

Robinson School Internship Program



Career Internship Program

The Internship Program is a culminating experience for students, one that calls on the talent, creativity, and independence they have developed during their time at Robinson School. It also allows them to apply these skills outside the classroom, in the “real world.” In many ways, the Internship will act as a bridge between the worlds of high school and college. This project provides students an in-depth experience in a professional setting, thus, it is a graduation requirement. It is the student’s responsibility to develop his/her own project plans in coordination with the Internship Coordinator. This program will enable students to carry out a significant project on their own with a minimum of supervision during the latter part of the month of May. The upper school faculty, Upper School Head, and the Internship Coordinator must approve all projects.

The students will complete all their classroom work prior to the beginning of the Internship. The students must keep a daily journal or daily blog of their experiences during the internship. If the student is in the area, he/she should come back to school each week for a meeting with the coordinator to discuss the experiences, share the journal, and turn in the weekly report. At the end of the internship, all students will share a presentation on their experience to students and faculty members of the upper school. For this final presentation, each student should prepare notes in the same manner as for an academic class. These notes are given to the coordinator before the presentation. *The student is given a formal internship grade on the final report card based on his/her planning, professional performance, journal/weekly reports, and final presentation.*

The program’s objectives are to help the intern:

- develop independence and responsibility
- learn more about a particular career or area of community outreach
- improve his/her communication skills
- examine his/her own work habits and attitudes by being evaluated on the job
- apply the principles of academic work to the realities of life
- develop self-confidence and skills for coping in the adult world

Students are expected to devote a *minimum* of 40 hours to their Student Internship to successfully complete the program. They will need an immediate supervisor who will log hours and with whom the students’ advisors will have weekly contact.

If you have any questions concerning the Internship Program, please contact Luis Fortes, Upper School Division Head at (787) 999-4621 or at lfortes@robinsonschool.org or Beatriz Guzmán, College Counselor and Internship Coordinator at (787) 999-4609 or at bguzman@robinsnschool.org.

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Student Responsibilities

1. Spend a minimum of 40 hours total on the job.
2. Be subject to the employer's rules and regulations. Remember, you are representing the school and others are forming opinions about you – so, your personal reputation is also important. The student internship could lead to future employment, and the employer is a potential reference.
3. Work for no remuneration.
4. Be sure the Host has been given the internship program assessment, which will need to be completed and submitted with the Employer's stamp and signature via hard copy to the Internship Coordinator and hand delivered by the student.
5. Maintain a Daily Journal. Each daily journal should be in one note format. The entry should be a reflection of the day's activities and each day's journal should be at least two paragraphs. The daily journal should include; description of your responsibilities on that day, notations of new tasks that were performed, meeting new personnel and their responsibilities, learning of new jobs and responsibilities. Besides the daily journal, you should either create a blog of your experience or write a final essay. Besides what Robinson School requires for your blog or essay, you may wish to show initiative and additional creativity in its content – always staying appropriate for the School's assignment.
6. Share internship/volunteer experience with the school community. Please see the guidelines for Student Internship Presentations. You will need to submit notes of your presentation to your internship coordinator. Please notify the coordinator in advance if there is a conflict.
7. Give Mr. Fortes or Beatriz Guzmán your thank you note addressed to your host organization supervisor example of the thank you note:

It could be hand written in a thank you note card. An example of a thank you note could include information such as:

Thank you for the invaluable mentoring during my internship experience. I have acquired new skills and learned new information from seeing how you work and interact with your staff. I am grateful to have had the chance to work you and in your company.
Sincerely,

You will receive a pass/fail grade for the student internship program. This will be based (1) the quality and timeliness of your essay or journal entries, (2) your performance during the student internship, and (3) your final presentation. The Internship is a graduation requirement.
