



Kihei Charter School - Cover Page

High School Internship Program - 2021-2022

Student Name: _____

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Internship Requirements

Internships are a graduation requirement for Kihei Charter School (KCS) students, and a unique opportunity for students to begin exploring career fields and the professional world in general. Students typically complete their internship during the summer between junior and senior years. Below are the guidelines.

1. Approval

Prior to starting, please speak with Ms. Lindsey to get your internship approved. Please have the name of your mentor, their contact information, their profession, and what you hope to learn from this person ready before speaking with Ms. Lindsey. You can either make an appointment with her for a virtual meeting, or email her this information.

2. Setup - **Due Friday May 14**

Setup Form - pages 4-5

The setup form outlines the details of your internship (who, what, when, why and where). This form must be filled out COMPLETELY, including all mentor contact information.

Background check - page 6-7

It is KCS policy that all mentors complete a background check prior to working with a student. If your mentor is a certified teacher and/or a KCS staff member, you do not need to complete a background check.

Documentation

The following documentation must be completed:

Final Reflection + Photo Documentation - page 8

Visually document your experience as it unfolds, *and* craft a well-written, thoughtful final reflection to be posted on your student Weebly under an "Internship" section. Guidelines for the reflection are detailed on page 8 of this packet.

Time Log - page 9

You must complete a minimum of **60 hours** of activity engaging with your mentor and internship experience. Logged activity may include interviews/meetings with your mentor, carrying out tasks assigned by your mentor, getting feedback from your mentor, or direct field activity with your mentor. All students must document their mentorship hours using the time

log in this packet. All hours must be approved by your mentor, and they will confirm these in their final evaluation.

Final Evaluation - page 10

At the end of your internship, your mentor should fill out the final evaluation form provided in this packet. The evaluation should be emailed directly to Ms. Lindsey (tlindsey@kiheicharter.org) by the mentor.

Follow-up

Student internships should be completed by the end of the summer, no later than the end of the first quarter. If circumstances do not allow for the internship to be completed by this time, please contact Ms. Lindsey to work out an alternative timeline. *Communication is key.*

At the end of your mentorship, you should have turned in the following items to earn credit:

- Setup Form (required to start mentorship) (page 4-5)
- Background Check form for mentor (if necessary) (page 6-7)
- Final Reflection + photo documentation that follows the guidelines outlined in this packet (page 8)
- Time Log of hours/activities spent working with mentor (page 9)
- Final Evaluation from mentor (page 10)



Kihei Charter School Internship Setup Form

The purpose of the setup form is to outline the details of your internship. This form should be completed prior to starting your internship and should be completed after a meeting with your mentor. Please fill out this form **completely**.

Student Name

Mentor Contact Information

Please fill out this information completely

Mentor Name	Company Name
Company Address	Phone
Email	Website

Schedule

Please be as detailed as possible about when and how often you will meet with your mentor.

Start Date (mm/dd/yyyy)	
Days (ex. Mon, Tues & Thurs)	
Hours (ex. 8:00am - 1:00pm)	
Anticipated End Date (mm/dd/yyyy)	
Possible topics of discussion/tasks	

Goals and Professionalism

Please be as detailed as possible

What do you hope to learn and accomplish with your mentorship?

What specific things would you like your mentor to help you work on or learn? This can be related to your senior project *and/or* personal career/college related goals.



Mentor Background Check Form

Thank you for supporting one of our seniors by providing an internship opportunity. We could not do the work we do without your support. Because we are a public education institution, we are required to perform a check of criminal and sex offender records of any adult working with our students. By providing the requested information and signing below, you are empowering Kihei Charter School (KCS) to be your designated representative for the purpose of obtaining your criminal history record information maintained by law enforcement agencies. **In addition to the written information, we will also need a copy of your government issued photo ID.** Please contact Tara Lindsey or Cheryl Zarro if you have any questions or concerns about the background check process or check the frequently asked questions (FAQs) attached to this document.

Mentor Name (Please write your full name. Name should match your photo identification)

Address _____

Gender _____ **Date of Birth** _____ **Social Security No.** _____

Phone number _____

Email _____

Signature

Date

Please complete this form and return it in the enclosed envelope along with a clear **photocopy of a government issued ID**

Frequently Asked Questions

The following are frequently asked questions about the our background check process

Q. Why do mentors have to do background checks if they are not employees of the school?

A. Public educational institutes are required to check the backgrounds of all employees AND volunteers that work directly with students. In our case, each year, we send more than 50 students to work one-on-one with volunteer mentors in the community. We are able to do this because we follow the same policies and procedures with our mentors as we do with volunteers who work within the schools. As a result, you get the flexibility and benefit of an intern who can support your organization at your convenience and students get an amazing learning experience.

Q. Who sees the information on this form?

A. The ONLY person who sees this form once you fill it out and return it in the enclosed envelope is Cheryl Zarro, our HR administrator, or Raquel Balasan, also in HR.

Q. How is the information on the form used?

A. Once Cheryl receives your completed form with a copy of your photo ID, the information is entered into ECRIM, the Hawaii Justice Data Center. You can access the site yourself here <https://ecrim.ehawaii.gov/>. This is the same site that all government agencies use.

Q. What happens once an ECRIM report is run?

A. Once your information is entered, the ECRIM report is kept in our volunteer files for the duration of an internship. You will only hear from us if there are any questions or concerns. Otherwise, that is the end of the process.

Q. What if I already have an ECRIM or other background check report? Can I submit that?

A. Yes, absolutely! If you have an ECRIM or other background check report that has been completed within the last year, you may submit that to the Internship Coordinator.

Q. Can I run the ECRIM report myself?

A. Yes, you can. There is a cost associated with running the report which is why the school does it for you. However, if you are more comfortable obtaining the report and submitting it, that is also an option. Directions on how to do this can be found right on the Hawaii Justice Data Center website. <https://ecrim.ehawaii.gov/>



Final Reflection + Photo Documentation Guidelines

Photo Documentation

Be sure to document your progress throughout your internship experience. If for some reason you are not permitted to take pictures during your internship, think of other creative ways to visually document your experience and learning. For example, if you are working with young children and are not allowed to photograph them, think about focusing on the location itself, any uniform you are required to wear, documents/posters/rules in the area, selfies, etc. Include your photo documentation with your final reflection.

Final Reflection

You must complete a minimum 800-word essay reflecting on your internship experience. Please make sure your final reflection is a **high-quality, well-crafted, finished piece of work**. This is a very important part of your mentorship and can impact whether or not you receive credit for your time and efforts with your mentor.

Your final entry must address the following questions:

- Describe your internship experience: Who did you work with and what did you originally set out to learn? What kinds of tasks and activities did you accomplish through your internship? How often did you meet with your mentor and what did you talk about?
- What is your number one takeaway from your internship experience? (i.e., something you learned that really stands out and changed your perspective in some way)
- How did you use and expand your 21st Century Skills? Choose at least three to reflect on.
- How did you meet your personal internship goals (refer to the goals you outlined in your setup form)? If you did not meet them, why didn't you accomplish what you had hoped?
- What were the most valuable aspects of this experience?
- What were the greatest challenges?
- How and why has this experience helped to prepare you for life after high school?

Internship Final Evaluation - Mentor

Please share your thoughts on the strengths and areas for improvement, from a professional standpoint, of your mentee.

Name of Student:

Strengths:

Areas for Improvement:

What advice do you have for this student as they graduate and enter the adult world:

Can you confirm that the student spent at least 60 hours working with you during this mentorship?

Mentor (E-)Signature Date

Student Signature Date

Please email this completed form to Ms. Tara Lindsey at tlindsey@kiheicharter.org