

Valencia High School

# Val Tech

## Internship Program

Student Handbook



Placentia Yorba Linda Unified School District

Current Edition

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Thanks for taking the time to learn more about the Val Tech Program.



Special thanks to:  
Mrs. Carol Holst, Val Tech Founder  
Mr. Wendell Bainter, Val Tech Director Emeritus

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## The Val Tech Internship Program (V-TIP)



The Val Tech Internship Program (V-TIP) is the capstone of Valencia High School's four-year Val Tech program. The purpose of V-TIP is to allow students to gain valuable experience and advanced technological skills as they explore potential career opportunities of interest to them. Each student—working with parents, the Val Tech Coordinator, and the V-TIP committee—will design, schedule, and complete a 150-hour internship compatible with their career interests. This program is intended for highly self-disciplined students who can and will take responsibility for developing, planning, and successfully completing the V-TIP.

The Val Tech Internship Program is offered only to Val Tech seniors in good standing.

### ELIGIBILITY CRITERIA FOR REMAINING IN & COMPLETION OF V-TIP

- 240 credits with overall GPA of 2.5 or better
- (any student whose cumulative GPA falls below a 2.0 at the end of any semester will be placed on probation for one semester and must raise their cumulative GPA to at least 2.0 or they will be dropped from the Val Tech Program)
- 50 credits in technology pathway electives with a cumulative GPA of 3.0 or better in those courses
- Successful completion of 150 hour Internship which includes a research project and presentation
- Successful completion of an electronic portfolio
- Successful completion of all other district graduation requirements
- Acceptable citizenship grades reflecting good behavior—receipt an unsatisfactory (U) will result in student being put on probation. Two consecutive U's may result in a student being dropped from the program.

Students must also get approval from the Val Tech teacher in their area of interest (i.e., a Val Tech student interested in an accounting internship would need the approval of the accounting teacher; see page 29). If students don't have a specific area of interest but are interested in computers in general, they will need the approval of the Val Tech Coordinator. This teacher support will help ensure success in the internship program. Students can complete this project during the summer prior to their senior year or during the senior year. All Val Tech seniors who plan to earn a Val Tech diploma must meet weekly with the Val Tech Coordinator (during lunch during their senior year) to get the information necessary to successfully complete the V-TIP program.

V-TIP students must meet these requirements:

- Students must have developed the skills necessary for the internship they design (i.e., knowledge about web pages if the internship will involve web pages; completion of the Telecommunications class if the internship involves computer networking, etc.).

- Students will obtain permission from their parents, the Val Tech Coordinator, and the internship mentor prior to starting the internship.
- Students must provide the Val Tech Coordinator with a schedule of their internship hours before starting their internship. **No credit toward the required 150 hours will be given for hours spent working at the internship before that schedule is turned in.** Also, every intern can expect unannounced visits by a V-TIP representative to verify that hours are being logged and the work is worthwhile.
- As representatives of Valencia High School and the Val Tech program, students will act, dress, and work in a professional manner.
- Students must work productively as they perform real-life tasks under the supervision of their internship mentor.
- All internships must be completed at a legitimate organization/business.
- Upon completion of the internship, all V-TIP students will present to the Val Tech Committee their research paper, their reflective essay, their electronic portfolio, and a PowerPoint presentation describing their internship experience.

To establish an internship, students may contact professionals whom they or their family knows personally. Others may directly contact organizations using the technology of interest to them. Still others will want to partner with one of the area schools to assist with the technological development at that particular site. Many students will have completed the Day on the Job in their freshman Academic Studies/Career Planning class. That valuable contact may be used again if it matches the student's current career interest.

The Val Tech student is responsible for every aspect of this internship. If a student is unable to find a suitable internship site, then he/she must contact the Val Tech Coordinator in a timely manner (at least prior to the end of March prior to his/her senior year) for assistance. Students are, however, strongly encouraged to plan their own internship and make the necessary contacts themselves.

Internships may be completed at almost any legitimate business/organization where the students will be able to significantly use their technology knowledge and skills. Students who do not gain substantial technology experience will not receive credit for this program and will therefore not be eligible to graduate with a Val Tech diploma. Internship hours may NOT count as Community Service hours. (See page 17.)

Students must also meet certain deadlines during the V-TIP experience in order to ensure their proper progress toward a Val Tech diploma. No late work will be accepted for full credit. Students who are absent from school on a due date must make arrangements to get the required paperwork to the V-TIP Coordinator either before the deadline or somehow on that date.

Val Tech Internship students will earn a letter grade and receive ten credits upon successful completion of V-TIP course requirements. The final report card (June of the student's senior year) will reflect the grade and the credits. No partial credit will be given for incomplete work.



## How to Complete the Val Tech Internship Program

Students must follow the steps outlined below in order to successfully complete the Val Tech Internship:

- 1. Val Tech Internship Booklet:** Every Val Tech 11<sup>th</sup>-grader will receive this booklet outlining the Val Tech Internship Program and its requirements. This booklet—which needs to be shared with parents—offers a thorough description all that V-TIP involves.
- 2. V-TIP Forms:** V-TIP forms will be available to all Val Tech 11<sup>th</sup>-graders in February. These forms must be signed and returned by the specified days (See page 7). (Forms may be obtained from the Val Tech Coordinator’s office or online.) A student’s V-TIP cannot begin until the signed form is returned and approval is granted.
- 3. Selecting a Business or Organization:** V-TIP requires technology-based work in the students’ career interest area, work for which they are not paid. **Val Tech students cannot use Community Service hours to fulfill the internship requirement.** Also, service performed for family members will not count toward the internship requirement without the express written consent of the Valencia Academy Director and/or Val Tech Coordinator. The best internship opportunities are usually found by parents and students working together. Students must obtain the approval the Val Tech Coordinator (a form will need to be completed, signed, and returned).
- 4. Contacting the Business or Organization:** Students are responsible for contacting the business or organization and setting up the internship. Students are also responsible for determining the days and times of the internship hours. (See the “How to Get Started” section of this handbook for specifics.)
- 5. Internship Verification Form:** V-TIP students should complete the top half of the three Internship Verification forms. Periodically throughout the internship, students will be required to submit verification of their attendance and their work at the Internship program. The bottom half of the form will be completed and signed by the individual who supervises the student. The student should then return the completed forms to the Val Tech Coordinator by the specified deadlines.
- 6. Miscellaneous:**
  - The internship hours may be logged anytime (including vacation days) beginning in the summer before 12<sup>th</sup> grade and continuing through the student’s senior year. The 150 hours, however, must be completed by April 1<sup>st</sup> in order for students to have enough time to complete the V-TIP project.
  - Any student who has a personal problem relative to this requirement should contact the Internship Coordinator prior to the end of their junior year or, if a problem arises later, in a timely fashion.
- 7. Falsifying documents:** The falsification of any V-TIP documents will result in a student’s removal from the Val Tech Program and will prevent the student from earning a Val Tech diploma. Under certain circumstances, the student’s graduation from high school may also be in jeopardy.



## Timeline for Completing V-TIP



Internship Approval	Summer Internship	School-Year Internship
Obtain V-TIP book & forms	Parent meeting in February (junior year)	Parent meeting in February (junior year)
With parents discuss and decide on site	February through March 1	February through March 1
Submit resume & Internship Interest form (Yellow paper)	By the first school day in March (junior year)	By the first school day in March (junior year)
Submit the Pre-Approval form to V-TIP Coordinator	By last school day in March (junior year)	By last school day in March (junior year)
Obtain final approval and the Internship Application form from V-TIP Coordinator	By April 15 of junior year	By April 15 of junior year
Turn in Internship Application form, Parent Acknowledgment form, and Host Agreement form	By first school day in May of junior year	By first school day in May of junior year

Internship Evaluations	Summer Internship	School-Year Internship
Goals and Objectives	By the 25 <sup>th</sup> hour	By the 25 <sup>th</sup> hour
Verification/Performance Evaluation # 1 (50 hour)	By the 50 <sup>th</sup> hour or July 30.	End of first quarter progress report (senior year)
Verification/Performance Evaluation # 2 (100 hour)	By the 100 <sup>th</sup> hour or August 30.	Before second quarter progress report (senior year)
Verification/Performance Evaluation # 3 (150 hour)	By the 150 <sup>th</sup> hour or Sept. 15th (senior year)	Before third quarter progress report (senior year)
All other papers (forms & pictures, too)	Within 2 weeks of completing V-TIP (150 hours)	

**Note: All Internships must be completed by April 1 of the senior year (except students interning at VHS.)**

<b>Research Paper/Reflective Essay</b>	Assigned in LA4 Class (senior year)
----------------------------------------	-------------------------------------

Electronic Portfolio	Summer Internship or School-Year Internship
Electronic Portfolio Pre-Check	Students must schedule an appointment with the Val Tech Coordinator prior to December 1 <sup>st</sup> (senior year).
Electronic Portfolio Final Check	Students must schedule an appointment with the Val Tech Coordinator 1 week prior to the 3 <sup>rd</sup> -quarter progress reports.

Presentation	Summer Internship or School-Year Internship
Pre-presentation check	Prior to February 15 (senior year)
Final Presentation check	Prior to April 30 (senior year)
	Students must schedule an appointment with the Val Tech Coordinator 3 weeks prior to the presentation.

Students who miss any deadline may earn a failing grade for that quarter/semester. Students who miss more than three (3) deadlines may be subject to removal from V-TIP. (If any of the above dates falls on a weekend or school holiday, the first school day immediately following the listed date will be the actual deadline.) **It's the student's responsibility to notify the Val Tech Coordinator in advance in the event of any circumstances beyond the student's control.**

# How to Get Started

Prior to beginning the V-TIP process, all Val Tech Students must meet *all* eligibility requirements. (See page 4.) Students who do **not** meet these requirements are ineligible to complete a Val Tech Internship *and* earn a Val Tech diploma.

For those students who **do** meet the Val Tech eligibility requirements:

**1. Decide what kind of internship you would like to participate in. Asking yourself the following questions might help you:**

- ◆ What were the results of the CAPS, COPS, and COPES career assessments that I took as a freshman?
- ◆ Are those results still consistent with my career goals?
- ◆ Should I retake these career assessments to see if my interests, abilities, and core work values have changed?
- ◆ If my career goals have changed, what have I done to confirm my new interest? (Did I take another assessment?)
- ◆ What Val Tech classes have I taken?
- ◆ Which technology classes have I found especially interesting?
- ◆ What are some activities I enjoy doing?
- ◆ What jobs/activities can I imagine doing for the next thirty or forty years?
- ◆ What technology would I like additional experience in?
- ◆ How will I get to the site of my internship?
  - Car?
  - Bike?
  - Bus?
  - Get a ride?
- ◆ When am I available to work my 150 internship hours?
  - Summer?
  - After school?
  - Evenings?
  - Weekends?
  - During the school day?
- ◆ What do I want/expect to gain from V-TIP?

**2. Contact at least one organization/business that is a possible site for an internship and get its tentative approval as well as the V-TIP Coordinator's tentative approval.**

As stated earlier, most students will contact a family-friend or neighbor who is directly involved in their specific area of interest. Other students will need to be creative and/or bold as they contact an organization new to the Val Tech program.

A review of the organizations listed in the Community Service booklet (you received it as a freshman) might prompt ideas for an internship. **The 150 hours of the internship, however, must be completely separate from any and all community service hours.** The same hours cannot count for both programs. Students may, however, perform community service hours (40 or more) per the PYLUSD graduation requirement and then perform an additional

150 hours for the Val Tech internship. The Community Service Coordinator and the V-TIP Coordinator must first approve this option. Additionally, the student must have taken an appropriate Val Tech class prior to the internship, and the internship must involve technology that matches the student's career interest.

Students still unsure about whom to contact for an internship may need to take some time researching the various opportunities available in the community.

- Contact a family member or trusted neighbor.
- Ask your school counselor or V-TIP Coordinator for ideas.
- Use the Internet to locate and contact established organizations to see if they're interested in high-school interns.
- Contact your religious institution, youth club, or school service groups for suggestions.

Remember that internships must be technology related.

**3. Once students have found a potential internship, they need to set up an appointment to meet their contact person.**

Before making any commitments to an internship, students will find it helpful to make an appointment and visit the organization to get a feel for both the place and the people there. It is important that students arrive at this appointment on time. If they are going to be late or cannot make the appointment, they should contact the organization. The contact person will appreciate the student's being responsible.

Students should share with their contact the letter of introduction that describes V-TIP (p. 28). Taking this packet along to the appointment might also help their contact better understand the specifics of the Val Tech Internship Program.

**4. Visit the business/organization.**

Before they make a commitment, students would be wise to find out all they can about what they will do as an intern. Below are some questions to ask. It will be helpful to bring this list.

- What does your business/organization do?
- What kinds of services/products do you provide?
- What tasks would you want interns to do?
- What work will I be doing?
- What are the job descriptions for the available positions?
- What type of initial and ongoing training is provided?
- When (which days, hours) do you need the intern?
- What kind of time commitment is required?

**5. Make your decision.**

If, at the appointment, students are unsure about choosing it as a site for their internship, they should tell the contact that they would like to think about it and they will get back to

them. Students must then let their potential host know either way as soon as the decision has been made. If students know right away after the initial interview that they don't want to work at the agency, it's quite appropriate to be honest and say so: "Thank you very much for taking the time to talk with me, but this isn't the kind of work I had in mind." No internship is right for every person. Students should give themselves time to explore a variety of opportunities and different organizations. One particular job may not be ideal, but dozens of other internship opportunities may nicely fit the students' needs and expectations.

**6. Get final approval from the Val Tech Internship Coordinator.**

Once students receive final approval from the V-TIP Coordinator, they may begin their internship as soon as they finish their junior year. However, the hours will only count once the student has provided the V-TIP Coordinator with an accurate work schedule. Any changes to this schedule must be communicated to the V-TIP Coordinator. All interns can expect unannounced visits by the V-TIP Coordinator or other VHS staff person. Also, **hours spent working at the internship will not count toward the required 150 hours unless students provided the V-TIP Coordinator with proper verification of their work schedule before they started working.**

**7. Write a thank-you letter.**

Upon completion of the internship, students are to **write a thank-you letter to their host.** Students must also provide the Val Tech Internship Coordinator with a copy of this thank-you letter. This letter must be in proper personal-business style format (not emailed).



# Checklist

Congratulations! You have almost completed Valencia High School's Val Tech Program! Now it's time for the internship. We are confident that you will find the internship a very rewarding and worthwhile experience. Good luck in your pursuit of the perfect internship for you!

## Have you done the following?

- Reviewed this entire packet in order to better understand the expectations and requirements of the Val Tech Internship Program (V-TIP)
- Updated your resume and described what your career interests are
- Considered which Val Tech course best matches your career/internship interest
- Determined what kind of internship you're interested in
- Contacted agencies/organizations/businesses you are interested in
- Arranged appointments and gathered information on their programs
- Decided what internship position would be best suited for you
- Gotten final approval from the Val Tech Internship Coordinator
- Submitted a work schedule to the V-TIP Coordinator
- Filled out—and submitted to the V-TIP Coordinator—all the necessary forms
- Written a thank-you note to your internship host (at the conclusion of the internship). Be sure to follow the proper formatting you learned in Computer Technology.
- Given a copy of the thank-you note to the Val Tech Coordinator

# Just the FAQs\*!

\*Frequently Asked Questions



## AN OVERVIEW OF V-TIP

### What does the Val Tech Internship Program (V-TIP) involve?

V-TIP is a ten-credit, 150-hour, unpaid on-the-job experience that serves as the capstone of Valencia High School's Val Tech program. The Val Tech Coordinator and/or the Director of the Valencia Academy must approve every internship.

Students make arrangements for their internship in the technology area of their own interest and choosing. Val Tech students may also arrange an internship at VHS or another local school. Students may schedule their internship during the summer between their junior and senior years or during their senior year.

The internship will culminate in a research project, reflective essay, and an oral presentation before an interview panel comprised of PYLUSD personnel and community members. To be eligible for a tech diploma, the Val Tech student must also construct an electronic portfolio and present this to the interview panel as well. A special seminar conducted during the spring semester of the junior year (outside of the regular school day) will help prepare students for a successful internship experience. Students learn how to complete an electronic portfolio in their Computer Technology class. The required research paper and reflective essay is completed in their Language Arts-4 class during their senior year. Additionally, during their senior year, students must meet during lunch once a week with the Val Tech Coordinator in order to prepare for their final presentation.

### What will I have to do if I enroll in V-TIP?

V-TIP requires the following:

- Meet and maintain the minimum Val Tech Eligibility Requirements (See page 4.)
- Arrange and complete an approved internship (150 hours)

You should also plan to spend approximately thirty hours on the following V-TIP requirements:

- electronic portfolio
- PowerPoint presentation describing your overall V-TIP experience (internship, research paper, reflective essay, your electronic portfolio, etc.) and to be incorporated in your defense of your internship (see last bullet below)
- research paper (prompt to be provided by the Val Tech LA4 teacher)
- reflective essay based on your Valencia High School experience (assigned by the Val Tech LA4 teacher)
- defense of the internship to the Val Tech Presentation Committee (approximately 30 minutes). See page 18 for details.

### What are the expectations for the research paper, reflective essay, electronic portfolio, and other aspects of V-TIP?

The Val Tech Language Arts (LA4) teacher will outline the specific requirements for the research paper and the reflective essay. Pages 21 through 24 of this booklet outline the

specific requirements for the other elements of V-TIP (electronic portfolio, PowerPoint presentation, oral presentation, and the V-TIP internship).

### **What do I do to get started on V-TIP?**

You must take a minimum of one Val Tech class at VHS (or an approved technology class at another institution). This class will indicate your interest in technology and provide you with skills to offer in an internship program. That Val Tech teacher will serve as your Val Tech Internship Advisor and help determine whether you should proceed with the internship. (Also see "How to Get Started" on page 8 of this booklet.)

### **What is the deadline for declaring interest in V-TIP?**

All Val Tech 11<sup>th</sup>-graders must submit their Internship Interest form (see page 26) to the Val Tech Coordinator by the first school day in March of their junior year. The Pre-Approval form (see page 29) must be completed and turned in according to the schedule outlined in this booklet. (See page 7.)

### **What if I miss a V-TIP deadline (internship, electronic portfolio, research paper, or final presentation)?**

Punctuality is critical to V-TIP and it will impact the student's grade for the Internship class. Specific deadlines are established to encourage the students' progress and to ensure that they successfully complete the program. Students who are not able to keep on schedule must contact the Val Tech Coordinator immediately. Students who miss more than three deadlines or who fail to contact the coordinator about their inability to meet a deadline are subject to removal from V-TIP as well as from the Val Tech Program. The coordinator will, however, discuss possible dismissal from the program with the Val Tech Director and the Val Tech Counselor before taking any action.

### **How will my final V-TIP grade be determined?**

V-TIP grades will be calculated as follows:

150-hour Internship	= 30%
Research Paper & Reflective Essay	= 30%
Electronic Portfolio	= 20%
Mandatory meetings & Final Presentation	= <u>20%</u>
Total	100%

<b>V-Tip Grading Scale:</b>	
90% -100% of total	= A
80% - 89.99%	= B
70% - 79.99%	= C
60% - 69.99%	= D
Below 60%	= F

A total grade of **greater** than 80% is required to pass V-TIP, earn ten credits, and receive a Val Tech Diploma.

## **CHOOSING AN INTERNSHIP**

### **With whom and/or where will I do my internship?**

All internships must be done at a legitimate organization or business. (No hobbies or inappropriate endeavors will be approved.) To be considered a legitimate internship mentor, that person must be over 21 years old and have a minimum of five years of experience in the field.

Select someone who is generally interested in working with you, who has the time to help you, and who will be fair and honest with you. Most students do their internship with a previously established contact. Some students will have a family member, friend, neighbor, or another contact person help them find an acceptable internship. Other students will research their career interest and then contact an organization that matches. Still other students will complete their internship at a local PYLUSD school (typically a feeder school to Valencia) or even at VHS. Talk to the Val Tech Coordinator about these opportunities.

If you have trouble finding a place for an internship working with the technology you are interested in, contact the Val Tech Internship Coordinator as soon as possible. In general, however, it is the Val Tech student's responsibility to establish an internship according to the timeframe shown on pages 6 and 7. No exceptions can be made without the express written consent of the Valencia Academy Director.

The Val Tech Internship Committee as well as the participating organization/business must approve the internship before a student can begin to log hours. **Hours spent working at the internship will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

### **What if I really don't know where to do my internship?**

It is the student's responsibility to establish an internship. If you're having trouble finding an internship site, contact the Val Tech Coordinator immediately.

### **Who can help me select a good site for an internship?**

Parents should assist students in selecting appropriate organizations or agencies for V-TIP. It is hoped that the internship will be beneficial to the organization and meaningful for the student. Verification of completion must be submitted to the Val Tech Coordinator as outlined in this booklet. Valencia High School is not responsible for finding internship sites for students.

### **Are internships available at PYLUSD schools?**

Yes. Talk to the Val Tech Coordinator about opportunities.

### **What if the person I contact about an internship says no?**

Don't be discouraged if the first person you contact is unable to participate in V-TIP, but do ask that person to recommend someone—perhaps in another organization or business—who may be able to offer you an internship. If, after several attempts to arrange an internship, you still haven't succeeded, contact the Val Tech Coordinator for assistance.

### **What is the deadline for selecting an internship site?**

Generally, by the first school day in May, all Val Tech 11<sup>th</sup>-graders should have arranged their internship and turned in the necessary paperwork to the Val Tech Coordinator. Students who have not decided on an internship site by April 30<sup>th</sup> must apply and receive an extension by the Valencia Academy Director prior to May 1<sup>st</sup>. Depending on the circumstances, a one-time two-month extension may be granted.

## THE INTERNSHIP

### How will I get to the internship site?

**Valencia High School will not be providing transportation. All transportation, the liability associated with transportation, and the cost of transportation are the responsibility of the student and student's family. The V-TIP student must resolve any transportation problems.**

Parents should help students arrange transportation, and they may purchase accident insurance through the school if they desire. Some internship opportunities may be available on the VHS campus as well as at other feeder schools to the Valencia High School.

### When will I actually do my internship?

Students will contact their host to schedule the internship hours for mutually convenient times. Students may begin their internship anytime during the summer prior to their senior year. Some students will log their 150 internship hours after 3:00 on schooldays; on the weekends; or during any other non-school time (vacations, holidays, or non-student days). Students who work at Valencia or Kraemer can log their hours during the school year and, depending on their schedule, even during regular school hours. Needless to say, students must attend school every day. **Hours spent working at the internship site will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

**Students must note that all 150 hours must be completed prior to April 1 of the senior year.**

### What do I have to wear at the internship site?

You must dress appropriately for your specific job at the internship site. If possible, wear your collared Val Tech shirt as your uniform. Your site may, however, require dressier clothes. Whatever the dress code at that site, you will be representing Valencia High School and are therefore expected to look professional.

### Can the internship be terminated by the organization, the student, and/or the Valencia Academy?

Yes. The student will submit regular reports submitted by the student to the Val Tech Internship Coordinator after 50 hours, after 100 hours, and after 150 hours. If for any reason the organization is less than satisfied with the performance of the Val Tech student, the organization may terminate the internship. At this point, the student must meet with the Val Tech Internship Coordinator and the Director of the Valencia Academy to determine whether another internship can be started or if the student should withdraw from the Val Tech program.

### Can I make any changes in my internship during the 150 hours?

Ideally, you will work all 150 hours at the same location. However, with approval of the Val Tech Coordinator, you may make one move. You will not be allowed to work for more than two organizations. Again, you must get approval from the Val Tech Coordinator before making any change.

## **How are students held accountable during the internship program?**

Performance reviews are required after 50 hours, 100 hours, and 150 hours of the internship. Students will fill out review forms—as well as the hours worked form—and have them signed by their internship mentor. Failure to complete this requirement will result in termination of the internship program and removal from the Val Tech Program.

Students will submit these reports to the Val Tech Internship Coordinator in a timely manner. Mandatory progress meetings will also be regularly scheduled during the senior year for all other aspects of V-TIP (electronic portfolio, presentation, report, and the essay). Students who fail to comply will be warned once and then their parents notified before, as a last recourse, students are removed from the Internship program. Removal from V-TIP also means removal from the Val Tech program.

## **How will my internship hours be verified?**

All V-TIP hours are subject to verification. Interns must be able to produce evidence of the tasks they are performing. Photo verification, confirmation phone calls by the V-TIP Coordinator, actual projects, or other evidence will be used to verify the intern's activities. This evidence must be provided in a timely manner. In addition, interns must regularly complete an internship log and turn it in to the V-TIP Coordinator. A V-TIP representative's unannounced periodic visits to the internship site will also help verify the intern's activities. Consequently, it's very important that students keep the V-TIP Coordinator informed of their weekly schedule. Finally, **hours spent working at the internship site will not count toward the required 150 hours unless students provide the V-TIP Coordinator with proper verification of their work schedule *before* they start working.**

## **What if I don't complete or do well at the internship?**

V-TIP is a required part of the Val Tech Program. Students who do not properly meet this requirement will not earn a Val Tech diploma. If, however, they satisfy all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

## **What if I am unable to complete all the components of the Val Tech Internship Program?**

To earn a Val Tech diploma, you must successfully complete V-TIP. Students who don't do so will not earn a Val Tech diploma. If, however, they meet all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

## **Can Internship hours count towards Community Service or CAS?**

Internship hours are separate from Community Service or CAS hours. Contact the Val Tech Coordinator for additional information.

## **THE RESEARCH PAPER AND REFLECTIVE ESSAY**

### **What do I need to know about the research paper and the reflective essay?**

If you are in regular language arts (LA4), then the research paper will be assigned as part of the LA4 class. The LA4 teacher will provide the specific details about the LA4 Senior Project (Val Tech research paper). If you take AP or IB LA4, then you must complete **both** of these assignments independently. Regular LA4 students will complete their reflective essay independently as well. All students will be emailed the official **Val Tech Style Guide** to assist in the writing projects. (This is typically emailed in early December.) You must provide three copies of your research paper, as well as the reflective essay, to the Presentation Committee before your final presentation.

### **Will I have an advisor to help me with the paper and the essay?**

Your LA4 teacher (or the Val Tech Paper Grader) will serve as your advisor.

### **Who will grade my research paper and the reflective essay?**

Your LA4 teacher (or the Val Tech Paper Grader) will grade both papers.

### **What are the deadlines for the research paper and the reflective essay?**

The Val Tech LA4 teacher—in conjunction with the Val Tech Coordinator—will establish deadlines for both papers.

### **What if I don't complete or earn a passing grade on the research paper or reflective essay?**

The Val Tech Program requires the research paper **and** the reflective essay. Val Tech students must earn at least a B- (80%) on the research paper and the reflective essay to be eligible for a Val Tech diploma. Students who do not properly complete this requirement will not earn a Val Tech diploma. Any Val Tech student who doesn't successfully complete the research paper (equivalent to the senior project) will be in jeopardy of not passing LA4. All high-school seniors must successfully pass Language Arts.

## **THE ELECTRONIC PORTFOLIO**

### **What needs to be in the electronic portfolio?**

Your electronic portfolio will contain everything you've done in your technology classes as well as all your work from V-TIP, your research paper, your reflective essay, your PowerPoint presentation, and any other appropriate work that you did as a student at Valencia High School and in the Val Tech program.

### **What if I don't complete or earn a passing grade on the electronic portfolio?**

The electronic portfolio is a fundamental requirement of the Val Tech Program. Students who do not properly fulfill this requirement will not earn a Val Tech diploma. If, however, they satisfy all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

## **THE INTERNSHIP PRESENTATION**

### **What materials are required at my post-internship presentation?**

You will prepare the following for the Val Tech Presentation Committee:

- an overview of your internship, including an explanation of how your VHS classes prepared you as well as how the 150 hours related to both the career and the technology you're interested in
- your research paper (Three copies of the research paper must be submitted to the committee two weeks before the date of the presentation.)
- your reflective essay (Three copies of the research paper must be submitted to the committee two weeks before the date of the presentation.)
- your electronic portfolio
- your PowerPoint Presentation and PowerPoint handouts

### **What should I wear when I make my presentation?**

Dress professionally. You want to look your best as you represent Valencia High School and in order to make the best possible impression.

### **When are presentations held?**

Students will make their presentations before they graduate, either in late May or early June. Students who do not present will not earn a Val Tech diploma.

### **Where are presentations held?**

Presentations will be held at Valencia High School.

### **Who will be listening to my presentation?**

You will present to a Val Tech Presentation Committee consisting of but not limited to the following: Val Tech faculty, Valencia High School administrators, PYLUSD personnel, members of the Placentia community, and local business leaders.

### **How long is each Val Tech presentation?**

Presentations are scheduled in 30-minute time slots. Students should arrive 15 minutes before their scheduled time and allow for an additional 15 minutes after their formal presentation to answer questions or complete other end-of-the-program activities. The entire process generally takes less than one hour. The student's presentation must be between 25-28 minutes.

### **What if I don't satisfactorily complete my internship presentation?**

The presentation is required for completion of the Val Tech Program. Students who do not complete the 150-hour internship as outlined in this manual are not eligible to do a presentation and will not earn a Val Tech diploma. Any Val Tech student who does not complete the internship presentation will not earn a Val Tech diploma. If, however, they meet all PYLUSD graduation requirements, these students will be eligible to graduate with a regular high-school diploma.

## EARNING A VAL TECH DIPLOMA

### What if I'm not academically eligible to graduate with a Val Tech diploma?

Val Tech students who do not have the required cumulative GPA of 2.5 or better, or do not have the required courses—or are not on schedule to complete the 240 credits necessary for graduation—will not be eligible to complete the internship program and graduate with a Val Tech diploma. Depending on their GPA and acquired credits, they may be eligible to graduate with a regular high-school diploma.

### What grade do I need to earn on all aspects of V-TIP to receive a Val Tech diploma?

In order to receive a Val Tech diploma, students must earn at least an overall grade of 80% on all parts of the V-TIP requirements: PowerPoint, electronic portfolio, research paper, reflective essay and oral presentation. (Mandatory lunch time meetings and evaluation meeting are part of the presentation grade). (Please see the rubrics on pages 20 through 26 for specifics.)



*We appreciate your support of this valuable program. If you have any other questions, please contact Val Tech Coordinator Mike Guest at (714) 996-4970 ext. 10045.*



## Appendix A V-TIP Rubrics



### General Guidelines:

The Val Tech Research Paper/Reflective Essay Coordinator and the Val Tech Coordinator expect all V-TIP papers (research papers and reflective essays) to be well written and handed in on time. Your grade will suffer if you do not meet these criteria. You are strongly encouraged to contact the Val Tech LA-4 teacher in a timely manner if you have any questions or concerns.

You must provide three copies of your research paper and three copies of your reflective essay to the Presentation Committee *before* your final presentation. Each document should have a store-bought, professional-looking cover of your choice.

### Research Paper (First Semester or Second Semester)

Val Tech students who enroll in the regular LA-4 classes will complete the research paper in their Language Arts class during the second semester. All other Val Tech students (taking AP or IB LA-4) will receive a packet outlining the assignment, and their research papers are due during the first semester as determined by the Val Tech Research Paper Coordinator.

### Reflective Essay (Second Semester)

All Val Tech students (taking regular, AP, or IB LA-4) will receive a packet outlining the assignment, and their reflective essays are due during the second semester as determined by the Val Tech Reflective Essay Coordinator. The following questions suggest the kind of information to be included in both the reflective essay and the final V-TIP presentation (see page 24 for presentation specifics):

Which Val Tech classes did you take during your four years at VHS?

What other classes helped prepare you for the future?

1. What was your favorite/most helpful class?
2. What was your least favorite/hardest class?

Describe your internship experience.

1. Why did you choose your internship?
2. In what ways did your VHS classes help prepare you for your 150-hour internship? Give two or three specific examples.
3. Why are you better prepared for your career as a result of doing this internship? Again, give two or three specifics.
4. What did you learn about your career of choice during your internship? Address the following topics:
  - What kind of technology do you need to know how to use?
  - What skills and abilities are required?
  - What responsibilities/tasks are involved?
  - What is the outlook for the future job market and what are the potential earnings (starting salary as well as career path)?
  - What kinds of education, training, and/or licenses are required?
  - What advice did your internship host offer?
  - What steps to success did your host outline for you?

What aspect of your internship experience most surprised/challenged/ interested/ motivated you? Share your reaction to your time in the business world.

## Rubric for Val Tech Research Paper



<b>CONTENT</b>	<b>100 points</b>
<b>Respond to the prompt!!!!</b>	
Introduction contains thesis statement	
Paragraphs begin with a topic sentence	
Paragraphs develop the topic sentence	
Flow of ideas is logical	
Ideas in thesis statement are supported	
<b>MECHANICS</b>	<b>30 points</b>
Spelling, Grammar, and Punctuation	
Sentence structure (no fragments or run-ons)	
<b>FORMAT</b>	<b>10 points</b>
Header: full name/teacher's name/class title/date	
Title	
Pagination with last name (upper right-hand corner)	
Double-spaced with no extra space between paragraphs	
Neat, clean, 12-point legible font	
<b>DOCUMENTATION</b>	<b>10 points</b>
In-text citations where necessary: author's last name/page #	
No plagiarism	
Works Cited page: correct format and items listed match the items cited in the text	
	<b>150 points possible</b>

---

## Rubric for Val Tech Reflective Essay

<b>CONTENT</b>	<b>100 points</b>
<b>Respond to the prompt!!!!</b>	
Introduction contains thesis statement	
Paragraphs begin with a topic sentence	
Paragraphs develop the topic sentence	
Flow of ideas is logical	
Ideas in thesis statement are supported	
<b>MECHANICS</b>	<b>40 points</b>
Spelling, Grammar, and Punctuation	
Sentence structure (no fragments or run-ons)	
<b>FORMAT</b>	<b>10 points</b>
Header: full name/teacher's name/class title/date	
Title	
Pagination with last name (upper right-hand corner)	
Double-spaced with no extra space between paragraphs	
Neat, clean, 12-point legible font	
	<b>150 points possible</b>

# Sample

## Rubric for PowerPoint Presentation by \_\_\_\_\_

This PowerPoint is to be incorporated in the oral presentation.

(Students must show their completed presentation to the Val Tech Coordinator during their final Individual-1-on-1 meeting. This meeting generally takes place two weeks prior to the Val Tech Oral Presentations.)

Using PowerPoint, create a 24- to 28-slide PowerPoint presentation that summarizes your Internship Program, research paper, reflective essay, and other components of V-TIP.

- Highlight the main accomplishments included in your reflective essay
- Scan or take digital photos to illustrate your V-TIP experience.
- Share five interesting facts about this career option job that you learned from your internship.
- Several of the slides must be photos of you at the site of your internship.
- Include any other useful/interesting information.

Also, the inappropriate use or overuse of backgrounds, colors, fonts, sounds, transitions, text, or other animation could result in a poor grade.

**Does the PowerPoint presentation incorporate the following?**

**See other side for more specifics:**

Feature Proper use of:	Comments
Transitions	
Background	
Custom Animation	
Links—if appropriate	
Fonts—Big and Bold?	
Contrast?	
Bullet points on slides (No sentences)	
Clear, concise writing	
Correct spelling and grammar	
Val Tech, PYLUSD <b>and</b> VHS logos	
Balanced slides?	
Consistency?	
Freshman photo	
Senior (current) photo	
Digital photos and/or video clip of internship (minimum of four different still pictures or one video clip)	

**Overall PowerPoint Presentation Grade:** \_\_\_\_\_



# Sample

**THIS PAPER WILL BE USED TO VERIFY COMPLETION OF EACH ITEM FOR YOUR POWERPOINT CHECK**

## **Overall Presentation:**

	Moderate, appropriate use of backgrounds, colors, fonts, sounds, effects, transitions, text, etc.
	Sentences reduced to bullet points
	Freshman picture and senior portrait on same slide
	Readable, bold, sufficiently large fonts
	Balanced, properly filled slides
	Val Tech, VHS, PYLUSD logos—with white background removed—if necessary.
	Digital photos: 4-6 of you at internship; photos of all other Val Tech and VHS activities (clubs, band, athletics, etc.) You may use several slides for all your pictures in the presentation.
	PowerPoint file added to electronic portfolio

## **Val Tech Classes**

	List Val Tech classes you took
	Two or three examples of how VHS classes prepared you for your internship
	Your favorite/the most helpful Val Tech class
	Your least favorite/the hardest Val Tech class

## **The Internship Experience**

	Why you chose your internship
	Five interesting facts about this career option learned during your internship
	Impact of internship on thoughts about college, career, etc.
	Two or three specifics about why, post-internship, you are better prepared for your career
	Kind(s) of technology skills and abilities you need in that career
	Your internship responsibilities and tasks
	Host's advice and steps to success (Call/email host if you didn't already cover this.)
	The most surprising/challenging/interesting/motivational aspect of the internship
	Thoughts about the business world (was it fun, exciting, interesting, stuffy, etc.?)
	Outlook for the future job market, starting salary, and potential earnings (see <a href="http://www.bls.gov">www.bls.gov</a> .)
	Education, training, and/or licenses required

## **Closing**

	On one slide, pictures of you and a minimum of three of your favorite VHS teachers (3 separate pictures of you and one of your favorite teachers.)
	On another slide, three favorite memories as a Val Tech/VHS student (Do not include your internship information on this slide)
	On a separate slide, three favorite memories of your Val Tech internship)
	Illustration of your:
	<ul style="list-style-type: none"> <li>• future plans (college, school logo, etc.)</li> <li>• research paper: topic/thesis statement</li> <li>• reflective essay: What was this assignment about?</li> <li>• electronic portfolio: a screen capture of finished Cumulus</li> </ul>

# Val Tech Oral Presentation by \_\_\_\_\_

## Rubric for Presentation to the Val Tech Presentation Committee

<b>Overall</b>	<b>Comments</b>
Proper use of multimedia (PPT)	
Proper use of other visual aids	
Papers available for preview	
Appropriately dressed for presentation	
Interacted well with committee members	
Obviously prepared	
<b>Presentation</b>	<b>Comments</b>
Proper introduction of self (gave first and last name)	
Clear introduction--Internship	
Proper speaking posture	
Good volume and speed	
Movement, gestures and proper eye contact	
Spelling and grammar	
PowerPoint Handouts	
<b>Visual Aids</b>	<b>Comments</b>
Overall impression of PPT	
Bullet points with minimal words	
Contrast and color	
Pictures from internship, etc.	
Spelling and grammar	
PowerPoint handouts	
<b>Completeness</b>	<b>Comments</b>
Were all aspects of V-TIP covered in the presentation?	
<b>Internship</b>	
Why they chose this Internship/internship site	
Proper Val Tech classes taken prior to internship	
Education/training required	
Advice from host	
<b>Electronic Portfolio</b> —Demo	
<b>Research Paper</b> (overview)	
<b>Reflective Essay</b> (overview)	
<b>Other</b> Extracurricular activity	

**Overall Oral Presentation Grade:** \_\_\_\_\_



# Val Tech Electronic Portfolio Rubric for \_\_\_\_\_

**Students will be required to improve their portfolio if something is incomplete—or wrong.**

Does the portfolio contain a selection of all the work the student completed during the four-year Val Tech Program?

Are the work samples organized and properly linked to help viewers move through the portfolio quickly and easily?

Date: \_\_\_\_\_ #Assets: \_\_\_\_\_      Date: \_\_\_\_\_ #Assets: \_\_\_\_\_      Date: \_\_\_\_\_ #Assets: \_\_\_\_\_

	<b>Organization</b>	<b>Comments</b>
	Neat; followed a logical plan (.ccf)	
	The student can build, store, and retrieve Custom Searches/querys (.cqe) for 20 (min) assets from Val Tech courses	
	Used the Cumulus Collections “save-as” feature (.cfe.) for internship pictures	
	A viewer can “Quick Search” the portfolio by using keywords/notes, etc.	
	All assets properly catalogued?	
	Established <b>keywords</b> in the note area? (Ten (10) unique words in 50 different assets—min.)	
	Assigned all records (assets) a category	
	Catalogued by asset type	
	Catalogued by Val Tech class	
	Catalogued by year (Sr. Jr. So. Fr.)	
	Catalogued by subject or course	
	<b>Completeness</b> (Are all assets catalogued?)	
	Every item from Val Tech Course #1 (Computer Technology)	
	Every item from Val Tech Course #2	
	Every item from Val Tech Course #3	
	Every item from Val Tech Course #4	
	Every item from Val Tech Course #5 (internship)	
	All other courses:	
	Updated 4-year plan (Highlight Val Tech classes)	
	Research Paper: First draft and final (corrected) draft	
	Reflective Essay: First draft and final (corrected) draft	
	The student can create and display an electronic portfolio slideshow	
	Final Keyword Creation: During the final check:	

**Overall Electronic Portfolio Grade:** \_\_\_\_\_



**Sample**

# Val Tech Internship Rubric for \_\_\_\_\_

**The Val Tech Internship:** Pride, Tradition, and Excellence in the Business World

Note: Any one thing missing or late can result in a loss of at least one letter grade—or more.

<b>Did the intern...</b>	<b>Comments</b>
Keep the V-TIP coordinator updated on hours?	
Act responsibly or require excessive attention?	
Turn in completed evaluation progress reports within five days?	
Finish all 150 hours of the internship?	
Complete all the V-TIP forms, including a resume?	
Fill out all four evaluations and hour logs?	
<ul style="list-style-type: none"> <li>• 50-hour evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>• 100-hour evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>• 150-hour evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>• V-TIP Student evaluation</li> </ul>	
Provide photo verification that he/she was on site?	
Obtain a business card from the organization?	
Email the V-TIP coordinator when approximately 20 hours remained?	
Write a thank-you note within one week of completing the internship?	
Use proper personal business letter formatting, etc.?	
Provide the Val Tech Coordinator with a hard copy? (Print out a clean copy of the letter.)	
Regularly arrive at the site on time?	
According to the three evaluations, did the organization find the intern's work acceptable?	
<b>Attention to detail</b>	
<b>Attitude</b>	
<b>Effort</b>	
<b>Attire</b>	

**Overall Internship Grade:** \_\_\_\_\_



## Appendix B

Sample



Dear Parent or Guardian:

In Fall 2001, the Valencia High School and the Placentia-Yorba Linda Unified School District Board of Education founded the Val Tech Program. The program is designed to both provide quality academic instruction and allow the students to gain technological skills required in further academic studies and/or specific careers. The Val Tech Program requires all students, either before or during their senior year, to complete a 150-hour internship with an approved organization.

Although students can learn much about technology in a classroom, we feel that real-life experience in the community is the only way for students to fully understand how technology is used in various businesses and organizations. We hope to facilitate the development of an educated workforce by encouraging students to participate in the Val Tech Internship Program.

We encourage Val Tech parents to help students select an appropriate organization or agency for the internship, sites where the internship is beneficial to the organization as well as meaningful for the student. The internship must bring together the student's area of technology interest with his/her career interest. Students also must have taken appropriate Val Tech classes that prepared them for an internship in that particular area of technology. Verification of participation in and completion of the internship must be submitted to the Val Tech Internship Coordinator.

**Parents should also help students arrange necessary transportation. The school will not provide transportation.** (Parents may purchase accident insurance through the school if they so desire.) Some internship opportunities may be available on the Valencia campus or at other PYLUSD schools, but students may choose to travel greater distances to complete their internship. We appreciate your cooperation and support of this valuable program.

If you have any questions, please contact me at (714) 996-4970, ext. 10045.

Thank you,

A handwritten signature in black ink that reads "Mike Guest".

**Mike Guest**  
mguest@pylUSD.org  
Val Tech Coordinator  
(714) 996-4970, ext. 10045

A handwritten signature in black ink that reads "Jim Bell".

**Jim Bell, Principal**  
jbell@pylUSD.org  
Valencia Academy Director  
(714) 996-4970, ext. 10001



Sample



**PYLUSD VAL TECH INTERNSHIP INTEREST VERIFICATION FORM**  
To be completed by the student and parent  
**DUE MARCH 1**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(PLEASE PRINT)

This form is to verify the above named student is interested in participating in the Val Tech internship program. **Each student must submit an updated resume along with this form.**

We understand that one hundred-fifty (150) hours of a technology-related internship is a Val Tech graduation requirement and must be completed prior to the specified deadline. We understand **our student will provide his/her own transportation while completing this service.** In the event of an injury while performing the internship program/work experience, we hereby waive, release, and hold harmless the PYLUSD and its personnel from any liability. Internship documents that have been falsified in any way will result in school suspension and may also include the loss of Val Tech graduation privilege or school transfer.

This Val Tech class helped prepare me for my internship: \_\_\_\_\_

I plan to complete my Val Tech Internship at: \_\_\_\_\_  
(if known)

Student signature \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Parent's valid email address: \_\_\_\_\_

OR, My son/daughter is **not interested in doing an internship**, and I understand that in doing so he/she is **forfeiting a Val Tech diploma.**  
Parent/guardian signature \_\_\_\_\_

Note: Changes can **only** be made with the permission of the Val Tech Coordinator or the Valencia Academy Director.



# Contacting a Business

A sample conversation



“Hello, my name is \_\_\_\_\_.

Is \_\_\_\_\_ [contact person] available?”

## If yes:

“Hi, my name is \_\_\_\_\_.

I’m a student in Valencia High School’s Val Tech program, and I’m interested in learning about internship opportunities in your organization. May I make an appointment to talk with you about a possible internship?” Or “Who should I talk with to discuss the possibility of establishing an internship between your organization and the Val Tech Program?”

## If you arrange an appointment:

“Thank you. I’ll see you \_\_\_\_\_.  
(Date, time, place)

Goodbye.”

## If you aren’t able to arrange an appointment:

If the contact person is not available, ask the person who answered the phone if you can leave a message: “I’m \_\_\_\_\_, and I’m interested in an internship opportunities in your organization. I can be reached at \_\_\_\_\_ after 3:00 p.m. Thank you.”

## If they don’t even want to talk with you:

Ask them if they know of another business/organization that’s willing to help students learn how to become good future employees. Thank them for their time and start the process all over again.



Sample

To a Potential Val Tech Intern Host:

The Valencia Academy/Val Tech Program has been established to help students learn more about technology, to see that the use of technology is central to many organizations, and to gain a better understanding of the world of jobs and careers.

Before or during their senior year, Val Tech students are required to provide technology assistance/work to an organization for a minimum of 150 hours. Afterwards they complete a comprehensive research paper, develop an electronic portfolio, and make a presentation to a committee of school personnel and members of the community.

In this unpaid internship, students are expected to benefit from real-world experience, while at the same time providing the participating organization with an eager young adult who's anxious to apply school knowledge and technology skills to the world of work. Whatever their duties, students are expected to work professionally and responsibly.

If at any time this internship program does not meet the expectations of either the student, the organization, or the Valencia Academy, it can be terminated with or without cause.

Do businesses need any additional or special insurance to cover the Val Tech Intern? Valencia High School and the Val Tech Internship Program do not provide additional insurance coverage for student interns. Some students are covered by their parents' insurance. Another way for parents to protect their student is to purchase the Student Accident & Health Insurance, which is sold each year during registration. If you need verification of insurance for workers' compensation from the Placentia Yorba Linda Unified School District, please contact the PYLUSD Risk Management office, 714-985-8477.

For additional information, please see "Internship Program" on the Valencia High School/Val Tech web site ([www.vhstigers.org](http://www.vhstigers.org)). Or contact Mike Guest at 714-996-4970, ext. 10045.

Thanks for your participation in this program. We trust that the internship will be beneficial for you as well as for the intern.

Mike Guest  
Val Tech Coordinator  
Valencia High School  
500 North Bradford Avenue  
Placentia, CA 92870  
714-996-4970 x 10045  
[mguest@pylud.org](mailto:mguest@pylud.org)



Sample



Placentia-Yorba Linda Unified School District

## Val Tech Internship Pre-Approval Form

**This pre-approval is required before beginning the internship.**

Students must complete this form to receive pre-approval from the Val Tech Coordinator. (The potential host will complete the Internship Application Form to indicate his/her approval.)

Student: \_\_\_\_\_ Class of \_\_\_\_\_

Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Intern's contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Intern's supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Address: \_\_\_\_\_

Approximate dates of the internship: \_\_\_\_\_  
\_\_\_\_\_ (City State Zip)

This Val Tech class helped prepare me for my internship: \_\_\_\_\_

The teacher's signature: \_\_\_\_\_

On a separate piece of paper, type the answers to the following questions.

1. What is the business/organization's purpose?
2. Why would you like to work for this business/organization?
3. Describe the activities and the tasks involving technology that you will be involved in during your internship.
4. When do you plan to complete this internship? In the summer before your senior year?  
During school hours in your senior year? After school and on weekends?
5. How many hours do you anticipate working each week/day?  
Hours per week: \_\_\_\_\_ Hours per day: \_\_\_\_\_
6. In what extracurricular activities are you currently involved (sports, band, drama, church, etc.)? In what ways, if any, might this internship impact your schoolwork or these activities?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Valencia Academy Director



Sample



## Placentia-Yorba Linda Unified School District Internship Application Form

(To be completed by the Val Tech student and his/her potential host and then submitted to the Val Tech Coordinator prior to beginning the Internship Program)

**Student:** \_\_\_\_\_ **Class of** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Intern's Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ (City State Zip)

**Proposed dates of the Internship:** \_\_\_\_\_

**Summarize the goal of the organization:**

**Describe the activities and tasks involving technology that you want the Val Tech intern to complete:**

**How many hours per week do you expect the intern to be at your place of operation?**

**How many hours per day do you expect the intern to be at your place of operation?**

**How long do you expect the intern to be at your place of operation? (150 hours or fewer than 150 hours? If fewer than 150 hours, how many hours?)**

We—the parent, the organization, Valencia High School, the PYLUSD, and Val Tech Student—understand that any party may terminate this internship at any time for any reason or for no reason, with or without cause, and with or without notice.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Potential Internship Host Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Valencia Academy Director  
Mike Guest  
Val Tech Coordinator  
mguest@pylUSD.org  
(714) 996-4970 x 10045

**Please attach a business card to the top of this form.**



Sample

## Parent Acknowledgment Form

Dear Parent or Guardian:

Your student has asked to participate in the Val Tech Internship Program. In addition to the approximately 30 hours necessary for completing the research paper, reflective essay, electronic portfolio, etc., this program requires a 150-hour internship. Your son/daughter is interested in doing an internship with the following agency

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Address of the Organization)

\_\_\_\_\_  
(City State Zip)

Your student will be involved in the following duties/responsibilities:

We are writing only to verify that you have full knowledge of the Val Tech Internship Program. If you approve of your student's involvement, please sign and date the statement below.

"We understand that our son/daughter has requested the opportunity to complete Val Tech Internship Program at \_\_\_\_\_, and we have given our approval."  
(Name of Organization)

We understand that one hundred-fifty (150) hours of technology-related internship is a Val Tech graduation requirement and must be completed prior to April 1 of the senior year. We understand that our student will provide his/her own transportation to and from the site of the internship. We understand that Val Tech Internship hours **do not** count for Community Service hours. In the event of our child's injury while performing the internship program/work experience, we hereby waive, release and hold harmless the PYLUSD and its personnel from any liability. Internship documents which have been falsified in any way will result in school suspension and may also include the loss of Val Tech graduation privilege or school transfer.

\_\_\_\_\_  
Please print the student's name here

\_\_\_\_\_  
Please print the parent's name here

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

**Sample**

# Val Tech Intern Host Agreement Form

**Re:** \_\_\_\_\_  
(Val Tech Student's Name)

Dear Friend of the Val Tech Internship Program,

Thank you for participating in Valencia High School's Val Tech Internship Program. We trust that your time with a Valencia student will be positive for both of you.

Ideally, we would like our students to gain a clearer picture of how technology is used in the workplace. As a host, you are agreeing to assist and guide this student through 150 hours of unpaid technology-based work experience in a career of interest to this student. All internship hours must be completed prior to April 1 of the student's senior year. Your role is to direct and guide the student in a manner that will help the student use and sharpen technological skills as well as better understand the chosen career and his/her career goals.

You can do this by showing the student the role of technology in your field. Please feel free to offer your suggestions about how to pursue a career like yours. Specifically, for instance, you might share information you wish you had known as a young adult, information that will make it easier for the intern to get to where you are today.

Please contact us at 714-996-4970, extension 10045, if I may answer any questions about your role in the Val Tech Internship Program or if you have any suggestions about how we can improve the program.

Thanks for your support.

Sincerely,



Michael S. Guest  
Val Tech Coordinator  
mguest@pylusd.org  
(714) 996-4970 x 10045



## Val Tech Internship Program Host Agreement

I agree to host the above-named Val Tech student throughout the 150-hour Val Tech Internship Program required by the Val Tech Program.

**Val Tech Host's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Host's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Sample



# Val Tech Internship Goals and Objectives Form

The host and the intern are to work together to complete this form.  
To be handed in to the Val Tech Coordinator by the 25<sup>th</sup> hour of the internship.

Student's Name: \_\_\_\_\_ Number of hours  
already logged: \_\_\_\_\_

Host's Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Host's Signature: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

*In answering these five questions, please refer to the projects the student will be working on as well as to the specific technology and skills the student will be using.*

What does the host/organization expect the student to accomplish during the 150-hour internship?

What does the Val Tech student expect to learn from this internship experience?

*In order to reach the goals listed in response to the first two questions...*

What goal(s) do both the host and the intern have for the first 50 hours?

What goal(s) do both the host and the intern have for hours 51-100?

What goal(s) do both the host and the intern have for the last 50 hours?

Please return completed form to the Val Tech Coordinator—by either giving it back to the intern, or by email ([mquest@pylisd.org](mailto:mquest@pylisd.org)). Or, if it's more convenient, you can FAX this form to (714) 996-3159.  
Thank you very much.



Sample



Placentia-Yorba Linda Unified School District  
**Val Tech Internship Verification Form**  
 (Evaluation # 1: 1- 50 hours evaluation)

Student: \_\_\_\_\_ Class of \_\_\_\_\_

Organization: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Intern's Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Email address: \_\_\_\_\_

(City State Zip)

Evaluation	Satisfactory			Unsatisfactory			Comments
	5	4	3	2	1	0	
Punctuality	5	4	3	2	1	0	
Quality of work	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

**Describe the activities and tasks involving technology that you want the Val Tech intern to complete in the next 50 hours:** \_\_\_\_\_

**Please return completed form to the Val Tech Coordinator—or contact by phone or email:**  
 mguest@pylusd.org  
 (714) 996-4970 x 10045  
 Or, FAX both sides of the form to (714) 996-3159



Sample

Placentia-Yorba Linda Unified School District  
**Val Tech Internship Verification Form**  
(Evaluation # 2: 51 to 100 hours evaluation)



Student: \_\_\_\_\_ Class of \_\_\_\_\_

Organization: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Intern's Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Email address: \_\_\_\_\_

(City State Zip)

Evaluation	Satisfactory			Unsatisfactory			Comments
Punctuality	5	4	3	2	1	0	
Quality of work	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

Describe the activities and tasks involving technology that you want the Val Tech intern to undertake in the next 50 hours. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please return completed form to the Val Tech Coordinator—or contact by phone or email:

mguest@pylusd.org

(714) 996-4970 x 10045

Or, FAX both sides of the form (this side *and* the hours log) to (714) 996-3159





Placentia-Yorba Linda Unified School District  
**Final Val Tech Internship Verification Form**  
 (Evaluation # 3: 101-150 hours evaluation)  
 (Page 1)

Student: \_\_\_\_\_ Class of \_\_\_\_\_

Organization: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Intern's Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Evaluation	Satisfactory			Unsatisfactory			Comments
	5	4	3	2	1	0	
<b>Punctuality</b>	5	4	3	2	1	0	
<b>Quality of work</b>	5	4	3	2	1	0	
<b>Attention to detail</b>	5	4	3	2	1	0	
<b>Attitude</b>	5	4	3	2	1	0	
<b>Effort</b>	5	4	3	2	1	0	
<b>Attire</b>	5	4	3	2	1	0	

**Intern's Supervisor: Use this space to list any other information that the Val Tech Coordinator needs to know about these hours. (If necessary)**

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**Please return completed form to the Val Tech Coordinator.**

Please return completed form to the Val Tech Coordinator—or contact by email (mguest@pylUSD.org) or phone (714) 996-4970 x 10045. Or, FAX both sides of the form (this side *and* the hours log) to (714) 996-3159.





Sample



**Val Tech Student Evaluation Form  
(To be completed by the organization)**

Please return completed form to the Val Tech Coordinator—by either giving it back to the intern, or by email ([mquest@pylusd.org](mailto:mquest@pylusd.org)). You may also leave a voicemail evaluation at (714) 996-4970 x 10045. Or, if it's more convenient, you can FAX this form to (714) 996-3159.

Thank you very much.

**Person completing this evaluation:** \_\_\_\_\_

Name

Title

Phone

**Signature:** \_\_\_\_\_

**Student's name:** \_\_\_\_\_

**Describe the greatest benefit of having this Val Tech student participate in the Val Tech Internship Program at your site.**

**What can Valencia High School do to improve the Val Tech Internship Program?**

**Would you be interested in having future Val Tech interns help you at your place of work?**

**If so, in what areas are you interested?**



Sample



**Val Tech Student Evaluation Form**  
(To be completed by the student)

Student's name: \_\_\_\_\_ Class of \_\_\_\_\_

Internship site: \_\_\_\_\_

**Describe the greatest benefit of this internship program.**

**Would you encourage a future Val Tech student to complete an internship at this same site? Why or why not?**

**What words of advice about the internship program do you have for future Val Tech interns?**

**What words of advice do you have for future Val Tech interns if they decide to complete their internship at this same site?**

***By the way, did you write a thank-you note to your host and submit a copy to the Val Tech Coordinator within 1 week of completing your internship?***