

What are the requirements?

1. 20-hour internship duration (minimum)
2. Ongoing weekly journal of learner's experience
3. Positive feedback from internship provider (supervisor)
4. Appropriate paperwork compiled and filed
5. Closing report from learner at the end of internship engagement. This closing report, in no less than 500 words, will address:
 - Specific skills used
 - Daily duties
 - A general synopsis of what was learned in the internship
 - One example of an obstacle during the internship
 - A comparison between your initial expectations of the internship and what the experience was really like

Who is required to participate in the internship program?

It is a graduation requirement that all learners have completed the internship program. Although it is possibly easier for older learners to obtain the internship of their choice, learners will have the latitude to meet the internship requirement anytime between their sophomore and senior years, summers included.

What is the ACLC Internship Program?

The purpose of the ACLC Internship Requirement is to expose learners to the working world and career opportunities. Learners will cover the course of the program:

- Research their personal interests and skills
- Build a resume highlighting those skills and interests
- Pursue and secure an internship of their choice
- Report findings and observations during/after the internship

ACLC Internship Program

A Public Charter School of the Alameda Unified School District
 1900 3rd St · Alameda, CA 94501
 Phone: 510.995.4300 | Fax: 510.995.4307



ALAMEDA
 COMMUNITY
 LEARNING
 CENTER

ACLC

ACLC Internship Program

Student Name: Katherine White-Speak

Address: 3373 Washington Court

Work Site: 1900 3rd Street

Immediate Supervisor: Caroline Stem

Internship Duties: Classroom support

Phone: 56-872-3802

Email: disposable@acled.com

of hours per week: 3

The ACLC Learner agrees to accept the following responsibilities:

1. Keep regular attendance in both school and on the job.
 2. If unable to report to work for any reason, please notify the supervisor BEFORE your absence.
 3. Actively engage in assigned tasks and contribute to a positive atmosphere. Talk to your supervisor immediately about any questions you have regarding assignments, expectations or appropriate behavior in the workplace.
 4. Be on time, dress appropriately and treat the commitment with respect.
 5. Confirm to the rules and regulations of the work-site, and maintain confidentiality.
 6. Complete required assignments and provide necessary information.
 7. Arrange reliable transportation to and from the work-site.
- I agree to comply with the responsibilities listed above and to maintain my attendance both in and out of school. I realize that failure to comply with the above responsibilities will exclude me from using ACLC resources to find an appropriate internship to fulfill my graduation requirements.

Student Signature: Katherine White-Speak

Date: 4/20/17

The Worksite Supervisor agrees to accept the following responsibilities:

1. Provide a detailed orientation to the job and worksite, as well as a meaningful, well-supervised training/work experience.
2. Consult the ACLC Job Placement Coordinator, _____, regarding problems related to the experience at (510) 995-4300.
3. Provide a written evaluation of the student's performance and review with the student.
4. Maintain accurate attendance records and provide a safe work environment.

Supervisor Name: Caroline Stem

Date: 4/10/17

Parent/Guardian agrees to accept the following responsibilities:

1. I am aware that my student is interested in, applying for and hoping to obtain a community-based job/internship.
2. I give permission for my student to interview for this internship opportunity and understand that he/she is responsible for his/her own transportation.

Parent/Guardian Signature: [Signature]

Date: 4/10/17

ACLIC Internship Program

Intern/Learner Standards of Conduct

Learners will review this checklist with their supervisor and both will sign below.

- I will be punctual and conscientious in the fulfillment of my commitment and duties and will accept supervision graciously.

- I will conduct myself in a dignified, courteous, and considerate manner.

- I will take any problems, criticisms, or suggestions to my supervisor.

- I will follow all company policies and procedures (dress code, safety training, etc.)

- I will always knock on closed doors.

- I will not chew gum or eat while working.

- I will not bring friends to the work site.

- I will not accept tips.

- I will always notify my supervisor if I am not able to report for work.

- I will work only where assigned.

- I will refrain from loud talking and laughing when inappropriate.

- I will not use company phones for personal calls.

- I will not discuss race, religion, or politics with customers/visitors.

Interns follow the same code of conduct as other members of the team. Always remember that you are representing the company and ACLC to the public.

Supervisor Signature: _____

Carli Sk

Date: 4-6-17

Intern Signature: _____

Matthew White Spink

Date: 4/20/17

Alameda Community Learning Center

A Public Charter School of the Alameda Unified School District

Intern Signature: Katharine White-Spank Date: 6/9/17

ACLIC Internship Program

Internship Time Sheet

Intern/Learner Name: Katharine White-Spank Date Submitted: 6/20/17

Internship Site: 1900 3rd Street Supervisor's Name: Caroline Stern

Date	Time In	Time Out	Hours
6/20	10:30	11:25	
6/23	10:30	11:30	
6/25	10:40	11:20	
6/27	10:30	11:25	
6/30	10:30	11:30	
7/3	10:40	11:20	
7/6	10:30	11:25	
7/10	10:30	11:30	
7/13	10:30	11:25	
7/16	10:30	11:30	
7/19	10:30	11:25	
7/23	10:30	11:30	
7/26	10:40	11:20	
7/27	10:30	11:25	
7/28	10:30	11:30	
7/31	10:30	11:25	
8/1	10:40	11:20	
8/2	10:30	11:25	
8/3	10:30	11:30	
8/4	10:30	11:25	
8/7	10:30	11:30	
8/10	10:30	11:25	
8/13	10:30	11:30	
8/16	10:30	11:25	
8/17	10:30	11:30	
8/18	10:30	11:25	
8/21	10:30	11:30	
8/24	10:30	11:25	
8/27	10:30	11:30	
8/30	10:30	11:25	
9/1	10:40	11:20	
9/4	10:30	11:25	
9/7	10:30	11:30	
9/11	10:30	11:25	
9/13	10:30	11:30	
9/15	10:40	11:20	
9/17	10:30	11:25	
9/20	10:30	11:30	

ACLC Internship Program

Employability Skills Evaluation

Please have your supervisor complete this evaluation after you complete your internship.

KEY	
1. Basic – Employee has shown no evidence of reaching proficiency level.	
2. Proficient – Employee is performing at proficient level.	
3. Advanced Proficiency – Employee is performing above proficiency level.	
N/A Not Observed – Employee was not required to perform this task.	

EMPLOYABILITY SKILLS		EVALUATION	
Citizenship & Ethics: Punctual and works scheduled hours. Demonstrates good time management and ethical behavior. Understands organization's goals and objectives and consciously contributes to its success. Appropriate appearance and attitude.	1	2	3
Collaboration: Shows cooperation, responsibility, and leadership when working with others. Solves conflicts through negotiated solutions in a group situation.	1	2	3
Critical Thinking: Identifies problems, evaluates information, and develops reasonable solutions.	1	2	3
Communication Skills: Communicates clearly, both orally and in writing. Listens and follows directions.	1	2	3
Technology Literacy: Uses appropriate technology.	1	2	3

Supervisor Signature: Date: 4-10-17