

11th Grade Internships:

Information for the Class of 2025

All students are expected to participate in an internship experience. The internships run from Monday, June 3 to Wednesday, June 13, 2024. Students are expected to be engaged each of those days in internship activities and are responsible for managing transportation to and from the internship site each day. If a student would like to complete their internship on different days, they **MUST** get prior approval from Ms. Gaither.

Students will be evaluated and credit will be given based on the following elements:

- Initiative and follow through in finding and organizing your internship
- Final evaluations from your mentor regarding your work
- A minimum of 10 journal entries (more information below)
- A short presentation to the student body (more information below)

Internship Information Form: due Friday, May 3, 2024

All students should have determined and confirmed their intern placement via the attached form by Friday, May 3. This form allows Ms. Gaither to see that you have set up your internship and to contact your mentor for a visit and final evaluation.

Students may be visited by a coordinator or faculty member during their internship. Students will be told ahead of time who will visit them and when. Students should check their StudentSquare regularly and respond promptly when contacted to arrange their visit.

Students are expected to attend their internship each day that they are scheduled. If a student is unable to work due to illness, a change at the internship site, or some other reason please email Ms. Gaither (agaither@steinerschool.org) or send her a message via StudentSquare no later than the morning of the day that will be missed.

Internship Journal Entries: due Friday, June 14, 2024

Students will submit a minimum of ten journal entries throughout the internship.

- One journal entry reflects on the process of setting up your internship
- One journal entry for each day of the internship (eight total) reflecting on the activities of the day (Did you enjoy what you did? Was it challenging? Is it something you'd want to do again in the future? How did you feel about your ability to contribute? Etc.)
- One journal entry after the internship is complete that reflects on the overall experience

Each journal entry should be at least a paragraph in length. Ms. Gaither highly recommends submitting the journal entries each day by email; all journal entries MUST be received by 12pm on Friday, June 14.

Internship Presentation: due Thursday, June 13, 2024

Students will make a two-minute presentation to the school at the assembly on the last day of school. Think about what would be helpful to share with younger students who will be doing their internships in the future! Presentations should include, at a minimum, where the student worked, what they did, and what they learned.

If students, parents, or mentors have any questions or concerns about the internship, please contact Ms. Gaither via email (agaither@steinerschool.org), StudentSquare / ParentSquare, or by phone at 734-669-9394 x134.