

Burris Laboratory School
INTERNSHIP PROPOSAL
Fall Semester 2020
DUE: Friday, May 1st, 2020

Name of Student _____ Grade Level (2020-2021) _____
GPA _____
Must be 3.0 or above

Please print in black ink or type. Read the guidelines for INTERNSHIPS in the course guide.

(1) Rationale (Why do you want to take this internship?)

(2) What specifically do you plan to learn?

(3) What can be expected from me by the business / individual / organization?

(4) You and your advisor must develop:

1. **A syllabus** for your internship. Project goals and weekly activities and objectives must be defined and reflected in the course syllabus.
2. Also, you should work with your advisor to develop a **rubric** to guide the project assessment. No proposal will be accepted unless a syllabus is attached to this form when it is submitted.

All internships must be completed by the end of the semester. A mid-term grade from the advisor will be requested by the office. Your time log must be submitted with your evaluation and your advisor's evaluation when final grades are requested by the office.

The student will present a final public exhibition of learning. The exhibition must meet the following criteria:

- The student will be responsible for finding one administrator, one teacher other than the advisor, and two community members with knowledge in the specific area to serve on the project assessment committee. The members of the assessment committee should be determined early in the project. Assessment committee members may assist in the project/rubric design and may provide input and guidance throughout the duration of the project.
- The student will arrange the time and place for the exhibition. All assessment committee members must be present at the exhibition. The topic, date, time and place for the exhibition will be publicly posted two weeks in advance and will invite all interested persons to attend the exhibition.
- A final grade will be given by the advising teacher with input from the project assessment committee and site supervisor. The building principal will be responsible for settling any disputes or appeals regarding a final grade for an independent study project.
- One semester credit is usually given per course. Each course requires a minimum of 90 hours for one credit. (If an advisor uses a contract system, the number of hours may be greater.)
- Failure to comply with and meet deadlines could forfeit your opportunity to take another independent study.

Time of internship each day: _____

Number of semester credits: _____

Place internship will be completed: _____

Name of individual(s) supervising internship on site: _____

A minimum of **90 hours** are required for each semester credit for this internship. Students must maintain a time log to be submitted with the evaluation at the end of the semester. Standard letter grades (A, B, C, D, F) will be awarded for completed internships.

Grades will be issued by: _____

Students will not be paid in any form for services rendered during the times allocated for internships.

Student's Signature _____

Parent's Signature _____

On Site Supervisor's Signature _____

Advisor's (Burriss) Signature _____

Submit this form to the Burriss counseling center. The Proposal Approval Committee will meet to discuss your proposal. Edits, additions or clarifications may be made to your proposal. Following approval by the committee, copies will be returned for you and your advisor.

School Counselor's Signature _____

Mrs. Miller, Principal, Signature _____

Date Approved by the Proposal Approval Committee _____

Examples of Syllabus and Rubrics

Example 1:

Syllabus

- Week 1: Begin shadowing, research child pediatrics, and begin journal entries.
- Week 2: Shadow, entries in journals, begin reading medical literature suggested by Dr. Bhoopalam, start short essay over literature .
- Week 3: Shadow, entries in journals, finish short essay over suggested medical literature. Submit essay.
- Week 4: Shadow, entries in journals, begin long essay, research.
- Week 5: Shadow, entries in journals, continue research for long essay.
- Week 6: Shadow, entries in journals, finish long essay. Submit long essay.
- Week 7: Shadow, entries in journals, begin midterm project, research.
- Week 8: Shadow, entries in journals, continue research for midterm project.
- Week 9: Shadow, entries in journals, finish midterm project. Submit midterm project.
- Week 10: Shadow, entries in journals, begin reading medical related literature (suggested by Dr. Bhoopalam), start short essay 2 over literature.
- Week 11: Shadow, entries in journals, continue reading for short essay 2, start short essay 2.
- Week 12: Shadow, entries in journals, finish short essay 2 over literature. Submit short essay 2.
- Week 13: Shadow, entries in journals, begin long essay 2, research.
- Week 14: Shadow, entries in journals, continue research for long essay 2 and final project.
- Week 15: Shadow, entries in journals, submit long essay 2 and continue preparing final project.
- Week 16: Shadow, entries in journals, continue final project.
- Week 17: Shadow, entries in journals, continue final project.
- Week 18: Final presentation. Turn in journal entries.

Rubric

Journal Entries.....	30%
Long Essays (2).....	10%
Reading/Short Essays (2).....	10%
Mini Project.....	5%
Shadow Notes.....	10%
Final Project.....	15%

Example 2:

WEEK BY WEEK

- Week 1: Introduction to Law Firm and Staff, Start Shadowing
- Week 2: Shadowing, Journaling, start (short) essay 1
- Week 3: Shadowing, Journaling, finish essay 1
- Week 4: Shadowing, Journaling
- Week 5: Shadowing, Journaling, analyze court cases witnessed (short essay 2)
- Week 6: Shadowing, Journaling
- Week 7: Shadowing, Journaling, being (long) essay 3
- Week 8: Shadowing, Journaling, research a type of case
- Week 9: Shadowing, Journaling, finish essay 3
- Week 10: Shadowing, Journaling, read novel regarding law
- Week 11: Shadowing, Journaling, read
- Week 12: Shadowing, Journaling, being (long) essay 4
- Week 13: Shadowing, Journaling, analyze novel
- Week 14: Shadowing, Journaling, finish essay 4
- Week 15: Shadowing, Journaling
- Week 16: Shadowing, Journaling, research
- Week 17: Shadowing, Journaling, start (short) essay 5
- Week 18: Shadowing, Journaling, finish last (5) essay
- Week 19: Shadowing, Journaling, prepare for final presentation
- Week 20: Shadowing, final presentation

RUBRIC

- Shadow Journal Entries – 20%
- Case Analysis/Journals – 20%
- Long Essays – 25%
- Short Essays – 20%
- Final Presentation – 15%

