

You will receive a grade for your internship. Evaluation will be based on successful completion of the internship, including timely submission of your Daily Record and final project. In both the Daily Record and the final project, please go beyond simply the basic ideas of what you did, and reflectively think through the implications of this experience for your life.

INTERNSHIP INSTRUCTIONS

- Neither tardies nor detentions exist in the real world. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your supervisor if you are ill or anticipate being late. Also call Covenant and leave a message for Mrs. Hudson (317-390-0202) as well.
- Carefully listen to and follow the instructions of your supervisor. Attention to detail is essential to being successful.
- Cooperate with your coworkers and others with whom you come in contact. Remember, you are the guest. You can learn by listening and watching as well as by doing.
- Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
- Eat lunch on your own time, not on company time. Find out where and when you should plan to eat.
- Be available and willing to work. Ask how you can help and then do the job completely. Never leave a mess for someone else to clean up.
- Don't be afraid to ask questions. That is how you will learn.
- Represent yourself and Covenant in the best possible manner, and be consistent with our school standards for conduct. Remember that your opportunity to be in the internship is a result of the credibility of the program that has been developed over the past several years. Your effort, attitude and actions will affect future opportunities for our interns.
- Fulfill obligations as agreed upon with host. Members of the Covenant faculty will be in contact with your host to check on your participation.

Complete and turn in a Daily Record and a final project. The Daily Record should include the information requested on the Daily Record form. The expectation is that the final project will reflect what the student learned over the course of the internship.

The final project will be:

- a minimum of an 800 word paper submitted to Mrs. Oppy by **Wednesday, January 21st**.
- an explanation of the most enjoyable parts of the experience.
- an explanation of the least enjoyable parts of the experience.
- a conclusion that indicates the significance of the experience for the intern.