



# **XLR8 STEM Academy**

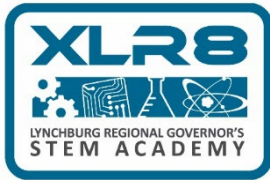
## **Senior Internship Experience**

Student: \_\_\_\_\_

Mentor: \_\_\_\_\_

Internship Location: \_\_\_\_\_

Internship Time(s): \_\_\_\_\_



## Internship Due Dates Checklist 2024

### **August 9th, 2023**

- Co-Op/Internship Education Application
- Cooperative/Internship Education Student Agreement

### **September 8th, 2023**

- Draft Resume due by 11:59 pm

### **October 13th, 2023**

- Final Resume due by 11:59 pm

### **November 3rd, 2023**

#### **Centra Interns ONLY**

- Demographics Form
- Parent Permission Form
- Media Release Form
- Student Behavior/Rules Form
- Confidentiality Form
- FERPA Form
- Affiliating Health Record
- Proof of Negative TB test
- Proof of Flu Shot
- Immunization Record

### **November 17th, 2023**

- Spring Class Schedule form completed
- Two (2) Instructor Recommendations

### **December 8th, 2023**

- Learning Agreement –Signed- during mentor meeting (Day and Time TBD)

### **January 3rd, 2024**

- First day of Internship

### **April 21st, 2024**

- PowerPoint presentation due- 11:59 pm

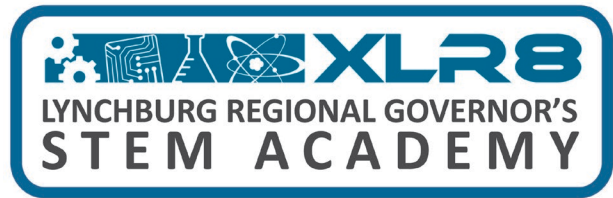
### **April 24th, 2024**

- Presentation Day!

### **April 28th, 2024**

- Internship Log Sheet–signed by mentor
- Written Reflection Paper due- 11:59 pm
- Mentor Evaluation-Mentor will submit
- On-site Evaluation- On site evaluator will submit

## **XLR8 STEM ACADEMY INTERNSHIP PROGRAM**



### **ATTENDANCE/ BEHAVIOR GUIDELINES**

Your internship is to be considered a class or a job (whichever one of these you take more seriously!) You must follow the same types of guidelines that you would if you were being paid in cash rather than in a grade or experience.

#### **1. Attendance:**

You are to report promptly to the job site at the time dictated by your mentor. If you are delayed, you must call your mentor and tell them you will be late.

If you are sick or for some reason, cannot go to your job site, you must call your mentor and indicate that you will not be coming. It would be helpful if this could be done on the evening before you will be unable to report.

If you do not go to your internship, you are absent from school. Therefore you must also call the STEM Academy to report your absence.

You must fill in your time sheet for each day that you are at your internship. This should be done on a daily basis.

#### **2. Dress**

You are to dress in a business-like fashion, according to the corporate culture of the organization at which you will be working. It is best to dress more formally and then let them tell you that you may be more casual. Your attitude and attire should at all times be professional.

#### **3. Log Sheets**

Each day that you are at your internship you must spend the last five or ten minutes writing a brief account of what you did that day on your log sheets. This need not be in complete sentences, just a basic idea of how you spent your time, what problems you had, etc. This is not only a requirement, but it is a valuable resource when it comes to writing your paper.

#### **4. Contracts**

You **must** give a copy of your contract to your mentor. Failure to do so will result in a **5 point deduction** in your final grade. This is a legal document that the mentor must have for emergencies, etc.

#### **5. Transportation**

Transportation to and from the internship is the sole responsibility of the student



## **INTERNSHIP EXPERIENCE EVALUATING THE INTERNSHIP**

The XLR8 Internship Advisory Committee, in conjunction with your internship coordinator, will evaluate your internship experience. Your internship program evaluation will be on a 150 point scale, based on the following criteria:

1. Your daily performance on site during the internship as exemplified by the evaluation of your mentor (55 points)
2. A written self- evaluation (25 points)
3. Your presentation (30 points)
4. Daily Log (25 Points)
5. Site visit reports (15 Points)

### ***Rationale for method of evaluation:***

***It is the consensus of the Faculty Advisory Committee that the most important part of the student's mentorship is the day to day performance at the work site. Although members of the committee will make site visits to check on the student's progress, it is the mentor who is most knowledgeable in this area. Therefore, 55 points of the student's grade is based on what he or she did on site, as exemplified in the written and anecdotal evaluation by the mentor. To base the student's evaluation more heavily on paperwork and materials developed after the fact would represent a reduction in the authenticity of the assessment, a condition contrary to the spirit of the mentorship experience.***

**Cooperative/Intern Education  
Central Virginia Community College  
Instructor's Recommendation**

\_\_\_\_\_ is applying to participate in the Cooperative/Intern Education Program and has listed your name as a reference. Your evaluation will help ensure that students sent to employers can benefit from participating in a cooperative education assignment and will represent the College well. Your assistance in providing this information and returning it to the Co-op Coordinator as soon as possible is greatly appreciated.

Please rate the qualities listed below by checking the appropriate columns.	Excellent	Very Good	Average	Below Average	Unsatisfactory
<b><u>Dependability</u></b> : prompt, consistent, regular attendance					
<b><u>Independent Worker</u></b> : imaginative, able to work without constant supervision and clarification, can apply concepts to new environment, resourceful					
<b><u>Leadership</u></b> : able to inspire others, uses good judgment, good role model					
<b><u>Industriousness</u></b> : possesses good work habits, persistent in problem solving, uses time well					
<b><u>Mental Alertness</u></b> : attentive, observant, eager to learn, grasps concepts quickly					
<b><u>Thoroughness</u></b> : checks work for accuracy and completeness					
<b><u>Personal Appearance</u></b> : neat and clean, orderly and self-controlled					
<b><u>Ability To Get Along With Others</u></b> : works well as part of a team, adapts to new environment and people, respects others					
<b><u>Interpersonal Skills</u></b> : cooperative, good sense of humor, tactful, considerate, good communication skills					

Additional Comments: \_\_\_\_\_

Do you recommend this student to participate in the Co-op program? \_\_\_\_ Yes \_\_\_\_ No

Was this form discussed with the student? \_\_\_\_ Yes \_\_\_\_ No

Would you prefer that this form remain confidential? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_



## Student Class Schedule

Complete the form below with your ***SPRING 2024*** Class schedule for both STEM, Base School and CVCC Classes.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					

## STEM Academy Senior Internship Experience Log Sheet 2024

Internship Log for:  
Academic Term: Spring 2024  
Supervisor:  
Intern Site:

Program: STEM Academy Internship  
Agency/School: XLR8 STEM Academy  
Phone:  
E-mail:

**Directions: Turn in your log sheet to the Internship Coordinator**

**Specifically** describe your internship activities under *Remarks*. Complete and include it with your final portfolio.

The final, original LOG SHEET must be signed by your supervising mentor. You can “add” rows to this table by selecting your last row and right clicking – then “insert row”.

Date	Time IN	Time OUT	Remarks	Total Hours
<i>EXAMPLES</i> <i>x/xx/15</i>	<i>8:00 am</i>	<i>11:00 am</i>	<ul style="list-style-type: none"> <li><i>Attended weekly team meeting with mentor to review goals for the week for development of transformer for Job for client.</i></li> <li><i>Reviewed external plans for transformer job</i></li> </ul>	
<b>TOTAL Number of Internship Hours:</b>				

*I certify (concur) with the intern’s log sheet.*

Supervising/cooperating mentor’s signature and date:

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## Senior Internship Program EVALUATION OF STUDENT PRESENTATION

Name of Student: \_\_\_\_\_

Evaluator: \_\_\_\_\_

The following are the criteria upon which the presentation will be graded. Please rate the student on a scale of 1-5 in each area:

- 5 = excellent
- 4 = very good
- 3 = good
- 2 = fair
- 1 = poor

The total of all graders will be averaged and taken as a percentage of the 30 points of the student's grade which are allotted to the presentation. A set of the guidelines are attached for your convenience.

- \_\_\_\_\_ 1. Effective use of time (neither too short nor too long)
- \_\_\_\_\_ 2. Professional appearance and delivery
- \_\_\_\_\_ 3. Following the format presented in the guidelines
- \_\_\_\_\_ 4. Depth of content knowledge exhibited  
(Clear explanation of results and accomplishments)
- \_\_\_\_\_ 5. Specific reference to technology/ scientific techniques used during the internship
- \_\_\_\_\_ 6. Effective and appropriate use of technology in making the presentation

\_\_\_\_\_ **TOTAL**

**Additional Comments:**

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### **WRITTEN SELF EVALUATION**

Your final written self-evaluation of the senior internship experience should include the following information and will be due on the date of your presentation.

You will be expected to use essay form. Your paper must be typed and follow MLS format. Make sure that you include the answers to all the following questions, organized into coherent, effective paragraphs. The length of your paper should be 2-4 pages and a minimum of 1500 words.

#### **Guidelines:**

1. What company did you do your internship with?
2. Who were your mentor(s)?
3. What benefit(s) did you derive from this experience? What were the negative aspects of this experience? Explain.
4. What specific skills/procedures did you learn?
5. What personal qualities did you develop or discover that you already had? (Consider self-reliance, self-discipline, self-motivation, compassion, patience and understanding, perseverance, etc.) Explain how these qualities were exemplified in your work.
6. Discuss any person/ persons you found exceptionally helpful in making your project a success.
7. What change would you suggest we make in the Senior Internship Experience as a whole? Consider both additions and deletions.



## XLR8 STEM ACADEMY SENIOR INTERNSHIP EVALUATION MENTORS FORM

Student Name		Date			
Quality Criteria		Poor	Fair	Good	Excellent
Dependability					
Seriousness of purpose					
Cooperation					
Initiative					
Contribution					
Motivation					
Punctuality					
Receptivity to new ideas					
Ability to work with others					

**Q: In what ways and to what extent do you feel that this student benefited from his/her experience?**

A:

**Q: From the perspective of an employer: What would you say are the students 3 greatest strengths?**

A1:

A2:

A3:

**Q: What areas do you believe the student could improve?**

A:

**Q: To what extent did the student's involvement help you and your organization?**

A:

**Q: Do you have any suggestions for improving the Senior Internship Program?**

A:

**Q: Would you be willing to sponsor another Senior Internship? YES\_\_\_ / NO\_\_\_**

**Name (print):**

**Signed:**

**Title:**

**Organization:**