



SOUTH SHORE CHARTER PUBLIC SCHOOL

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Senior Project Overview

Thank you for participating in the South Shore Charter Public School's internship program. We appreciate your commitment to our students and assisting them in this process.

Enclosed is a packet of information for the Internship Site Supervisor.

Documents attached:

1. Mutual Responsibilities Outline
2. Student Internship Outline
3. Internship Proposal Form
4. Emergency Contact Information (Parental Consent)
5. Mentor Consent Form
6. Contact Hours Log
7. Intern Evaluation Form

Timeline:

Senior Project Begins	Monday, April 23, 2012
Senior Project Mandatory Check-in	Friday, May 4 th at 2:00pm
Senior Project Ends	Friday, May 18 th 2012
Senior Project Paper Due	May 21 th by 3:00pm
Senior Presentations Due	May 23, 2012

Should you have any questions or concerns, please contact one of the following people:

Name	Role	E-Mail	Phone
Kathy Campbell	Faculty Advisor	kcampbell@sscps.org	781-982-4202 x322
Lora DeSalvo	Faculty Advisor	ldesalvo@sscps.org	781-982-4202 x301
Mary Carter	Guidance Counselor	mcarter@sscps.org	781-982-4202 x306



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Senior Project Information for Prospective Site Supervisors

As their final requirement for graduation, South Shore Charter Public Charter School seniors spend five weeks in April-May for an off-campus project. They are encouraged to identify an interest they wish to pursue in depth, and with the help of their parents, teachers, and other contacts, find a site where they can volunteer their time, make a meaningful contribution, and gain in the process some valuable, practical experience. SSCPS's goal for this Project is to provide seniors with an opportunity to design and take charge of a significant step in their own educational experience before moving on to college. This program gives students a chance to investigate potential careers, to do research in a special area of interest, and/or to offer a service to the community.

The Project will ideally result in field placements that offer real opportunities for mutual benefit; that is, placements in which our seniors can be of real service and make active contributions to their host setting while at the same time receiving valuable exposure, instruction, and opportunity for challenge and enrichment. Therefore, we ask that you take on one of our students only if that student can be of valuable service to you, and only if your agency can provide that student with significant responsibilities and real opportunities for learning.

There is an Academic Component to the Project. Seniors are required to keep journals about their experiences and reflections. The project will culminate with a final paper that draws on their site experience, journal entries, reading and summarizes what they have both gained and contributed through this project.

The Project runs from Monday, April 23 through Friday, May 18, 2012. Seniors are required to spend 30 hours per week (i.e. the equivalent of their normal academic week) at their site. How and when these hours are apportioned will vary from site to site. Seniors are not permitted to receive payment for their service.

Seniors will receive an assessment of Credit, or No Credit at the end of their Project. To help us make that determination, we ask that Supervisors complete an Evaluation Report with a brief checklist and a few comments after the second and fourth weeks.

If you agree to become a Project Supervisor for one of our seniors, the student's faculty advisor will call to confirm arrangements and to answer any questions you may have. We shall also send and ask you to sign a copy of the student's Project Proposal for our records.

Thank you very much for your interest and support!



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Mutual Responsibilities Outline

Thank you for agreeing to participate in the South Shore Charter Public School's internship program. This outline is designed to discuss our mutual responsibilities.

South Shore Charter Public School will:

- Provide ideas, advice and information required by the Internship Site.
- Discuss with Intern the student's progress and attendance.
- Provide screening and scheduling for students.
- Assist in curriculum development of intern (if needed)
- Explain evaluation procedures

Students are required to:

- Dress in appropriate attire for the intern site
- Conform to all the internal policies of the intern site
- Report punctually and regularly at the agreed times
- Inform Intern Site Supervisor in the event of illness or unexpected absence
- Complete any assignments related to Internship to the Site Supervisor's satisfaction.

Internship Site Supervisor agrees to:

- Inform students of expectations and requirements at their initial interview.
- Keep accurate records of student attendance and report absences to SSCPS
- Help plan learning goals and activities (daily activities) for SSCPS students
- Provide alternative activities in the event that the supervisor is unable to meet with.

Please notify SSCPS beforehand when a scheduled time is changed.

- Complete evaluation report.
- Contact SSCPS if there are any circumstances, which might prevent your continued participation in the program.
- In the event of illness or accident, contact SSCPS immediately and follow these guidelines:
 - a) Student should **not** be allowed to go home without first consulting SSCPS
 - b) In case you can not contact SSCPS, please call the parent or guardian.
 - c) First aid should be administered **only** by qualified individuals.
 - d) If neither SSCS nor a parent can be contacted, please call 911 for assistance.
 - e) SSCPS **must** be informed of all circumstances and actions taken because a full written report must be filed with the school.



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Internship Outline for Final Reflection Paper

Goal 1: To become familiar with the organization/business

- History of business
- Business functions
- Organization
- Career Opportunities

Goal 2: Site specific activities

Day to day operations

Goal 3: An in-depth problem –solving project

To be determined by intern site

Activities may include:

Identify an issue/problem/area of interest

Set up a goal

Investigate possible solutions

Attempt to resolve problem and achieve goal

Evaluate results

Goal 4: Evaluate the experience

What did you like/dislike?

How do you feel about the people you worked with?

What was the most enjoyable experience?

What was most challenging?

Specific skills learned?

Was this helpful in thinking about future career plans?

Would you recommend this intern to others? Why or why not?

Anything that you wish you had learned?



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Internship Proposal Form

Student Name: _____ Advisor: _____

Employer Sponsor: _____

Work Site Mentor: _____

Employer Address: _____

Employer Ph # _____ Email _____

Dates of Internship: _____

Intern Hours: _____

Description of Internship: Please type a paragraph describing the internship and what you will be doing. Also include a statement of why you chose this internship and how you think you will benefit from this experience.



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Parent/Guardian Consent Form

Student Name: _____

Student Home Address: _____

I give permission to my son/daughter _____ to work with _____ as a mentor for his/her Senior Internship.

While I expect the school and the mentor to demonstrate every reasonable precaution to avoid any student injury, I understand that both the mentor and the school district will not be held financially accountable should an accident occur during my child's participation in this activity and accept full responsibility for such injuries.

Parent Signature _____ **Date** _____

IN CASE OF EMERGENCY:

1st Parent/Guardian Name _____

Day/Work Phone _____ Evening _____ Cell _____

2nd Parent/Guardian Name _____

Day/Work Phone _____ Evening _____ Cell _____

Emergency Contact

Name/Relationship _____

Phone _____

Physician's Name _____ Phone : _____

Health Insurance Carrier: _____ Insurance ID: _____

List of son/daughter's allergic reactions:

This parent/guardian signature authorizes emergency medical treatment.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____



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Mentor Consent Form

Student Name: _____

Name of Mentor: _____

Name of Organization: _____

Organization Address: _____

Telephone Number: _____

Email Address: _____

Responsibilities of the Mentor:

1. Manage the work of and provide mentoring to the student intern for the duration of the internship.
2. Confirm the number of hours that the student has spent working each week.
3. Complete a student evaluation form at the end of the project.
4. Contact Mary Carter, Project Coordinator if the student is thirty minutes late for work or the internship ends early for any reason.

NOTE: A minimum of thirty hours per week must be spent on the internship by the student. The internship is expected to run from Monday, April 23 through Friday, May 18, 2012.

If you have any questions, please contact Mary Carter, Guidance Counselor and Project Coordinator. Thank you for your time and willingness to be a part of the Senior Project.

I agree to be a mentor to _____ for the duration of Senior Project.

Signature of Mentor: _____ Date: _____



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Student Self-Evaluation Form

Student's Full Name _____ Date _____

(Please Print)

Project: _____

Directions: Answer the questions below as a self-evaluation of your Senior Project experience. You must return this completed evaluation form to your Senior Project Advisor by **May 21, 2012**

Summary of your Senior Project:

List three things you learned from working on this project:

1. _____
2. _____
3. _____

Did you encounter any problems while working on this project? How did you overcome them?

If you could start your project over, what would you do differently?

What was your most valuable accomplishment while completing your senior project?

What did you learn about yourself? (use the back or a separate piece of paper)



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Intern Evaluation

Student Name: _____ **Intern Site:** _____

Directions: Please complete this evaluation form by placing a check mark next to the appropriate rating of the skills/abilities below and return the evaluation by one of the following methods no later than **May 22, 2012**.

Did you review this evaluation with your mentee? _____ Yes _____ No

Skills/Abilities	Poor	Fair	Average	Above Average	Excellent
General attitude					
Courtesy to others					
Punctuality at the workplace					
Responds well to instruction					
Shows responsibility					
Shows commitment					
Sets and meets goals					
Works independently					
Interpersonal/communication skills					
Overall quality of project					

Do you have any suggestions regarding your mentee's performance?

Do you have any suggestions for improving the SSCPS Senior Project particularly in the area of mentoring?

Other Comments/Suggestions:
