



Common Language

INTERNSHIP PROGRAM

The internship requirements as laid out by the Academy High School.

INTERNSHIP HOST

The company, program, or organization that is providing the internship experience to the learner.

INTERNSHIP SUPERVISOR

An individual selected by the Internship Host to serve as a mentor to the learner.

If you have any questions, concerns, or requests, please contact:

- Robin Wiley, Academy Counselor, robin.wiley@pisd.edu or 972-905-8117
- Tina Cone, Internship Facilitator, tina.cone@pisd.edu
- Sharon Chappellear, Campus Receptionist, sharon.chappellear@pisd.edu or 972-905-8102
- Lynn Ojeda, Academy Principal, lynn.ojeda@pisd.edu
- Cathy Gaschen, Academy Assistant Principal, catherine.gaschen@pisd.edu

Plano Academy High School Internship Program



Plano Academy High School is committed to providing authentic academic experiences in a project - based environment. The Internship is the culmination of these experiences.

"You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You're on your own, and you know what you know. And you are the one who'll decide where to go." – Dr. Seuss



Getting Started

Prior to beginning an internship, you must:

- Research career interests and local organizations that relate to your interests
- Complete Internship Interest Survey
- Complete and turn in Internship Application to the Internship Facilitator
- Return Signed Consent Form
- Update your resume to share with individuals interested in providing internship experiences
- Complete training on professional behavior

Requirements

To successfully complete your internship and receive credit, you must:

- Complete 30 hours in a professional environment related to your career interests
- Complete and turn in all required paperwork
- Provide evidence of professional behavior in a setting outside the Academy

You will also:

- Reflect upon your experience
- Update your portfolio to include your internship experience

What You Need to Know...

TRANSPORTATION:

You must provide your own reliable transportation to and from their Internship field sites. The District does not provide transportation to and from Internship field sites. Per District School Board Policy, learners will not be allowed to carpool to a field site.

ATTENDANCE:

It is important that you follow the attendance procedures carefully to request time to leave campus to fulfill your internship hours. You will be granted a maximum of 30 instructional hours during your 4th year for internship purposes.

APPROPRIATE BEHAVIOR:

You will be evaluated on:

- professional behavior
- effectively completing tasks
- collaboration
- professional communication
- technical knowledge

DOCUMENTATION:

You are expected to document your experience. You will:

- Log all internship hours and time spent working on tasks for your internship.
- Provide your Internship Supervisor with an evaluation form at the end of your internship.
- Request a Letter of Recommendation from your Internship Supervisor.
- Request your Internship Supervisor to serve as a reference on your resume.
- Update your resume and portfolio to reflect your internship experience.
- Collect samples of work that you contribute to during your internship and request permission to share with your peers and include in your portfolio.

What is considered an Internship?

An Internship is an opportunity is for learners to have a rich, authentic experience in a professional environment in which the learner has demonstrated interest. There are several programs offered through the City of Plano that can provide this rich experience, such as the Mayor's Internship Program and the Plano Youth Police Academy. The Academy also has established corporate connections will aid in placing learners in an environment that is both authentic and related to their career interest. An Internship can be completed at any time during their high school experience.

