# The Academy Internship Program

## Introduction

The internship program of the Conroe ISD Academy of Science and Technology involves pairing an Academy student with a mentor scientist, technician, engineer, medical or health practitioner, or other professional in the CISD area. Its goal is to provide the student intern with real-world experience in an area of his or her own professional interest. It may or may not be a paid position, depending on circumstances.

The internship is designed as a one-half credit course (local) and is required for graduation from the Academy. Student expectations are high and the prospective mentor may look forward to working with a young woman or man who is hard working, enthusiastic, cooperative, punctual, and dependable - a productive learner in the role of student apprentice.

## Student Background

To be eligible to take part in the internship program, a student must have completed at least two years, and preferably three, of Academy coursework, and is expected to maintain a minimum 75 average in each course.

After two years, current sophomores will have completed the following courses:
>Algebra I, Geometry, and Algebra II; Pre-calculus (some)
>Biology Pre-AP and Chemistry Pre-AP
>Computer Science
>Scientific Research and Design
>Explorations in Science and Technology

They will also have completed two individual experimental research projects (IERP) or one individual and one group project

After three years, current juniors will **also** have completed the following courses:
>Pre-calculus, Algebra II, or AP Calculus (some)
>AP Physics I; AP Chemistry (some); Anatomy and Physiology
>AP Computer Science II (some)
>SRD II (Electronics/Robotics) (some)

They will also have completed an additional research project

Current seniors will have completed the above courses and are enrolled in one or more of the following courses:
>AP Statistics, College Algebra, or AP Calculus
>AP Physics C, AP Chemistry, AP Biology, Anatomy and Physiology, or AP Environmental Science
>Electronics/ Robotics, Special Topics in Computer Science

Students will also be completing their final research project.

**Student Requirements**

(1) It is the student's responsibility to complete the internship requirements. The student may arrange his/her own internship, may apply to and be selected for the Education for Tomorrow Alliance (EfTA) Summer Internship Program, or may request Academy assistance in reaching prospective mentors. A student-arranged internship must be approved in advance. Each student must submit an Internship Worksheet and Resume before placement.

(2) A **Parental Acknowledgment Concerning Student Transportation** (**PACST**) form must be notarized and received by the internship coordinator before any actual hours can be counted. The **PACST** required by the EfTA for participation in their program substitutes for our requirement. The internship will need to be repeated if this form is not turned in.

(3) The internship may take place during the school year or summer. The one-half credit is earned for a minimum of 80 clock hours of work, which will be logged on the **Time Sheet** provided. Additional clock hours do **not** generate additional credit. Students chosen for the EfTA Summer Internship Program must successfully complete all components of the program to be eligible for the one-half credit.

(4) During the internship, students must maintain a **Portfolio** containing examples of their work, a copy of their resume, photographs, their time sheet, and a journal of daily activities.

(5) Before the completion of their internship, the student will prepare a brochure based on his or her intern experiences. Upon request, the intern will submit the brochure to the mentor for approval and/or clearance. The student will also make an **Oral Presentation** to Academy students and faculty.

(6) Upon completion of the internship, the student will submit a **Portfolio** to the Internship Coordinator.

(7) Study and/or research at a university or other setting will be considered on an individual basis for internship credit. Arrangements must be made in advance.

(8) A student may do a second internship and earn a second half credit by fulfilling all the terms above.

**Mentor Suggestions and Expectations**

(1) We encourage flexible scheduling to accommodate the needs of both the intern and mentor. For example, during the school year, the intern might work 2.5 hours per day twice a week for 16 weeks or 2.0 hours per day three times a week for 14 weeks. During the summer, the student might work 16 hours per week for five weeks, or 40 hours per week for two weeks.

(2) We suggest that the mentor interview the prospective intern as if considering hiring him/her. An intern should meet expectations in terms of preparation and enthusiasm. More than one intern candidate may be interviewed before a decision is made.

(3) The mentor should give the intern one or more specific assignments. Goals for the internship should be negotiated and set.

(4) We ask that the mentor conduct an initial evaluation of the intern after approximately 20 hours of work and a final evaluation at the end of the internship period. Forms for this purpose are provided.

For further information, contact Dr. Susan Caffery, Academy Headmaster, Internship Coordinator, at (936) 709-3252.