

# Student Intern Checklist for ROP

To meet the requirements of your ANTHS student internship you must either participate in an ROP equivalent class or work 30 hours in the career field of your choosing. This checklist has been created so you will know exactly what is needed to show that you have successfully completed your student internship. Please turn all paperwork into your ANTHS internship coordinator, Fawn VanMeter.

*Questions email [fvanmeter@auhsd.net](mailto:fvanmeter@auhsd.net)*

*Or call Fawn VanMeter at (530)365-3100 ext 40003*

## **Internship Contract**

## **Final Supervisor Evaluation**

**Resume** (This is done AFTER you complete your internship)

**500 Word Essay** (This is done AFTER you complete your internship)

\*The essay should include your information (name, age, school you attend, future goals like college or career choice). It should include your intern site, where, when, name of the business, what type of business it is, the type of things you're doing, the things you like, and the things you learned. It should include if you would or would not choose this for a career after working in this field.



## ANTHS ROP INTERNSHIP CONTRACT

### Student Intern Information

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

E-mail Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*I agree to do my best for the company employing me and behave in a professional manner that will reflect well on the employer, Anderson New Technology High School and me. I agree to discuss any work-related problems or concerns with the Internship Coordinator. I understand that my grade for the Internship is dependent upon my satisfactorily fulfilling the terms of the contract and upon my supervisor's evaluation of my work. I agree to prepare an Internship Project "Work Summary" at the end of the internship period. I will describe my internship activities and responsibilities, the supervision and instruction received, the educational benefits gained, and the overall value of the experience.*

### Internship/ROP Site Information

Teachers Name and Title: \_\_\_\_\_

ROP Site Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*The Internship Employer agrees to provide an internship experience that is both educational and mutually beneficial for the student and the business. The Internship Employer will complete two evaluations; one mid-way through the internship and then again at the termination of the internship period. The Employer also agrees to the terms of the contract and the four work objectives listed on page two and will assist their intern in meeting those objectives.*

### Terms of Contract

*The goal of the Internship Program is to provide Anderson New Technology High School students with real-life experiences as they explore a career of their choice. Ideally, the student will have a chance to work at a business, which is mutually beneficial for both the student and the sponsoring organization.*

## Student Intern

1. The student will complete a Semester of an ROP class, with a passing grade and adequate attendance.
2. The student will be responsible to the Internship Business Site as are other employees of the business.
3. As a final project, each student will complete an Internship Project "Work Summary" essay. This essay will be due within two weeks of the internship completion and must be professionally written, at least 500 words, and double-spaced.

## Internship ROP Site

1. The Internship ROP site is responsible for the actions of the student as it is for other employees of the business.
2. During the Semester/Internship period, the student will accomplish the following work objectives:
  - a.
  - b.
  - c.
3. The Internship Employer will be asked to complete a final Internship Evaluation Form during the course of the Internship. Your answers will help ANTHS evaluate the program and the learning impact on the student interns.

We, the undersigned, understand the purpose and procedures involved in the ANTHS Internship Program, and agree to abide by the conditions specified under the terms of this document.

➡ Student's signature:

Date:

➡ Student's parent/  
Guardian signature:

Date:

➡ ANTHS Internship Coordinator signature:

Date:



## Final EVALUATION Form

This form must be completed by your supervisor at your ROP site and reviewed by the Internship Coordinator

**Students are not permitted to fill out this form.  
Your supervisor is the ONLY person permitted to fill out this form!**

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Thank you for your participation in Anderson New Technology High School's Internship Program. We trust that the experience was both educational and beneficial to your business and our student. We invite you to participate in the program again.

This will be the final Evaluation Form that you will be asked to respond to, signifying the completion of the program. Your answers and comments will help us evaluate the program and the learning impact on the student interns.

Again, thank you for your participation.

Please print your answers:

Name and Title:

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Company Name:

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ANTHS Student Intern:

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1. Would you recommend ANTHS student interns to another business in the community?

\_\_\_\_ yes \_\_\_\_ no (If no, please explain in comment section)

2. Would you like to have another ANTHS student intern at your site? \_\_\_\_ yes \_\_\_\_ no

3. What skills and knowledge of the ANTHS student intern did you rely upon the most?

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5. How successful was the ANTHS student intern in reaching the three work objectives outlined in the Internship Contract?

5. How successful was the ANTHS student intern in reaching the four work objectives outlined in the Internship Contract?

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Comments and Suggestions:

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I grant Anderson New Technology High School permission to use my answers in marketing materials.

Yes \_\_\_\_\_ No \_\_\_\_\_ Anonymously, OK \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_

This form can be given to your inter or faxed to (530)-365-2957

ANTHS Internship Coordinator's Initials \_\_\_\_\_ Date \_\_\_\_\_