

BEVERLY HIGH SCHOOL

SENIOR INTERNSHIP PROGRAM

R.E.A.C.H

Respect
Enthusiasm
Achievement
Citizenship
Hard-work



School & Career Readiness Committee
Members

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- Program Requirements
- Check out procedures
- Evaluation

REACH PROGRAM PARTICIPATION REQUIREMENTS

On track to graduate - Enough credits (Guidance Sign Off)

Passing **all** courses - Through quarter 3 (Teacher Sign Off)
Not qualify - stay in courses until May 22nd

Good behavior - no discipline issues; Suspensions or attendance. (Assistant Principal Sign Off)

Sign out procedure - Obligations, Teacher signatures, Guidance signatures, Assistant Principal signature

Parent/Guardian Permission (Proposal)

TIME FRAME FOR REACH PROGRAM

- Feb 12 - Extended Advisory - Work on proposal
- March 25 - Submit of proposal for evaluation.
- April 15, 2015- Complete Sign-Out process
- April 25th (4 weeks) - Begin Internship
- May 20th - Completion of Internship
- May 24, 25, 26 - Panels (One session)



REACH EXPECTATIONS

- 4th Quarter - Internship Begins (April 25th)
- 6 Hours per day - 30 Hours per week (School Day)
- Blogs/Journal of weekly internship activities
- Panel Presentations - May 24th-26th
- Presentation (BHS Fieldhouse) - May 27th

ADJUSTMENTS - BASED ON 4TH QUARTER INTERNSHIP PROGRAM

- AP Students - finish AP class (5 hours reduced per week - for each AP Course)
- Second semester electives - factor grade on 3rd quarter
- Senior Finals - Week before April break (April 11-15)
- Full year courses - factor grade on 3 quarters
- Performing Arts - treat like AP course (reduction of internship & attend rehearsals)
- Athletics - full participation
- Music Trip - make adjustment after trip with Internship hours

AP TESTING DATES - 2016

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- English - First week of May
 - Chemistry - First week of May
 - Calculus - First week of May
 - US History - 2nd week of May
 - Biology & Physics - 2nd week of May
- **About 2 weeks before end of Internship program

WHAT IF I AM STUCK - NOT SURE WHAT TO DO?

- What are your interests?
- Where could you intern? Go online - look for resources
- Create list - get contact info (Email/phone)
- Very soon - List of potential opportunities (BHSonline)
- Talk to your Advisory Teacher - BHS Mentor
- Talk to Guidance Counselor - Talk to Mr. Bauer

I HAVE AN IDEA - WHAT DO I DO NOW?

- Reach out to potential site - Email or Phone
- If meeting requested - place of business, public place, let parents know
- Site Guide Brochure, Yellow Commitment Card
- Resume (Naviance)
- Discuss expectations - what to accomplish
- If need help - see Mr. Bauer

YELLOW COMMITMENT CARD

- Give to potential site guide
- Site Guide brochure (Expectations)
- Turn Yellow card into Guidance -
- Cards available in Advisory, Guidance or 2nd Floor Office



WHAT DOES THE SITE GUIDE NEED TO DO?

- Yellow Commitment Post Card
- Guide Brochure (Expectations)
- Forms on BHSONline
 - CORI Form
 - Non-Discrimination Form
 - Evaluation Form - End of Internship

REACH FORMS NEEDED

- Available - BHSONline (Students tab - Senior Internship program)
- Proposal (Typed)
- Teacher Approval Form
- Guidance Approval Form
- Release Form (Parental Consent Form)
- Cori Form/Non-Discrimination Form



BHS REACH PROPOSAL - MARCH 25TH

- Parental/Guardian signature
- Specific proposal - goal
- Site Guide & BHS mentor
- Location of Internship, Key contact information
- Proposed schedule
- AP or Performing Arts Courses



PROPOSAL – DESCRIPTION PORTION

- Word-processed description of your internship
- Describe the work you will be doing with your guide
- Where you will be interning
- Expected project or outcomes
- You may also include reasons for selecting this internship
- Submitted proposals will be reviewed by the Committee
- Committee either Approves or Rejects (rework)

LIMITED INTERNSHIP - AP & PERFORMING ARTS

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- 4 AP Courses and Performing Arts Course
 - 5 Hours per week until AP Testing (2 Weeks after AP Exams)
 - Project Option - Area of interest (research, charitable work, service learning)
 - Shadow Option - Shadow area of interest, limited time
 - Group Project - Can work with group of students
 - Community Service - Connect community service into project/presentation

PROJECT OPTION?

- How does project connect to your potential career or college program?
- Who will be your site guide?
- Is there enough to do for length of time (4 weeks)?
- Location for project work?
- Any other help needed beside guide? Specialist?
- Materials or equipment needed
- Passion scheduling issues - not as a last resort

ONCE PROPOSAL IS DONE – WHAT NOW?

- Examine final exhibition expectations
 - Length of presentation
 - Type of presentation
- Set up weekly blog
- Examine panel expectations

ACCEPTED?

- Sheets Posted - Internship side/Project side
- Accepted (All set) - Will follow up with email/letter
- If more info needed - forms (doesn't mean not accepted)
- Questions - see Mr. Bauer
- If applied - name not on list - do not have application

SIGN OUT PROCEDURE

- April 15th (Friday before April Vacation)
- Teacher Approval Form
- Guidance & Assistant Principal Approval Form
- Obligations - Books, materials, library books, uniforms
- Laptop

WRAP UP OF COURSES

- Last week of classes - April 11-15
- Senior Finals during class blocks (will not come back to take finals in May)
- Final grade - Quarters 1,2,3 & Final exam
- Quarter 4 - Complete REACH Program (AP & Performing Arts Courses)

HOW DOES REACH WORK WITH GUIDANCE?

1. Final grades for Quarter 4 courses to equal the third quarter grade.
2. The fourth quarter course "Intern Study Program" will be added to each participant's schedule. This “course” will not be calculated toward the GPA or Credits.
3. “Intern Study Program” be completed in order to receive full year credits

MISSING QUARTER 4?

Last 4 weeks of course - From April vacation to May 20.

Curriculum will be adjusted for Senior Classes - English, Math. Not an increase in work. Standards Based classes.

AP Courses - No changes. Leave course after AP exam.

Second Semester Electives - Adjustments to emphasize 3rd quarter

Senior Finals - Will make adjustments in mixed classes

WHAT IF THERE IS A “SPECIAL CLASS”

A student may also design their internship by remaining in a “special” course and participate in the Intern Study Program with a reduction of time.

Items to consider -

Is the course connected to potential career? Or program of study?

Is course connected to potential internship?

Example - Spanish V (Student wishing to take Spanish AP Test)

WHAT IF MY CHILD DOESN'T LIKE THEIR INTERNSHIP?

Mid-term check in with Mentor - Early May

Beverly Supervisor & College/Career Readiness Committee will have contact with Site Supervisors

Speak with Student

Review proposal & expectations

Meeting with Student & Site Supervisor if needed

Adjustments if needed

WILL I GRADUATE IF THE INTERNSHIP NOT COMPLETED?

- Safeguards - Midpoint check in, talk to Site Supervisor
- If mid-point problem - either make correction or back to BHS
- Will work individually with Assistant Principal to ensure student completes Internship requirements
- Remediation time - 1st Week of June if needed

HOW WILL I BE EVALUATED?

- Site Attendance
- Weekly Blog/Journal Entries (Will review expectations during advisory)
- Final Presentation (Expectations will be reviewed during advisory)
- Panel (Expectations will be reviewed during advisory)
- Site Evaluation (Will be submitted by May 22nd)
- Pass/Fail - Final grade

REACH PANELS

- May 24th, 25th, 26th
- BHS Library
- Part of your evaluation
- Appointment will be assigned
- 10 Minute presentation about your experience - What did you gain by the experience, what did you learn?
- Committee Member, Teacher and Administrator on Panel



REACH EXHIBITION

- May 27th (Friday before Senior Week)
- BHS Field House
- 12pm-2pm
- Part of your evaluation
- Video description, tri-fold presentation, can be creative
- Open to Public - Parents, community members, guides, junior class



EXAMPLES OF INTERNSHIPS

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- Elementary Schools
 - Business office
 - Research labs
 - Children's Center
 - Senior Center
 - YMCA
 - City Hall
 - Chamber of Commerce
 - Police/Fire Department
 - BevCam
 - Briscoe
 - Beverly Library
 - Montserat, Endicott, Gordon Colleges
 - Dental, medical practices

REACH PROGRAM - COMMUNITY CONNECTIONS

- Beverly Chamber of Commerce
- Beverly Senior Center
- Beverly Library
- Beverly Police Department
- Beverly Hospital
- Beverly Fire Department
- Local Colleges - NSCC, Salem State, Montserrat, Gordon, Endicott
- Beverly Elementary Schools
- Cummings Center
- Local Businesses

IS THE SENIOR INTERNSHIP PROGRAM MANDATORY?

No - However, the expectation is that all of our Seniors complete a College/Career Readiness capstone project.

All the Senior Advisory work is about the Internship program

268 Seniors went out last year - few will be left behind

2nd Year for the Senior Internship Program

Projects, Community Service/Learning Areas will be considered

WHAT IF I DO NOT WANT MY CHILD TO PARTICIPATE?

Opt-out option

Parents have a final sign-off for Internship proposal

Continue to work during Advisory time - Virtual Internship project, College/Career Awareness

FURTHER COMMUNICATION?

- BHSONline - Details of project (Presentation), forms needed (December)
- Twitter @BHS_Reach
- Brochure - parents & potential internship sites
- Moodle Page for Students - Details & forms needed (Timeline)
- Parental/guardian sign-off - final proposal

COMMUNICATION

- BHS connect email - Students
- BHSONline
- Moodle
- Twitter - @BHS_Reach
- Advisory - Senior Presentation March 30
- Review of expectations for Blog, Panels & Exhibition
- Email or see Mr. Bauer