**WCPSS School to Career Internship Program**

**ELECTRONIC SUMMARY (EXIT PROJECT & FINAL EXAM)**

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.

The Presentation **must** include the following:

* Picture of student on the job and student’s name
* Picture of facility and the name of the organization
* Description of the organization and what the organization does
* What you gained from this experience
* Picture of supervisor and/or others who were influential in the experience
* List of duties, responsibilities, and specific skills required which could be organized as “As a day in the life of …at work”
* Relationship of internship experience to student’s classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills)
* Include examples of work
* How the internship affects future plans after high school
* Minimum of 7 slides

Other suggested topics can include:

* Include examples of your experience such as:
	+ What was the best thing that happened to you during the internship?
	+ What did you find to be challenging?
	+ What influence, if any did your supervisor or co-workers have on your plans for the future?
* Summarize overall experience
* Be creative



**Internship RUBRIC**

Name \_\_\_\_\_\_\_\_\_\_\_Presentation Date

**Final Exit Project Requirements**

Each student must complete a final exit portfolio and presentation in lieu of a final exam. The portfolio and presentation will include:

**GRADING RUBRIC**

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| **Requirements** | **Points Earned** | **Comments** |
| **Paperwork**  (internship application, learning objectives, code of conduct, internship agreement, time sheet, student evaluation, copies of thank you notes) **– 10 points** |  |  |
| **Honors Enhancement Lessons (2) – 25 points** |  |  |
| **Portfolio & Electronic Presentation – 35 points**Portfolio: (Include the following)* *3-ring Binder*
* *Cover Page*
* *Signed Internship Agreement*
* *Signed Code of Conduct*
* *Internship Schedule*
* *Learning Objectives*
* *Monthly Reflections/Journal/Blog*
* *Minimum of 5 Pictures (picture of student on the job, picture of the facility) – 3 pts*
* *Student Evaluation – 3 pts*
* *Copy of Thank You Notes – 5 pts*
* *Documentation of 135 Hours (time sheets)*

Electronic Presentation: * *Picture of student on the job and student’s name – 2 pts*
* *Picture of facility and the name of the organization – 2 pts*
* *What the company does – 2 pts*
* *Picture of supervisor and/or others who were influential in the experience – 1 pt*
* *Experience gained through internship – 5 pts*
* *List of duties, responsibilities, and specific skills required which could be organized as “As a day in the life of …at work” – 5 pts*
* *Relationship of internship experience to student’s classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills) – 2 pts*
* *Include examples of work – 3 pts*
* *How the internship affects future plans – 2 pts*
* *Minimum of 7 slides*
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| **Supervisor’s Evaluation – 30 points** |  |  |
| **TOTAL POINTS:** |  |  |