappropriate attendance or attitude.

### **DON'T:**

- Leave the student unsupervised. (This does not apply to a work area within the business.)
- Assign filing, photocopying and unwanted work as the student's only tasks.
- Allow access to money or valuables without direct supervision.
- Allow the student to act as a courier for your business such as banking or deliveries.

**Thank you for your support of this program!**

