

2021 AHS Internship Program Schedule

Assignment 1 – June 2nd (Due by 5 PM PT)

Career Readiness Worksheet & Strength Finder Results

- Career Readiness Worksheet:
<https://drive.google.com/open?id=1ZwBZ1y6Pukfi1O4jcgHFke-reeiUNWT0>
- Strength Finder: <https://high5test.com/>
- Please submit a pdf or word doc version of our career readiness worksheet and a screenshot of your strengths finder results. Then, provide a brief reflection (500 words) on how this may affect your internship/courses and what you would like to work on this summer.
- Submit here: <https://airtable.com/shrYhgThMmRSOQ1eE>

Suggested Internship Activities:

- Learn about the history of the organization.
- Get a copy of the organizational chart and job descriptions within the organization or department.
- Read the entire website of the organization and read relevant marketing materials. If possible, ask for an annual report or similar document.
- Ask your supervisor his/her career story.

Assignment 2 – June 16th (Due by 5 PM PT)

PDP & Element Worksheet | Budget

- PDP & Element Worksheet:
<https://drive.google.com/open?id=1WjdR9kiIaxYKQQ2U1LqAHIE62vE77XbT>
- Budget: https://drive.google.com/open?id=1W0BG2Aajr_3a0uooQWonmApnjw1G_uLX
- Please submit your completed PDP Worksheet and Budget. For the budget, only complete the first page – you will be turning in the second sheet later. While you may use the initial numbers you submitted with your application to guide you through this process, this is the time to create specific numbers for each component.
- Submit here: <https://airtable.com/shrEKcSG9UCt4QIxQ>

Suggested Internship Activities:

- If you have identified challenges or disappointments in your initial expectations of your internship, put together an action plan to deal with these.
- Identify the most boring or routine activity in this experience and put together a plan for turning it into an opportunity for learning something new.

Assignment 3 – July 2nd (Due by 11:59 PM PT)

Mid-Term Review

- Ask your supervisor for a mid-term performance review. Journal about the feedback you receive and how this might affect the last portion of your internship.
- If taking summer courses, look back on feedback you have previously received from a professor. If you have not received any feedback yet, ask a professor how you've been doing so far and how you can improve. Journal about the feedback you receive and how this might affect the last portion of your course.
- Submit here: <https://airtable.com/shr9QpvAFm89sr7NP>

Suggested Internship Activities:

- Take a look back at the goals you identified in the Career Readiness Self-Assessment Worksheet and see if they need revision. Are you on track to hit these goals? Why or why not? Make any necessary updates and revisions.
- Brainstorm with your supervisor for a project or assignment that neither of you had considered before.

Assignment 4 – July 28th (Due by 5 PM PT)

Internship Wrap-Up

- Upload an updated version of your resume that includes a description of the internship or project you are working on.
- Write a handwritten thank you note to your supervisor and 2-3 other people at your internship site that had an impact on you. This will allow you an avenue to keep in touch with these people after your internship ends.
- Update your LinkedIn to include this internship experience and connect with as many people from the organization as possible. Upload a screenshot of the update.
- Submit here: <https://airtable.com/shrSZkeTglV9mTyBR>

Summer Courses Wrap-Up

- Find the list of required classes for your major. Map out what you have completed and what you still have to take.
- Create a plan for when you will take these classes based on prerequisites and term scheduling for your school.
- Send a thank you to your advisor, professor, or anybody that helped you complete this course.
- Submit here: <https://airtable.com/shrSZkeTglV9mTyBR>

Suggested Internship Activities:

- Set up a time to have a conversation with an employee at your organization NOT in your department to discuss their experience with the organization, the field/industry, and their career path.

- Revisit and revise your Career Readiness Self-Assessment Goals. What goals can be obtained in the remainder of time you have at your internship? What goals will you continue to develop going forward? Did your internship allow you to pursue these goals? Why or why not?

Assignment 5 – August 4th (Due by 5 PM PT)

Internship/Courses Reflection

- Please reflect on the following questions and write a final journal entry of at least 500 words. You do not have to answer every question. Just use this list for inspiration. These journal entries can be narrative, reflective, poetic, visual – any style that you can best express yourself in. Feel free to get creative.
- Submit here: <https://airtable.com/shroHeXp6DzXYJKAS>
 - How did this internship contribute to your PDP?
 - How did you accomplish your goals for this experience?
 - What did you learn about yourself through this experience?
 - Were your expectations for this experience realistic? Why or why not?
 - How did you change as a result of this experience?
 - What have you done that you didn't ever think you would be able to do?
 - What changes would you make if you had the chance to do this over again?
 - What would you do differently in this organization if you were the boss/owner?
 - How would you describe your work style based on your behavior at this internship?
 - How are you different than you were when you started this experience?
 - What was your biggest success or contribution to your organization?
 - What did you learn from your challenges in this experience?
 - How do you want your supervisor to remember you?
 - What recommendations would you give to other students doing an internship at this location?

Assignment 6 – August 18th (Due by 5 PM PT)

Supervisor Evaluation | Budget-to-Actual

- Submit the last part of the budget you completed at the beginning of the summer.
- Take your Internship Evaluation
- Submit your Employee Evaluation Form to your supervisor, or give AHS their contact info

Strongest Work From Term | Budget-to-Actual

- Submit the last part of the budget you completed at the beginning of the summer.
- Take your Internship Evaluation
- Follow up with professor's feedback on an assignment you turned in this term/mid-term review.