

Internship/ Job Shadow

Student Overview

An internship or job shadow provides you the opportunity to spend 12-15 hours observing a business, non-profit or government agency to learn first-hand what employees experience day-to-day in their careers. You will gain a better understanding of what employees and employers do daily.

For this project you will create a cover letter and resume. Then you will begin searching for a placement at a local business that is hopefully within your ideal career path. You will practice professional communication strategies to secure your placement.

Your goal will be to learn as much as possible by observing, listening, asking questions, and taking good notes. You will "shadow" a person or maybe many different people and observe what they do throughout their day. Your supervisor will complete a student internship evaluation regarding your performance.

Afterward, you will create a short presentation to present to the community. Lastly, you will send a handmade thank you card to your host business.

I. You must complete all the following to receive credit for your internship.

BEFORE your job shadow

- [] Review this entire packet with your parent by **Due: Thursday 3/21**
- [] Create your professional internship folder with a cover letter, resume and school letter **DUE: Thursday 3/28**
- [] Contact potential businesses (not your parents!). You may be turned down and that's okay - rejection is good!
- [] Set up a job shadow date including times
- [] Complete and return the **Parent/Guardian Authorization & Release form** to Dr. Ecka **DUE 3/28**
- [] Complete and return the **Student Internship Information form** to Dr. Ecka **DUE 3/28**
- [] **Confirm your job shadow appointment with your host one week before. DUE 4/08**

II. DURING your job shadow

- [] Complete 12- 15 hours at a business during these time frames. Your parents will have to coordinate your transportation to and from your internship. When you are **not at your internship**, you are **expected to be at school**.

7th/8th grade Internship/Job Shadow week is April 15-19.

- [] Follow internship etiquette
- [] Take notes on how your host uses each skill listed on the observation page
- [] Get photos of yourself at the Internship/Job Shadow site – email them to Ms. Maike – jmaike@missionmontessori.com
- [] Conduct a brief interview of your supervisor at his/ her convenience using the interview questions in this packet.
- [] Ask your employer to complete the **Student Intern Evaluation Form**

III. AFTER your Internship/Job Shadow

- [] Create a short presentation about your experience to share with the class. **DUE: Monday 5/6***
- [] Make a homemade thank you card to send to your host business. **DUE: Thursday 5/2**
- [] Email photos to Ms. Maike. **DUE: Thursday 5/2**

Resume

- [] **Receive a lesson** on resume writing.
- [] Using the attached worksheets and samples in your packet - create a simple resume.
- [] You are **not** allowed to use personal contact information on the resume. **Use the school's address and phone number OR your parent's cell phone number.**

4530 E. Gold Dust Ave. Phoenix, Arizona 85028 (602) 466.1153

- [] Have two peers proof your resume for any spelling, capitalization or punctuation errors.
- [] **Your parents and Dr. Ecka must approve your final resume by Thursday, March 28, 2019.**

Cover Letter/ Email

- [] Receive a lesson on writing a cover letter.
- [] Using the template provided in your packet, type your own cover letter.
- [] Have two peers proof your resume for any spelling, capitalization or punctuation errors. (Double-check that you spelled "**business**," "**Montessori**" and "**sincerely**" correctly!)
- [] Your parents and Dr. Ecka must approve your final cover letter by Thursday, March 28, 2019.

Internship Folder

- [] Once approved, place these four documents in your purple folder (in this order)
 1. The official letter from our school explaining the internship/ job shadow project
 2. A copy of Student Intern Information Sheet
 3. Your cover letters
 4. Your resume
 5. Student evaluation form

Now, you're ready to go!

Exercises to help YOU Discover your Skills & Interests

STEP 1: Uncover Your Skills, Abilities, and Special Talents

1. Good friends count on each other for lots of things. What do YOUR friends count on YOU for?

2. What do you do for your parents or guardians to help them out when you have time?

3. What DIFFICULTIES or barriers have you overcome to get where you are now?

4. What COURAGEOUS things have you done that you feel good about?

5. What GOOD QUALITIES did you inherit from your family?

STEP 2: Uncover Your Skills, Abilities, and Special Talents (continued)

6. Which subjects are you best at in school? Why do you like those courses?

7. What do you **KNOW** so well-or DO so well-that you could teach it to others? What's the main TIP you'd tell people about how to do that fabulously?

8. What CREATIVE things have you done that you feel good about?

9. Describe something you DESIGNED, CREATED, built, made, or fixed up, that gave you a strong sense of satisfaction. Tell why you feel good about it.

Help for Step 3: List of ACTION WORDS to Start One-Liners

Circle the words you think may apply to your experience and use some of them to begin your achievement one-liners.

MANAGING

Accompli-shed
analyzed
attained
Conduct-ed
Console-dated
contacted
Co-ordi-nated
Develop-ed
directed
Establish-ed
evaluated
exceeded
headed
improved
increased
initiated
Organiz-ed
oversaw
planned
prioritized
produced
Schedule-ed
Strength-ened
trimmed

TECHNICAL

assembled
built
calculated
computed
configured
designed
determined
devised
eliminated
enhanced
fabricated
installed
maintained
operated
overhauled
Program-ed
reduced
refined
remodeled
repaired
retrieved
solved
trained
upgraded

CLERICAL

approved
arranged
catalogued
classified
collected
compared
compiled
completed
distributed
enlarged
implemented
inspected
monitored
operated
organized
prepared
processed
recorded
retrieved
screened
specified
sorted
tabulated
validated

COMMUNICATING

addressed
arranged
convinced
corresponded
developed
directed
drafted
edited
enlisted
influenced
interpreted
negotiated
participated
persuaded
presented
promoted
proposed
related
secured
sold
spoke
translated
wrote

RESEARCHING

collected
consulted
evaluated
examined
experimented
identified
inspected
Interpret-ed
Interview-ed
Investigat-ed
obtained
Organiz-ed
reviewed
searched
Summariz-ed
surveyed

TEACHING

advised
clarified
coached
Communi-cated
Co-ordinat-ed
corrected
developed
enabled
encouraged
evaluated
explained
guided
informed
initiated
instructed
persuaded
set goals
trained

HELPING

assisted
clarified
coached
counseled
Demonstrat-ed
educated
guided
motivated
referred
supported

CREATING

acted
conceived
created
customized
designed
developed
established
fashioned
illustrated
improved
initiated
introduced
invented
originated
performed
planned
redesigned
reshaped
revitalized
shaped

Step 3: Write Your Skill One-Liners Here

Pick 6 words that you circled. Use each word in a sentence about something you have done. Feel free to use as many as you need to.

1. Word: _____

Sentence: _____.

2. Word: _____

Sentence: _____.

3. Word: _____

Sentence: _____.

4. Word: _____

Sentence: _____.

5. Word: _____

Sentence: _____.

6. Word: _____

Sentence: _____.

Job Shadow Ideas

I. What are your top career pathways? **Pick your top three.**

- | | |
|---|--|
| <input type="checkbox"/> Arts & Communications | <input type="checkbox"/> Business, Management, Finance |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Industry & Technology | <input type="checkbox"/> Cosmetology |
| <input type="checkbox"/> Education & Social Services | <input type="checkbox"/> Government/ Public Service |
| <input type="checkbox"/> Architecture/Civil Engineer | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Hospitality/ Tourism Marketing | <input type="checkbox"/> Sciences Culinary Arts |

Business #1 _____

What are some specific careers in this field that interest you?

What local business will you contact?

Name: _____ Address: _____ Phone: _____

Did you contact? ___yes ___no

What was their response? _____

Business #2 _____

What are some specific careers in this field that interest you?

What local business will you contact?

Name: _____ Address: _____ Phone: _____

Did you contact? ___yes ___no

What was their response? _____

Business #3 _____

What are some specific careers in this field that interest you?

What local business will you contact?

Name: _____ Address: _____ Phone: _____

Did you contact? ___yes ___no

What was their response? _____

Internship Script Tips

Videos that offer support: <https://youtu.be/BdyXik9VNk8>

- Correct practice makes *permanent*. Rehearse your script several *times* before contacting the business, so that it sounds natural.
- Don't talk too fast. Take a deep breath.
- Practice a good firm handshake.
- Mention any mutual person you may know after you introduce yourself ("You may know my Aunt Betty from St. Stephen's Church").

Internship Script

(In Person or By Telephone)

*Hello, my name is _____ . I am a 7th/8th grade student at Mission Montessori Academy at St. George. My class is performing career research by completing a 12 hour job shadow. Who would I talk to about that? (**make eye contact and shake hands**).*

During the week of April 15, 2019, I was wondering if I could job shadow alongside a mentor at your business. I would just need three (3) hours each day, Monday through Thursday during this week or two, 6 hour days, depending on what works for your schedule.

Please review the letter of intent from my school. If you have any further questions, feel free to contact my middle school director, Ms. Maike. She will be following-up with you once we have made all of the arrangements.

If they agree, go through the "Student Intern Information Sheet" and complete the top portion (contact info, dates & times, dress guidelines) with that person. (**Turn in a copy to school by Tuesday, April 9th.**)

*Thank you for your time. (**Shake hand and make eye contact**) If they decline: Say: "Well, thank you so much. I appreciate your time."*

Then, keep your chin up!

If you are leaving a voicemail or a message with someone, make sure you leave your parent's phone number

Parent/Guardian Authorization & Release – Due to school 3/28/19

Participation in the above described curricular activity will necessitate your child traveling to another location. Because Mission Montessori School's transportation is not available for this purpose, parental/ guardian release is required to allow your child to use private transportation. Please be informed, a driver's personal automobile insurance is in effect while making this trip. Students using private cars are not covered by Mission Montessori School's insurance. Be advised that all rules and regulations governing student conduct are applicable during this activity, including transportation to and from this destination.

*I also hereby release Mission Montessori Academy at St. George, its officers, directors and employees (hereinafter "**MMA, MMASG**") from any and all liability caused or alleged to be caused in whole or in part by the negligence of MMA, MMASG for any*

injuries which might be received during this field trip or activity, or in traveling to and from such field trip destinations.

In the event that I cannot be reached in an emergency, I hereby give my permission to call 911 and or to contact a medical facility or physician selected by the school staff to secure proper treatment for my child and that I will be responsible for said expense. The information on my child's blue emergency card is current and accurate.

Parent/ Guardian Signature

Date

Internship/Job Shadow Etiquette & Agreement due – 4/12

Initial each section that you agree to comply with the following:

_____ Dress appropriately for the workplace. Most employers are looking for neat, clean clothes. Do not wear clothing that conveys a political or social statement. Do not wear a hat indoors.

_____ Turn off your cell phone

_____ Arrive a few minutes early. Introduce yourself, offer a handshake and a smile. Be attentive and act interested the whole time.

_____ Use professional communication & apply general rules of courtesy. Say please, thank-you excuse me.

_____ Use good posture and eye contact.

_____ Bring your internship folder and a writing utensil to take observation notes and supervisor interview questions.

_____ You may need to fill-in some questions when you get home, so listen carefully and observe.

_____ Obtain a business card. You will need a complete name, job title and address for your thank you letter.

_____ Do not chew gum or candy or bring food and drinks into the workplace unless it is your lunch.

Student Name

Student Signature

Your Observations During your Internship

Give an example of how you observed your job shadow host and/or other employees using the following skills as a part of his or her work.

Organization: _____

Planning: _____

Reading: _____

Writing: _____

Math: _____

Science: _____

Creativity: _____

Thinking: _____

Listening: _____

Speaking: _____

Decision Making: _____

Analyzing Problems: _____

Using Technology: _____

Cooperating with others: _____

Customer Service: _____

Notes on other interesting observations:

Supervisor Interview Questions During Internship/Job Shadow Week

Ask as many of these questions as your supervisor has time for. Try to ask at least three (3) to incorporate into your presentation.

- 1.) What are the skills most important for a position in this field?

- 2.) How important are grades/ GPA for obtaining a job in this field?

- 3.) Why do customers choose this company (if applicable)?

- 4.) What sorts of changes are occurring in your occupation?

- 5.) What interests you least about the job or creates the most stress?

- 6.) Do you have any words of wisdom for me as I pursue my dream job?

Internship Presentation – due 5/6

Create a 5 minute Presentation detailing your internship experience. You must include the following:

The name of the business:

Did you perform any tasks?

What were some interesting observations from your observation form? Include some of your supervisor's answers to the interview questions. Bonus: A photo of you at your internship.

Thank You Card – due to your business by 5/2

Gratitude is a virtue every man should cultivate. Yet gratitude means nothing if you haven't mastered the art of expressing it. You should use every opportunity to express to those around you how much you appreciate their love, support, and generosity.

COVER LETTER EXAMPLE

March 20, 2018

Company Name 4321 First Street Anytown, State ZIP

Dear Mr. Smith:

I am currently a 7th grader at Mission Montessori Academy in Scottsdale and I am considering {field] as a future career path. A family friend, **[Name]**, suggested that you might be willing to let me spend a day observing you so I can learn more about your line of work.

I would be grateful if you allowed me to quietly observe you (or put me to work!) for 12 - 15 hours during the week of Monday, April 15, 2019. We can arrange any schedule that is most convenient for you. You would have to complete a short student evaluation at the end of the experience and if possible, allow me to ask you a few short interview questions.

Thank you for considering my request. I will follow-up with you within the next week. If you need to reach me before that time, please feel free to contact me at **[parent's cell number]** or via email me at **[your Mission email address]**.

Thank you for your time.

Sincerely,

[Your name]

Phone Number

Email address

Resume Sample

Jordan M. Wright 4530 E Gold Dust Ave. Phoenix, AZ 85208

(555) 555-5555

Job Objective

- *to learn more about the field of fashion and clothing.*

Education

- *I am a seventh grade student at Mission Montessori Academy.*

Related Classes:

- *Montessori Model United Nations, International Youth Earth Summit, Musical Theatre, Violin, Yoga, Art, CPR certification, Advanced Math*

Work Experience:

- *Babysitting- January 2015-present*
- *While babysitting I have entertained, cared for and helped the children that I looked after. I have watched children ranging from one to ten years old.*

Volunteer Experience:

- *Mission Montessori Academy- Assistance to teachers*
- *To assist the staff of Mission Montessori Academy I helped to clean, organize and arrange classrooms and workspaces. I have worked in five different classes to assist the teachers. I have worked in classrooms ranging from primary to sixth grade.*

Skills and Qualities:

- *Oral communication, problem-solving, positive work ethic, can work in large and small groups. Knowledge of computers, Spanish, time management skills, organizational skills, excel in Math and English*

Activities:

- *MMUN, iYES, Musical Theatre, Dance, Tennis, Swim, childcare, yoga, art, edible schoolyard*

References:

Joslyn Maike, School Teacher, (480)-182-5536

Dr. Ecka, School Teacher, (832)-298-5820



Educating the Next Generation of Evolutionary Leader

March 1, 2019

Dear Community Member:

The seventh and eighth grader students at Mission Montessori Academy in Scottsdale, AZ, spend four days for one week each year working in local businesses and organizations in the community. According to the latest research on adolescent education, community outreach fulfills many of the developmental needs of adolescents. Our three main goals for our students are the following:

To internalize knowledge

When students take information, they know and apply it in a new situation, learning becomes meaningful and purposeful. This task of putting what you know into a different perspective is also one of the best ways to stimulate formal operational thinking and foster growth in critical thinking and problem solving.

To refine communication skills

Learning to choose the appropriate behavior and language according to the situation comes with a wide variety of experiences. Your setting provides a different situation to reflect upon.

To enhance self-esteem

Opportunities to contribute to society encourage students to give as well as receive from the community. This experience allows them to realize that they have many talents and skills to share with others.

Student internships will take place the **week of April 15-19, 2019 for a half of day (A.M. or P.M./ 3-4 hours per day), or two full (6 hour) days.** These times may have already been worked out with you. If actual work times have not yet been established, please fill out the times that work for you on the internship information form. We will contact you if these don't work out.

Students should be responsible for activities you feel are suitable for your setting and the student. The student is not to receive any payment. At the end of the week, please complete and return the accompanying student evaluation form.

As a part of this process, students did create resumes. Students are required to meet with you and give you their cover letter and resume. If you have any questions before, during, or after the student's service, please be sure to call (832) 298-5820 or email Dr. Ecka at lecka@missionmontessori.com. Thank you for giving our students this wonderful opportunity to grow and mature.

Sincerely,

Joslyn Maike
Mission Montessori Academy Middle School Teacher & Director
4350 E. Gold Dust Ave., Phoenix, AZ 85028
jmaike@missionmontessori.com

www.mmacademystgeorge.com



Mission Montessori Academy at St. George

Student Intern Information Sheet

Make 3 copies of this form: 1 for business, 1 for parent, 1 for teacher

Fill this section out with the Supervisor/Manager

Business Name: _____

Business Address: _____

Student Supervisor Name: _____

Student Supervisor work phone #: _____

Student Name: _____

Mother's Name: _____ Phone: _____

Father's Name: _____ Phone: _____

Teacher's Name: _____ Phone: _____

Dates of Internship: complete all that apply:

4/15

4/16

4/17

4/18

4/19

Times: _____

Dress: What clothing should the student wear, how should hair be addresses, etc.

Parents: Fill this section out

Transportation: How is student getting to and from Internship, will the student be coming to school at all? _____



Mission Montessori Middle School Job Shadow/Intern Evaluation Form

Student Name: _____ Date: _____

Was the student:

Cooperative _____ Yes _____ Sometimes _____ No

Willing to learn _____ Yes _____ Sometimes _____ No

Able to problem solve _____ Yes _____ Sometimes _____ No

Self-motivated _____ Yes _____ Sometimes _____ No

Able to communicate _____ Yes _____ Sometimes _____ No

Able to focus on the task _____ Yes _____ Sometimes _____ No

Student's overall performance was:

_____ Great _____ Satisfactory _____ Less than satisfactory

Any feedback to the student:

Any feedback to the school?

Business Name: _____ Supervisor Name: _____