

CMR



Senior Project Internship

Name: _____

Internship Location: _____

Internship Reminders

1. Arrive daily 5-10 minutes early. Be ready to start your day rather than walking through the door at the designated time.
2. Dress appropriately and professionally EVERY DAY. As you get more comfortable at your internship, do not allow yourself to dress down to a “comfortable” level. Discuss dress with your preceptor before your first day so you are aware of the expectations and stick to those expectations. Wear professional COMFORTABLE shoes everyday and expect to be on your feet for multiple hours.
3. Call your internship preceptor if something comes up such as illness or you’re running late.
4. Cell phones are to be OFF and out of sight ALWAYS. NO TEXTING allowed.
5. Be an active participant in this internship. The more you participate, the better your experience is going to be!
6. Represent yourself and your school in a positive manner.

Philosophy of Senior Project Internship

The Senior Project Internship is intended for the student who wishes to explore a career in greater depth than possible through the regular curriculum. The internship is an extension of the curriculum, which affords the student an opportunity to go above and beyond the curriculum. The internship will offer a letter grade after completion of 45 or 90 hours per semester and will count as a .25 or .5 elective credit respectively, per semester. Please note that the internship option is to be exercised only at the discretion of the teachers and is purely voluntary.

CMR Senior Project Internship Expectations

Students will:

- complete 45 or 90 hours to be determined by internship location.
- develop goals and objectives for learning experience with ongoing revision if necessary.
- use good judgment at all times and report any concerns to internship preceptor and CMR internship coordinators.
- be responsible for effectively communicating with supervising staff at all times regarding questions and concerns.
- behave and dress professionally at all times.
- assure appropriate confidentiality.
- make their internship a priority, be dependable for internship preceptor, and be flexible with their own personal schedule.
- show understanding and compassion when necessary.
- respect your internship preceptor by following directions, going above and beyond, and trusting their authority.
- develop a sense of responsibility.
- present two cases to your CMR internship coordinators.
- follow all policies and procedures of the internship location.
- actively engage in their internship experience by being a self-directed learner.
- be assessed twice during the course of their internship by their preceptor.

Staff Representative Meeting Log

Student MUST document EACH meeting with Ms. Virts. You are responsible for bringing this log sheet with you to every meeting. It is NOT Ms. Virts responsibility to keep track of dates...you need to be responsible and keep track as you go!

<u>Date</u>	<u>Purpose of Meeting</u>	<u>Assignment Due/Comment</u>	<u>Virts Signature</u>
1. Sept. 3	Discuss location specifics, packet given		
2. Sept. 23	Fashion Show, prepacket complete		
3.	Turn in hours sheet (1-15)		
4.	Discuss 1 st preceptor rubric		
5.	Turn in hours sheet (16-30)		
6.	Complete in progress packet		
7.	Turn in hours sheet (31-45)		
8.	Discuss 2 nd preceptor rubric		
9.	Present Case Studies		
10.	Turn in Final Paper		
11.	Dress Rehearsal (Optional)		

Pre-internship Exploration

Prior to your internship, please take some time to reflect and research the following questions. Answer each of the questions in COMPLETE sentences.

General Reflection

1. List 5 learning and career objectives you hope to accomplish during your internship.

Examples: I want to be able to proficiently demonstrate....

I want to explore...

I would like to learn more about...

1.

2.

3.

4.

5.

2. What intimidates you prior to beginning your internship?

3. What excites you prior to beginning your internship?

4. What is your current definition of professionalism? Please address issues such as dress, nonverbal and verbal communication, attitude, and level of engagement.

Working Conditions

5. Describe the current job market for this profession. Is this a growing field or is this field saturated with current employees?

Education

6. What type of training, advanced education, or certification is necessary for this profession (years of school, degree earned, clinical/internships)?

7. Can you earn this degree at a Montana school? Where? If not, what schools offer this degree? How competitive are the programs?

Salary Range

8. What is the starting or average salary range for this profession in the state of Montana and/or Great Falls? Out of the state of Montana?

Social Issues:

9. What preconceived notions do you have about this profession and work environment based on your prior experience and/or media?

Case Studies:

10. You will need to present 2 “cases” to the CMR internship coordinators. These could include products you produced during your internship, tasks given, or specific people or interactions. Please be thinking of these “cases” as you start your internship. These case studies will be presented during 2nd semester.

In-progress Internship Exploration

Interview Questions:

(You will conduct an oral interview with your preceptor and record their answers in COMPLETE sentences.)

1. What shift/schedule do you work? How many hours in a typical week?
2. How would you rate the level of stress in this career? (1-least and 10-extremely stressful) Explain.
3. Do you work independently or as a part of a team?
4. What type of training did you receive? (years of school, classes taken)
5. What type of continuing education is required? How often? How many credits?
6. Are there benefits of an advanced degree in this profession? Explain.

7. Can you tell me about programs of study for this profession in Montana and elsewhere? How competitive are the programs? Can you offer some advice about how I should best prepare for admission into a program of study for this profession?

8. What factors affect salary?

9. What are the benefits offered by your employer? (health insurance, daycare, etc)

10. Describe several personality traits that are best suited for this profession.

11. Are there cognitive or physical skills that are favorable for this profession? Explain.

Complete the following questions in COMPLETE sentences on your own regarding your perception of the internship experience.

12. Describe the physical environment of your internship site. What is the “atmosphere” like? (colors of walls, pictures on wall, etc) How would you change it?

13. Describe how technology and/or equipment is used at this facility. Could it be used more efficiently? Explain.

14. Ask your preceptor for a list of policies and procedures that are followed at the workplace. Which procedures do you see staff following? Which procedures seem to be ignored or not adhered to?

15. What are the working relationships between peers, administration, subordinates, etc?

16. List 5 terms you hear on a regular basis at your internship. Give a definition of each of the terms.

1.

2.

3.

4.

5.

17. Describe the language you are hearing between people at your internship. Is it appropriate? Is it jargon?

18. List and provide answers for at least 5 additional questions that you asked your preceptor, other than those listed in this packet.

Post Internship Exploration

Answer the questions in COMPLETE sentences.

1. Restate your 5 goals from your pre-internship packet. Did you meet your 5 learning and career objectives you set prior to the start of your internship? Why or why not?
2. Describe your most exciting moment during your internship.
3. Describe a moment during your internship where you were scared or uneasy.
4. What did you like best about the internship experience?
5. If you could do the internship over again, what would you do differently?

Internship Reflection

In a well constructed three paragraph essay, reflect on the following questions. Be sure to offer examples and explain your personal thoughts and experiences that will convey your true understanding of the internship experience. In your essay, address one question per paragraph.

1. Does this career profile fit the 'vision' you have for your future? What fits? What does not? And why?
2. Did you see the professional you long to be? What attributes did you witness during your internship that you would like to see in yourself? What attributes did you see that you hope not to exhibit during your career?
3. Were you happy with your overall internship experience? Why or why not?

Please remember that while I grade your paragraph on content, I also expect a topic sentence and cohesive flow throughout your paper.