

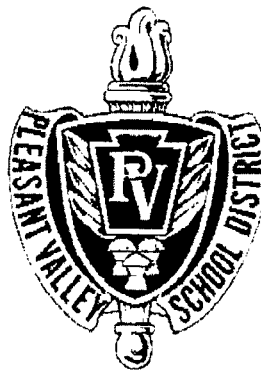
PLEASANT VALLEY SCHOOL DISTRICT
Brodheads ville, Pennsylvania

Pleasant Valley High School



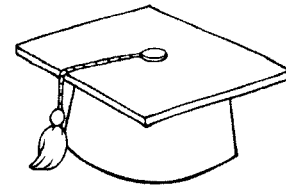
Career Internship

2020 - 2021



Excellence in Education: A Community Commitment

Pleasant Valley High School
Career Internship
Graduation Requirement Description



Hello Class of 2021!

You have been creating a career portfolio in XELLO that reflects upon the path you will take upon graduating from Pleasant Valley High School. Before you set out on that path, you must complete your **Career Internship prior to the first day of your Senior school year**, and complete the **Career Portfolio** class **during** your Senior year.

During the **Career Portfolio** class, you will be completing XELLO training and reflecting on your **Career Internship** experience. You will turn in a completed career portfolio as an exit to the course.

The **Career Internship** requires a **total of 30 hours combined**.

- **8 Hours must include Community Service**
- **8 Hours must include a Job Shadow**
- **The remaining 14 hours can be made up with any combination of the two.**

Below are the definitions of both.

Job Shadowing: The opportunity for you to observe or “shadow” someone doing their job. With job shadowing you get a chance to see someone actually doing a job that is of interest to you. It is important to try to job shadow something that actually interests you. You do not get paid to Job Shadow.

Community Service: Voluntary work intended to help people in a particular area/community. Community service must benefit the community at large, not one person in particular.

The main difference between job shadowing and community service is that with job shadowing you are more or less watching and observing, and with community service you are volunteering to complete the given tasks assigned to you by the organization.

You can start job shadowing and community service **only after your forms have been approved**. All job shadowing and community service hours must be **completed** by **August 21st, 2020**. If you have any further questions, please see your School Counselor or Assistant Principal.

Pleasant Valley High School
Career Internship
IMPORTANT Additional Details

- Approval of the Job Shadow and Community Service **must** be granted prior to actually doing the Job Shadowing and Community Service. Submit forms to Mrs. George, Assistant Principal, in the main office. **You may begin submitting your approval forms at the beginning of the third marking period in January 2020**
All forms must be received by Mrs. George by June 1st.
- **Once you have been approved, you may begin performing your Job Shadowing and Community Service.**
- **ALL JOB SHADOWING AND COMMUNITY SERVICE HOURS MUST BE COMPLETED BY AUGUST 21, 2020.**
- *****During your Career Internship make sure you complete the provided log. You will also need official verification that you completed the Job Shadow AND Community Service. You will turn in this verification the first week of your CAREER PORTFOLIO class in the fall of 2020. Examples of verification below;**
****You don't need all, these are just acceptable examples.**
 - **A letter typed on letterhead of the business/community service opportunity stating how many hours you completed and when. The letter must be signed by the person verifying your hours.**
 - **A copy of a certificate showing you completed your hours.**
 - **Email to you from the supervisor stating you completed the hours. Make sure they include their contact information and title in the email.**
- **IF YOU DO NOT COMPLETE YOUR HOURS prior to the start of school, the following applies;**
 - You still take the required class Career Portfolio. BUT the following grading criteria will apply:
 - **You will be given a time period to complete the hours.**
 - **You cannot score higher than a 83% in the course.**
 - **If you do not complete the hours by the date given to you, you will fail the Career Portfolio course. You must then enroll and pay for FALL or WINTER school. The hours will still need to be completed along with all coursework from the Career Portfolio class.**

Pleasant Valley High School
Career Internship
IMPORTANT Additional Details

- *Join the Google classroom that will help you find community service opportunities and information pertaining to the project.*

○ **Code** ***u6dii8***

Pleasant Valley High School
Job Shadowing
Graduation Requirement Contract



Student's Name (Print): _____ Homeroom: _____

Parent Name _____

Parent Cell: _____ Student Cell: _____

(You may be contacted to pick up a copy of your signed/approved forms.)

School Counselor's Name: _____

PV E-mail: _____

Name of the Business: _____

Lead Person Contact (Print): _____

Address of Business: _____

Phone # of Contact: _____

Brief Description of the opportunity (What will you be doing?)

Date Submitted: _____

Parent Signature: _____

Student Signature: _____

Approved: _____

Denied: _____

Date: _____

Date: _____



LOG SHEET

*Please track the hours of your Job Shadow in the given area below.
Make sure you fill out all required information.*

Student's Name (Print): _____ **Homeroom:** _____

Name of the Business: _____

Lead Person Contact (Print): _____

Date of Shadow	Brief Description of Job	Hours at the Shadow	Signature Verification

***Verification of Service can be signature or initials.**

PLEASANT VALLEY HIGH SCHOOL
Job Shadowing
Evaluation

Student _____ Grade _____

Supervisor _____ Phone# _____

Evaluation Form – To Be Completed by the Supervisor to incorporate the importance of workplace expectations as a vital part of preparing students for life after High School.

Criteria	Description	Satisfactory	Unsatisfactory
Attendance	Arrives and leaves on time.		
Character	Displays, loyalty, honesty, dependability, reliability and self-responsibility		
Appearance	Displays appropriate dress, grooming and behavior		
Attitude	Demonstrates a positive attitude		
Productivity	Follows safety practices, directions and procedures		
Organizational Skills	Demonstrates skills in prioritizing and time management		
Communication	Communicates appropriately		
Cooperation	Maintains appropriate relationships		
Respect	Deals with diversity. Is especially courteous and cooperative with adults at all times		
Teamwork	Respects the rights of self and others; is cooperative and seeks opportunities to learn		

Supervisor Signature: _____

Date: _____

**Pleasant Valley High School
Community Service
Graduation Requirement
Contract**



Student's Name (Print): _____ **Homeroom:** _____

Parent Name: _____

Parent Cell #: _____ **Student Cell#:** _____

(You may be contacted to pick up a copy of your signed/approved forms.)

School Counselor's Name: _____

PV E-mail: _____

Name of the Community Service Opportunity (Place): _____

Lead Person Contact(Print): _____

Address: _____

Phone # of contact: _____

Brief Description of the opportunity (What will you do?)

Date Submitted: _____

Parent Signature _____

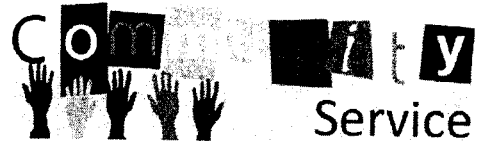
Student Signature _____

Approved: _____

Denied: _____

Date: _____

Date: _____



LOG SHEET

*Please track the hours of your Community Service in the given area below.
Make sure you fill out all required information.*

Student's Name (Print): _____ **Homerom:** _____

Name of the Community Service Opportunity (Place): _____

Lead Person Contact(Print): _____

Date of Service	Brief Description of Service	Hours of Service	Verification of Service

***Verification of Service can be signature or initials.**