

CTE Internship Assignments & Grading:

Time Sheets: (25 points each)

Submit completed timesheets *with signatures* to purple folder outside of Miss Davis' office 1406c. Please adhere to the timesheet due dates listed on the "CTE Internship Important Dates" handout. **Points will be deducted for late time sheets and timesheets that are turned in incomplete (missing signatures, hours not totaled, missing dates, etc.).** You will complete a time sheet for every month you work at your internship site.

In order to receive full points on your monthly timesheet, you should have completed *at least* the monthly minimum requirement of hours. See "Important Dates" handout for these required minimums.

You should plan to complete all your required hours by the end of April. May should only be used in the case of emergency. All hours must be completed by May 31, 2017. The *minimum* amount of work hours you need to pass this course is **135 hours**.

Journals: (15 points each)

Submit completed journals to assigned folder outside of Miss Davis' office 1406c. Please adhere to the journal due dates listed on the "CTE Internship Important Dates" handout. Journals must be typed. See Internship Journal Handout & Rubric for more specific information about requirements and grading. You will complete a journal entry for every month you work at your internship site. Points will be deducted for late journals.

Supervisor Evaluation: (30 points each)

Every quarter your supervisor will need to complete an evaluation of your performance. The supervisor will be responsible to completing the evaluation, but you are responsible for making sure it gets to me by the due date! The due date listed on the "Important Dates" handout is the **very last day** to make sure the evaluation gets to me, so start reminding your supervisor to get the evaluation completed and submitted at least one week prior to the due date. Points will be deducted for late evaluations.

Final Presentation/Portfolio: (20% of final grade)

As part of the final exit project, student interns must put together an electronic summary of their experience. Students can use PowerPoint, Prezi, Animoto or some type of video presentation. Parents, teachers, and internship supervisors are welcome to attend the presentation. Ms. Davis will email you during 2nd semester and will ask you to sign up for a specific time to present. **Presentations and Portfolios are due during the Month of May (usually mid-May before exams).** More specifics about the presentation and portfolio requirements can be found in the Exit Project Requirements Handout & Rubric. **Two (2) of the four (4) honors enhancement lessons are also due at the final presentation.**