

GIFTED INTERNSHIP PROGRAM ASSIGNMENT DESCRIPTIONS

All templates, rubrics, and supplemental materials can be found in the Internship Manual.

ASSIGNMENTS THAT WILL BE COMPLETED ON CAMPUS (generally at beginning or end of the semester)

TAG Internship Supervising Teacher Conferences:

The TAG Intern will meet with his or her Internship Supervising Teacher on three to four occasions throughout the fourteen work weeks in the middle of the semester. The conference will address topics including: internship activities, hours completed, and a general reflection of the internship experience, the intern's site evaluation(s), assignment(s), grade, etc. The TAG Intern should bring his or her internship materials and dress casually. The TAG Internship Supervising Teacher will provide a date and time for the conference.

Journals:

Journal topics should be addressed during the work weeks of the internship.

Final Presentation:

The internship final grade consists of a presentation and constitutes 15% of the overall grade. The intern will discuss the career field and internship experience to an audience of their peers and their TAG Internship Supervising Teacher. Other attendees may include the intern's Career Advisor, Site Supervisor, and the administration from the home school.

Site Research Essay:

The TAG Intern will research and compose a typed, double-spaced, two page minimum essay which includes the following information:

- 1- Name and Location of Internship Site
- 2- History and Purpose of Internship Site
- 3- Name, Title, Responsibilities, and Level of Education for TAG Internship Site Supervisor

All sources of information should be included in a bibliography to be submitted with the essay.

If information about the specific internship site and Site Supervisor is not available, the student can write about the career field.

ASSIGNMENTS THAT WILL BE COMPLETED AT INTERNSHIP SITE

TAG Internship S.M.A.R.T. Goals & Goal Completion Status Checks:

The purpose of this assignment is to create a contract between the TAG Intern and the TAG Internship Site Supervisor. TAG Interns and Site Supervisors will collaborate to formulate realistic goals for the intern at the beginning of the internship. At the midway and end points of the internship, the intern will provide “evidence” that the goal has been met or has been attempted.

TAG Internship Site Supervisor Evaluations:

The TAG Internship Site Supervisors will evaluate the interns’ on-site performance on three occasions during the fourteen work weeks in the middle of the semester. Interns will be evaluated on the following factors: attendance, punctuality, professional dress, initiative, motivation, communication skills, ability to complete tasks, growth during the duration of the internship, respectfulness, and workplace interaction. In almost all cases, site evaluations will be sent to the site supervisors electronically. On rare occasions a hard-copy evaluation will be sent to site supervisors. Results of the evaluation will be shared with the intern. The role of the student in this assignment is to be a quality intern during the internship and earn good scores on their evaluations.

Networking Interviews:

The intern will interview two professionals at the internship site or from an outside site in the career field of interest. The intern will transcribe the professional’s answers. The final draft must be edited and typed.

Internship Timesheets:

Timesheets are recorded by the intern and signed by the Site Supervisor weekly.

Pre-Internship Interview:

All potential interns will be required to meet with a TAG Internship Career Advisor the semester prior to their internship. Generally, the meeting for fall interns will take place the preceding April before and spring interns the preceding November. These meetings/interviews will be scheduled by the TAG Internship Supervising Teacher at the home school. Students will be graded on their ability to follow directions, complete necessary paperwork, and act in a professional manner.

Placement Interview:

The intern’s first meeting at the internship site is scheduled and accompanied by a TAG Internship Career Advisor. The intern may consider this comparable to an interview and he or she is required to bring a cover letter, three (3) copies of his/her resume, and three (3) copies the TAG Internship S.M.A.R.T. goals. The TAG Intern should dress professionally in formal business interview attire.

Professional Correspondence:

Cover letter: The purpose of cover letter is to establish the intern or applicant’s reason for contact (objective) and to encourage the recipient (TAG Internship Site Supervisor) to read the enclosed resume. Cover letters typically include:

- 1st Paragraph- Objective and Introduction of Self, Skills, and Qualifications
- 2nd Paragraph- “Selling” of Oneself (Competency and Qualifications) by Relating to Company Needs
- 3rd Paragraph- Closure and Interest in Position and Company/Organization

Thank You Letters (2): Interns will write a letter expressing gratitude to the site supervisor. The intern’s TAG Supervising Teacher will review and edit a rough draft of the thank you letter before the final draft is written and mailed. The following are the two situations in which interns will be called upon to write a thank you letter:

- after placement interview
- at the conclusion of the internship