

CLACKAMAS
MIDDLE COLLEGE

Senior Internship
Experience

***The Senior Internship is a
real-life experience working
and learning in a field that is
of interest to each student.***



Phone: 503-518-5925

Fax: 503-518-5928

www.clackasmiddlecollege



Senior Internship

In order to graduate from Clackamas Middle College each student must complete a 40-hour internship and corresponding product. This requirement is aligned with senior projects required of all students in the North Clackamas School District. The purpose of the experience is to help make the transition from high school to the adult world easier for each student. This experience should help students develop valuable real world skills, determine the “best fit” between her or him and a career or trade, and gain a better understanding of her or his individual strengths and weaknesses.

Each of the following 5 main components must be passed in order to graduate:

- the internship
- hours
- portfolio
- product
- presentation
- a one-term 2 class a week seminar



Senior Internship Roles

Student:

- Complete Partnership Application and Internship Registration
- Demonstrate readiness for internship as per high school requirements
- Complete Senior Internship Seminar (On-site or On-line option)
- Participate in the selection of objectives and learning outcomes
- Complete internship activities and submit proper paperwork

High School:

- Assist student with application and registration, and maintain file
- Determine student readiness for internship
- Provide Senior Internship seminar
- Select training plan objectives and outcomes with student and training site
- Document evidence of students' seminar and training plan completion
- Forward internship grade and registration materials to the college

Training Site:

- Meet with high school partner for orientation
- Interview and approve student
- Develop activities to support learning objectives on Training Plan
- Develop work schedule for student
- Orient, train, and give feedback to student
- Meet with school representative regarding the student
- Verify student performance and hours
- Provide feedback about the program



Senior Internship Requirements

- Internships will require a minimum of **40 hours** direct internship experience.
- Students participate in a school site or on-line **Seminar** prior to, or concurrently, with the internship. The seminar provides support for:
 - Choosing, finding, and applying for an internship experience*
 - Creating a Resume', Letter of Introduction*
 - Learning how to find, keep, and advance employment opportunities*
 - Support while completing the internship*
 - Preparation for the final Professional Interview Experience*
- Student Interns will have an **adult supervisor/mentor** at their internship site.
- Together with your Internship Supervisor, you will create specific goals and **learning objectives** for your internship experience. (One goal/objective per credit.)
- You will keep track of your progress through mentor and self-evaluations.
- At the conclusion of your internship you will have a **Professional Interview Experience** at your internship site. The Interview takes the place of a formal presentation and gives you the opportunity to experience a real interview in your internship career field.



FAQ's

Q: Does and Internship need to be a paid experience?

A: An Internship may be either a paid or unpaid experience.

Q: Can something a student is already doing count?

A: Possibly yes, if the position is in the area of the student's career interests/goals and the supervisor agrees to the responsibilities and is willing to create a learning objective/s that contribute to the student's professional growth.

Q: Who determines the hours?

A: The employer and the student.

Q: When does the final Professional Interview Experience take place?

A: The final Professional Interview Experience will take place around the time of the completion of 40 hours of internship. Even if the internship is continuing beyond the 40 hours, it is highly recommended that the PIE take place at this time so that all of the high school graduation requirements can be completed.

Q: By what date should the Internship be completed?

A: For June graduation, Internship hours, Seminar and all paperwork need to be completed by the end of April.

Clackamas Middle College is a public
charter school under:

North Clackamas School District

www.nclack.k12.or.us



CMC also has a direct
partnership with:

Clackamas Community College

www.clackamas.edu



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19729 South Hwy 213

Phone: 503-518-5925