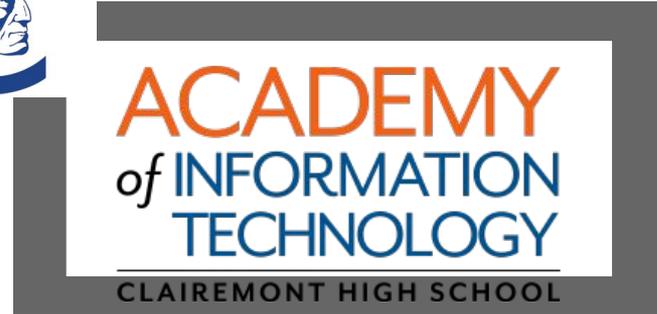
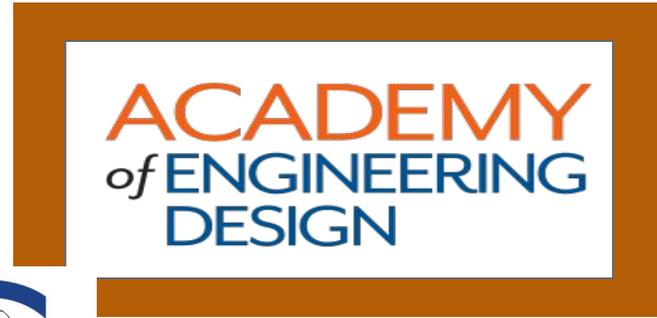


Incorporating Industry Partnerships into Your Academy

Clairemont High School 2023



CHS Linked Learning Industry Pathways



Clairemont High School

Mentor Program Currently in 2023

- 44 mentors this year
- All Juniors in School Participate (214)
- One Year Commitment



Mentor Program Basics

- All academy juniors
- Ideal Ratio 1:3
- Oct. – May meetings
- Every 2nd Thursday





Commitment to be a Mentor

You should have no problem committing to mentor if you can:

- easily prioritize monthly Thursday meeting without conflicts
- be on time to every single scheduled meeting
- follow through, go above and beyond the required meetings
- have dedication and patience to help your students open up
- be available to communicate with students
- see the program through to completion

Mentor/Student Matching

- *Students complete Google Form registration which generates a Bio similar to Mentors
- *Asks extensive personality questions
- *Print Mentor and Student Bios
- *Academy teachers match up mentors with students
- *Most important match can be personalities or other similarities

Incorporate Academy Teachers!



- *Also pay attention to grouping students together

Mentor Program Meetings

Group mentoring: 3 to 4 students for each mentor

- * Meetings once per month by Academy at 8:45 (IT), 10:20 (Engineering), or 12:30 pm (Business and Health & Medical)
- * Focus on communication, goals, college, future, career and training
- * Group dynamic at meetings
- * Mentor is facilitator
- * Meetings are 75 minutes with a 15 minute intro from Mentor Coordinator
- * Job Shadows in February



Job Shadow Month (February)

- **Mentors register Job Shadow on Google Form (in January)**
 - Google Add-on: generates permission slip
- **Mentor Program Coordinator**
 - Visits junior classes to explain Job Shadow and requirements
 - Coordinates with Attendance Office, mentors, students, families for permission slips
- **Other options for mentors: group up mentors, college or career field trip**



Visit our Mentor
Program website for
more info!



Clairemont High School 5min Q&A

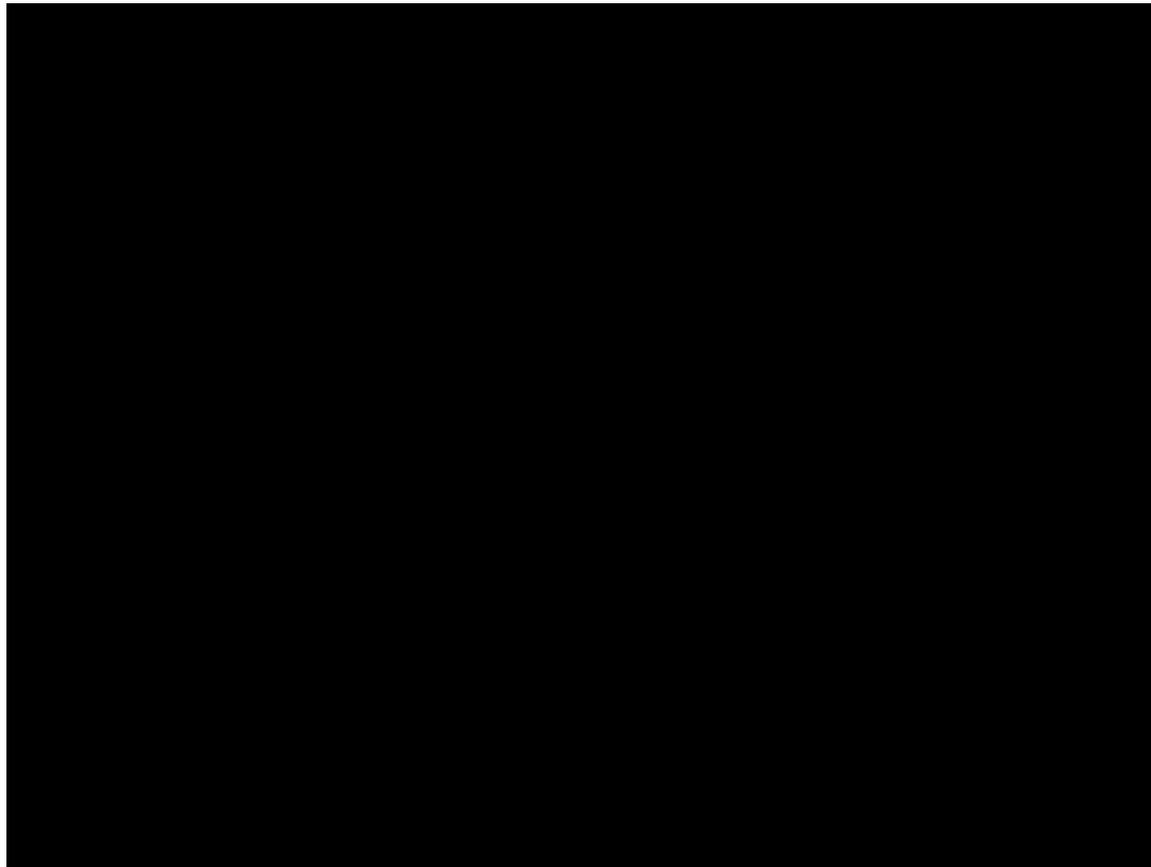


Rebecca Aubery

Mentor Program Coordinator

raubery@sandi.net

[Mentor Program on CHS Website](#)



Mentor Program Promotional Video created by a previous Senior Intern



The Passion

- Elizabeth Rush piloted the internship program in the Academy of Business with seniors
- I was hired at the beginning of last school year after deciding to leave a career in Market Research and pursue teaching



The Basics

- All interns are enrolled in Career Internship Placement
 - 60+ interns per semester
- Most students are also enrolled Exploratory Work Experience for additional hours towards their internship
- Typically unpaid work experience
- Liability work insurance covered by the District
- Internships are 11-12 weeks (Oct - Jan; Mar - May)
- **7.5 hrs minimum per week (up to 12+ hrs/wk)**

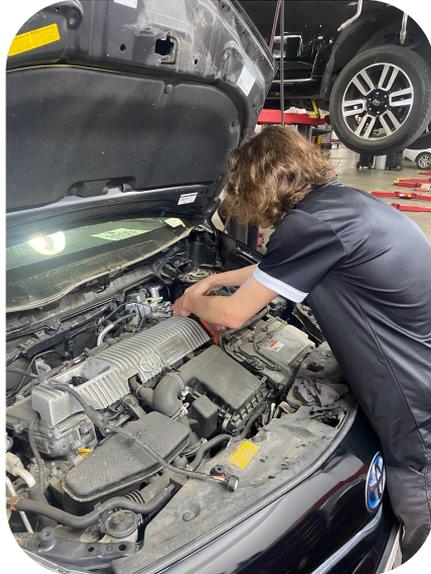
The Benefits

- Authentic capstone experience
- Service to the community
- Pipeline for future workforce
- Gain real workplace skills
- Begin growing a professional network
- Highlights all aspects of our graduate profile



The Interns

- All 12th grade students
- In an Academy Pathway (for the past 3 years)
- Enrolled in Career Internship Placement
- Workplace readiness for first 5 weeks of class
 - Resumes & Cover Letters
 - LinkedIn
 - Interviewing





Alcott
Elementary

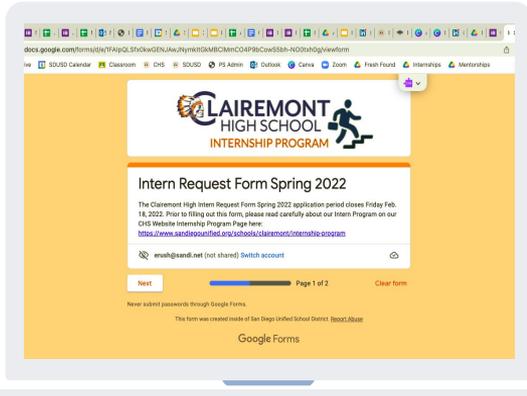


Fletcher
Elementary

The Placements

The Application Process

- Community partners complete an intern request form detailing their hiring need



- Interns review job requests and tailor their resumes and cover letters prior to interviews

LAIREMONT HIGH SCHOOL INTERNSHIP PROGRAM		CHS Internship Position Posting Spring 2022 Steve Lyons State Farm Insurance Steve Lyons	
Employer:	Steve Lyons State Farm Insurance	Work Site Area:	University City*
Department:	Main office	Internship Address:	5090 Shoreham Place Ste 108 San Diego 92122
Industry Field:	Personal and business insurance services and sales	Company Website:	www.stevelyonsinsurance.com
SUPERVISOR INFORMATION			
Supervisor Name:	Steve Lyons	Best Contact Method:	email, text message
Title:	Agent owner	New or Returning?:	Returning: I hosted a CHS intern in a past school year.
E-Mail:	steve@stevelyonsinsurance.com	Orientation:	none
Office Phone:	858-455-9440	Interview Method:	attend Thur 2/25 CHS Interview Fair Session A (10:15 - 11:45 am), attend Session B (12:30 - 2:00 pm).
Mobile Phone:	619-743-4005	How did you hear?:	hosting a CHS intern before, working with a CHS Academy in another capacity, a CHS Advisory Board member
Preferred Phone:	Mobile		
INTERN POSITION INFORMATION			
Intern Job Title:	Office assistant	Intern Start Date:	yes, start 3/7/22
Openings:	2	Weekly Hours:	7.5 - 8 hrs per wk
Age Requirement:	17	Non-Work Days:	N/a
Dress Code:	Casual dress - No shorts. Business office building	Work Times:	10am to 3 pm
Job Description:	Answer office phone, leave messages for our customers. Some filing of documents and organizing materials		
Skills Required:	Basic helpful attitude and phone skills		
Other Info:	Interns can work together at same time. There is no direct bus service. Governor and Genesee busstop is closest stop.		

The Supervisors

Interview

Interview candidates and review resumes. Rank and select ideal intern(s).

Train

Prepare tasks/projects. Sign paperwork and create a work schedule.

Communicate

Outline a consistent communication plan. Remain in contact with instructor.

Mentor

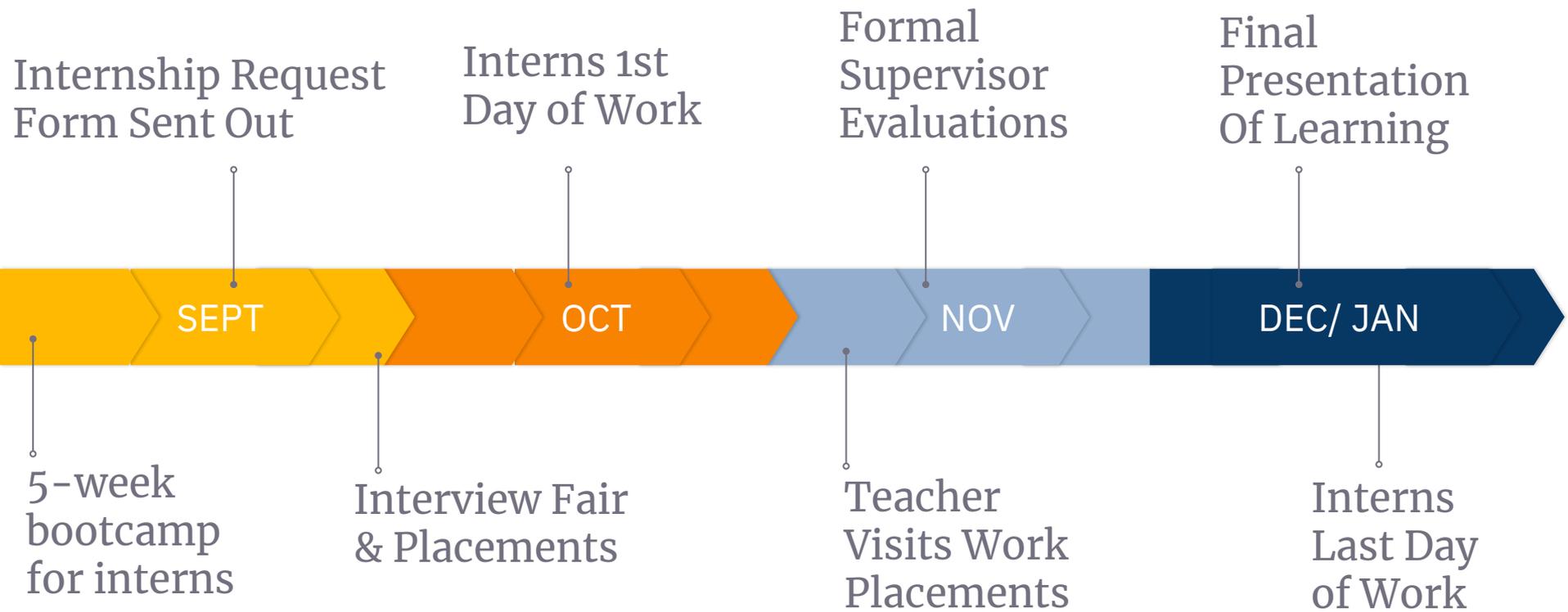
Teach interns about the industry and company/organization. Provide them meaningful work.

Sign Off

Verify and sign off on intern work hours each week. Business is provided with a QR code to clock-in and out.

Evaluate

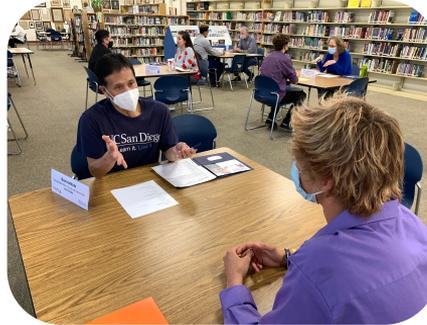
Twice a semester give a performance review that focuses on strengths and areas for growth.



The CHS Timeline

The Interviews

- On campus 5 weeks after the start of a new semester
- Scheduled appointments during 3 sessions
 - 10:15 am – 3:30 pm
- Supervisors interview 6–12 interns depending on interest
- Supervisors rank candidates and interns rank their choices



LAIREMONT HIGH SCHOOL Internship Interview Fair
Intern Ranking Form

Company/ Organization: _____
Interviewer Name: _____ Date: _____

DIRECTIONS: Please fill in the table below with the names of students you interviewed, any notes you wish to share with us (feel free to staple or add pages to back). Then, please indicate a + sign if you would be willing to hire or a - if student is not a good fit at all for your company. Finally, rank each candidate you interviewed (example: if you interviewed 5 students, then 1= top choice for an intern, 5= last choice. Indicate a 0 if you are unwilling to hire.) You can & should rank multiple candidates the same rank (e.g. all could be a 1, which would make our matching job a lot easier). This will be the primary tool we use to determine final intern placements.

	Time	Student Intern Name	Notes/ Comments (this is more for you than us)	Could Hire? + / -	Rank 1= first choice
Interview 1					
Interview 2					
Interview 3					
Interview 4					
Interview 5					

Please provide overall comments or notes to staff (this will not be shared with students) on the back of this page.

The Logistics

- Majority of interns given 3 hours (two periods) in the school day to go work
- Schedules are individualized by intern/supervisor availability
- Mon. - Th. (Fri. in class)
- 70 hours across 11 weeks
- Paperwork & work permits



Drive themselves

With current license,
registration, insurance

Carpool with other intern
If legally allowed to drive
another person



Public Transportation

FREE Monthly MTS Pass
good for all bus & trolleys

The Learning

- After the interns finish their placement, they receive a final evaluation from their supervisor
- They return to campus for finals week to prepare a presentation about their experience
- Audience members: teachers, supervisors, parents, and select junior students



Intern Testimonials



“I just secured a marketing internship and people there are shocked to hear that I came into college with internship experience already! The class taught me how to pitch myself and make professional connections which is one of the most valuable things as a young adult.”

- Amelia, Spring 2022 Intern

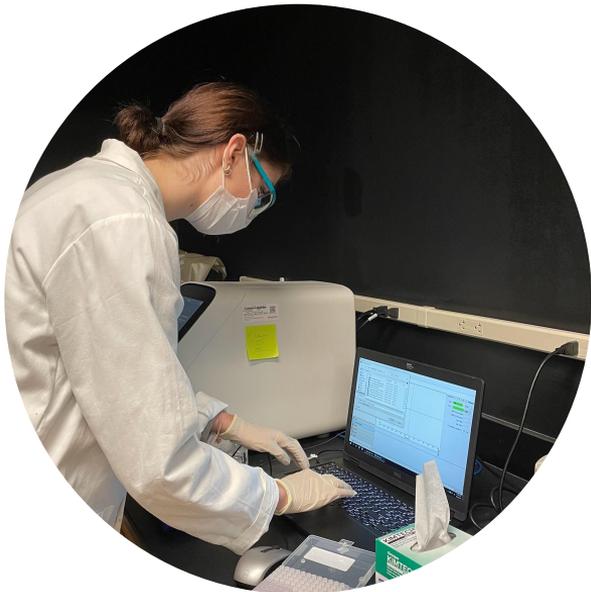
Intern Testimonials



“During my internship I served as the ticket sales intern for the SD Loyal Soccer Club. I had a great time and learned a lot about what my colleagues typically undergo on a daily basis, as well as what it takes to run a sports team. This course has taught me to be open to new opportunities as I took part in multiple interviews, improved my confidence, and it helped me identify a clearer career path. ”

- Tyson, Fall 2022 Intern

Intern Testimonials



“This program had a major impact on what I considered for a future career and how I handle myself professionally. My Boz internship gave me a new perspective on what professionalism means, as did the class. In class, we worked on assignments that taught us about ourselves, like what jobs we’d be good at or the kind of work we prefer. This really helped me get a glimpse at what I may want to do in the future.”

- Bella, Fall 2021/2022 Intern

Supervisor Testimonials



“ As a proud participant of this Internship Program, the Boz Life Science Research and Teaching Institute has been fortunate to have offered a practical hands-on approach to biotechnology from a research and development perspective to 18 Clairemont High School students as of January of 2023. In justifying the importance of this program, several of the past interns discovered that science beyond the classroom is exciting and have changed their career paths. Those students already entering the program with scientific aspirations, have come away reassured that they were choosing the right career. This program is, without doubt, a win-win opportunity benefiting both students and the industry sector.”

- Ken Hirata
Boz Research Science Institute

Visit our Internship
Program website for
more info!



Clairemont High School



Jeanne Cantwell

Internship Program Coordinator

jcantwell@sandi.net

[Internship Program on CHS Website](#)