

**ARIZONA AGRIBUSINESS AND EQUINE CENTER
PVCC CAMPUS**

INTERNSHIP APPLICATION

Student name _____

Purpose

The purpose of an AAEC internship experience is to provide students with not only the opportunity to participate in vocational exploration, but also to experience adult level responsibility and the application of academic concepts and skills learned in the classroom. Each internship experience will carry the expectation that the student will record a minimum of 90 “on the job” real time work hours. The internship must be purposeful in aspects that will provide the student with the ability to evaluate career opportunities in the internship field; explore vocational track and advancement potential; understand opportunities for related vocational or transferable skill fields; and understand educational skills or special training required for various vocations. Evidence of this level of comprehension will be provided by the student in the form of a written essay covering each of the above topics.

Upon successful completion of the internship experience, the student will earn 0.25 elective credit for one semester. The internship experience will be a Pass/Fail course, and must be pre-approved with the respective head of department overseeing the internship.

Course Requirements

Successful completion of the internship experience criteria is defined as:

- a. Completion and overview of internship
- b. Completion of a satisfactory evaluation by the internship site supervisor.
- c. Completion of a reflective essay by the student that addresses the following topics:
 - 1. Description and overview of internship
 - 2. Explanation of personal interest in the internship and related career field(s)
 - 3. Description of the qualifying education and prior experiences for the internship
 - 4. Identification of knowledge and skills gained as a result of the internship
 - 5. Response to overall internship and how career goals were affected

Parent permission is required for any student to participate in an internship.

I _____ give permission for my child to participate in a supervised internship experience. I understand that it is the student’s responsibility to complete all of the outlined requirements to receive high school credit for this activity. I also understand that it is the student’s responsibility to make work schedule arrangements with the internship host, that internship responsibilities are not to interfere with regularly scheduled classes, and that the student is to secure transportation to and from the work site.

Parent _____ Date _____

INTERNSHIP EXPERIENCE APPLICATION

Student _____ Date _____

Company name _____

Work site supervisor's name _____

Work site address _____

Work site telephone _____ Fax _____

Student's internship experience job title _____

Special skills required _____

Work experience start date _____ Ending date _____

Number of hours expected to be logged during the work experience:

_____ hours per week x _____ weeks = total hours expected _____

Educational Objectives

Internship experience educational objectives are to reflect the purposefulness of the work experience relative to both the high school program and career goals as the student is prepared for the world of work and continued higher education.

Educational objectives served by the internship experience:

1. _____

2. _____

Application accepted _____ rejected _____

Student signature _____ Date _____

Site supervisor signature _____ Date _____

Department head _____ Date _____

Principal signature _____ Date _____

INTERNSHIP EXPERIENCE SITE EVALUATION

This evaluation is to be completed by the internship experience site supervisor. Please rate the student in the following areas to identify the student's level of performance while on the job. This evaluation will be used in part to determine the student's final grade for the internship experience.

Student name _____

1. The student demonstrates a strong work ethic by being on time and present as scheduled.

strongly disagree disagree so-so agree strongly agree

2. The student demonstrates responsibility by informing supervisor in advance when school or personal schedules require an absence from work.

strongly disagree disagree so-so agree strongly agree

3. The student takes initiative to think through and solve problems associated with the job.

strongly disagree disagree so-so agree strongly agree

4. The student demonstrates evidence of being capable of working independently after initial work skills are learned.

strongly disagree disagree so-so agree strongly agree

5. The student demonstrates appropriate behavior and dress for the job.

strongly disagree disagree so-so agree strongly agree

6. The student demonstrates appropriate job-related interpersonal skills towards others.

strongly disagree disagree so-so agree strongly agree

7. The student demonstrates skills and knowledge gained through the internship experience.

strongly disagree disagree so-so agree strongly agree

8. The student performs job tasks in timely and efficient ways, seeking to improve job performance.

strongly disagree disagree so-so agree strongly agree

9. I would recommend this student for employment in a similar or related job field.

strongly disagree disagree so-so agree strongly agree

Supervisor's signature _____

Date _____

INTERNSHIP EXPERIENCE TIME LOG

Student name _____

Work site _____

Work experience job title _____

Work start date _____ Work end date _____

Hours logged per week: (Please attach copies of time sheets if available.)

Hours:

Hours:

Week 1 _____

Week 10 _____

Week 2 _____

Week 11 _____

Week 3 _____

Week 12 _____

Week 4 _____

Week 13 _____

Week 5 _____

Week 14 _____

Week 6 _____

Week 15 _____

Week 7 _____

Week 16 _____

Week 8 _____

Week 17 _____

Week 9 _____

Week 18 _____

Total hours worked: _____

I certify that the above hours logged are a true and accurate accounting of my on-site internship experience hours.

Student signature _____ Date _____

Verified by site supervisor signature _____ Date _____