the role and responsibilities of the student

Before the Internship

• Attend Advisory Meetings to prepare for your Internship
• Complete the Internship Checklist, following steps (1-6) alongside your Advisor to locate and secure your internship, and Step 7 to figure out logistics.

During the Internship

• Provide your own transportation to and from internship.
• Provide your own lunch.
• Arrive on time.
• Greet everyone warmly and smile. Address everyone formally unless told otherwise.
• Take notes - BRING SOMETHING SMALL TO TAKE NOTES ON!
• Pay attention to
  o the employees;
  o work environment: workload and pace, team work and team cohesion, communication styles, attitude and work values;
  o work style: skills required, procedures/interventions being performed, type and length of patient interaction, equipment used, and variety of tasks performed.
• Complete any and all assignments/projects your host gives you to the best of your ability. Remember, you are a representative of TNCS.
• Complete any and all assignments TNCS gives you.
• Update your time sheet and have your host provide his/her signature.
• Interview your host!
**Advisor Program**
Our students meet with their Advisors two to three times a week from November through February to prepare for their internship experience. Our 11th and 12th grade Advisors support our students throughout the process by providing them with helpful advice and guidance through our multi-step internship process. Our Advisors help each of our students brainstorm, research, find, and secure their internships.

**Internship Bank**
All 11th and 12th grade students have access to our internship bank (iBank). This is a database of local professionals who have either previously hosted a TNCS student or who have demonstrated interest in hosting one of our students.

Please note that placements with iBank professionals are not guaranteed. These professionals might have other commitments or major projects they need to focus on during our internship week depending on the year. The iBank is also a living document and is updated regularly with new information.
internship checklist for students

☐ step 1 Complete Your Internship Brainstorming Handout.

☐ step 2 Research potential job shadow hosts by looking in the TNCS iBank. If you cannot find someone you are interested in interning with in the bank, you may talk with your parent(s), guardian(s), neighbors, relatives, or teachers about your ideas. You may also research online. You will need to get this person approved by Mrs. Beene by completing a New Host Approval Form.

☐ Step 3 Make calls and send emails to inquire about various internship experiences.

☐ step 4 Confirm your Internship by completing the appropriate form and turn in your permission slip form to Mrs. Beene.

☐ step 5 Make sure to close the loop on any outstanding inquiries to sites at which you will not be interning.

☐ step 6 Send Confirmation E-mail to Internship Host. Copy your advisor and Mrs. Beene.

☐ step 7 Figure out the Logistics.
  • Plan your outfit in advance. Dress in business casual attire, unless directed otherwise. Some students may dress more casually depending on their internship placement.
  • Figure out your transportation plan and what time you need to leave your home to arrive to your internship on time.
  • Plan ahead and pack your lunch.
Please make one entry for each hour for one day of your internship experience. In other words, you only need to turn in one of these forms.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Observation</th>
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<tbody>
<tr>
<td>Example: 9am</td>
<td>Lesson Planning</td>
<td>Ms. Franco prepares for her lessons the next day by completing research online, brainstorming, creating documents on her computer, and grading papers.</td>
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<tr>
<td>Date</td>
<td>What did you do today?</td>
<td>Hours Today</td>
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