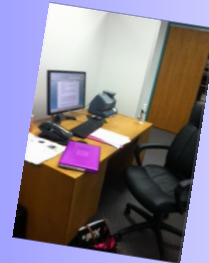




# SENIOR INTERNSHIP



# SENIOR INTERNSHIP

...an introduction for  
parents and students

Mr. Richard Hoffman  
Ms. Nicole Confalone

Co-coordinators

## 10. Why internships?

### Opportunities for students to:

- *acquire and practice "real world" skills outside the walls of the school's classrooms.*
- *apply, in a NEW setting, what they've learned in their previous 13 years of schooling.*
- *explore potential career paths.*
- *"dip their toes" (or jump headfirst) into an area of interest!*
- *perform community service if desired.*

Some examples:



Greenburgh EMS



Holmes & Watson  
Publishing Company  
Internship

**Mission of The Republic  
of Kazakhstan**

Many more examples appear at  
the end of this document...

9. When? and 8. What if...?

The Calendar

Most internships will start this week, but start date will vary depending upon IB exams.

Students in IB courses will arrange internship, where possible, around schedule of exams and review sessions.

M	T	W	T	F
(April 29)	(April 30)	1	2	3
★ 6 Internship Start Date	7	8	9	10
Students are excused from internship attendance on days they have IB exams or review sessions. Students should be attending internship on days with neither exams nor reviews unless excused by internship sponsor.				
13	14	15	16	17
20	21	22	23	24 School holiday unless needed for weather make-up
27 NO SCHOOL (Memorial Day)	28 Seminar # 1 (report to DFHS at 9:45 a.m.). Attend internship in afternoon only.	29	30	31
JUNE 3	4	5	6	7
10	11 LAST DAY TO REPORT TO INTERNSHIP SITE	12	13 Seminar # 2 (report to DFHS at 9:00 a.m. for presentations, followed by graduation rehearsal)	14

Graduation: Saturday, June 15

Students must be passing all courses to begin internship. Students with excessive absences and/or work missing will have to make up before release.

## 7. What is an internship?

- Must have a learning component and a shadowing component **and/or** community service component  
Can't just be a "regular" job.
- Must be able to justify time spent.  
(General "rule" = "roughly" follow school schedule of periods 2-9).  
(but flexible w/r/t start & end times and # of hours depending on sponsor's requirements)  
  
Community service internships may consist of multiple mini-projects.

Must be approved by parent/guardian AND internship coordinators

Internship Agreement Form

I, \_\_\_\_\_ will act as a student intern at the following internship site:

\_\_\_\_\_ (name of company or institution)

\_\_\_\_\_ (name of internship sponsor / contact person) \_\_\_\_\_ (phone)

\_\_\_\_\_ (address of internship site) \_\_\_\_\_ (e-mail)

I understand that

- I am expected to report to my internship site for the following schedule:  
 \_\_\_\_\_ OR \_\_\_\_\_ (M) \_\_\_\_\_ (Tu) \_\_\_\_\_ (W) \_\_\_\_\_ (Th) \_\_\_\_\_ (F)  
 (daily)
- I am expected to report on time each day I am scheduled. If I am ill it is my responsibility to inform both the school and the internship sponsor;
- I will obtain my internship sponsor's signature on all time sheets provided by the school;
- as an intern, I am "the face" of the Dobbs Ferry Union Free School District and will conduct myself in a mature and professional manner at all times and in all capacities.

\_\_\_\_\_  
(student's name--print) \_\_\_\_\_ (student's signature)

\_\_\_\_\_  
(internship sponsor's name--print) \_\_\_\_\_ (internship sponsor's signature)

\_\_\_\_\_  
(parent or guardians's name--print) \_\_\_\_\_ (parent or guardian's signature)

\_\_\_\_\_  
(internship co-coordinator's name) \_\_\_\_\_ (internship co-coordinator's signature)

## Not everything counts as an internship!

- \* Regular part-time job  $\neq$  internship
- \* Encourage out-of-building experiences

Get paid? -- neither encouraged nor discouraged. Up to sponsor and intern to negotiate independently of school.

## 6. How to find an internship?

**The best internships are the ones students find for themselves**

- \* identify interest areas
- \* talk with us
- \* connect with adults they know

We will help, but we are not a placement service.

See next page for more info

Some potential internship sites:

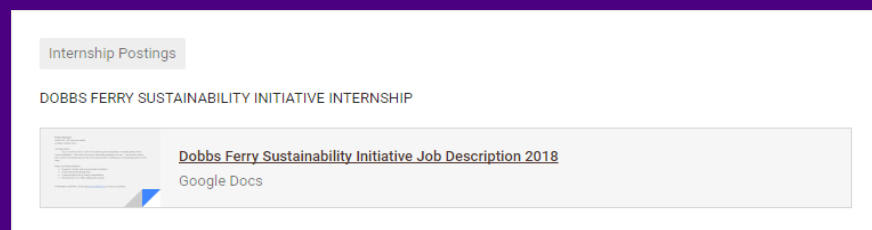
- \* Westchester Police Academy
- \* DF Historical Society
- \* Office of the Mayor
- \* Office of the Town Supervisor (Paul Feiner)
- \* Mr. Hoffman's mural project (oral history)
- \* Springhurst
- \* political organization internships?
- \* hospital/nursing home volunteering

Past sites have included:

- \* *Days of Wonder*
- \* *Langdon Farm*
- \* *Cabrini of Westchester Nursing Home*
- \* *The Door*
- \* *Eileen Fisher Leadership Institute*
- \* *St. John's Riverside Hospital*
- \* *RiverArts*
- \* *Greyston Foundation*
- \* *Brandtwist*

## Internship Search Tools

- \* Google Classroom announcements -- students should check every day for new postings.



- \* Internship Search Workshops will be conducted periodically. Check Classroom for announcements.
- \* Individual conferences with Mr. H or Ms. C.



## 5. What are the expectations?

- Report to internship each day, following agreed-upon schedule.
  - Internship schedule should "roughly" follow the contours of school day (or its equivalent) (approximately 25 hrs./week)
  - Obviously, schedule will adjust to internship sponsors' needs.
    - "Unusual" schedules will require principal's approval.
    - Fewer than 4 days/week may require 2nd internship depending upon circumstances.
  - Exams, IB reviews take priority.
- Conduct oneself responsibly; represent DFHS!
- Submit weekly timesheet
- Post to "internship Blog" 2x weekly
- Attend seminars on 5/28 and 6/13
- Participate in "Online Gallery" (with short presentation at 6/13 seminar)
- Send thank-you letter

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<b>Graduation: Saturday, June 15</b>				

#### 4. *Upcoming deadlines*

- Internship Agreement Form should be submitted by April 8
- We will poll students several times in March to monitor status

### 3. At the conclusion?

- *Social studies grade--internship score counts 20% of fourth quarter*
- *"On line gallery" / Presentation--to be done at 2nd Seminar (June 13)*

## 2. What if sick on a given day?

- Contact school AND internship site

1. What questions not answered?

Now?

Contact us?

Nicole Confalone: confalonen@dfsd.org

Richard Hoffman: hoffmanr@dfsd.org

Google Classroom page

"Blast" e-mails to parents

Internship Handbook

## More examples of past internships...



Quick Snapshot of a courtroom in the Bronx County Courthouse

Westchester County Courthouse





Recovery Area in OR

one of the rooms on the  
MED/SURG FLOOR



## Internship: Field Intern at Stone Barns Center for Food and Agriculture

What goes on:

- An organic vegetable and livestock farm
- Blue Hill
  - #49 restaurant in the WORLD
  - gets much of its produce from the farm



The first course at Blue Hill consisting of fresh baby vegetables freshly picked from the farm served on a "fence"



## Greenburgh Nature Center

- I chose this non for profit to complete my internship at because I am interested in environmental studies and would like to study that in college. This was a good way to get hands on experience with animals. I learned how to handle the animals they had at the center and how to interact with the public.





Scarsdale, NY

## Internship site: Chocolate Works

- Produces a wide variety of chocolate, including truffles, chocolate dipped pretzels, oreos, marshmallows, ect.
- Customers can place orders for custom designs of their choice
- Workshops to teach both children and adults about the making of chocolate
- Parties for all to enjoy making, decorating, and eating, their own chocolate mold!



- I worked at Hudson Barter Exchange, a small company that facilitates the trading of goods and services between businesses in Westchester, Rockland, and Fairfield. There were 5 other employees where I worked, but only 3 worked full time. I chose this location because I am not yet sure of what I want to major in, so I thought it would be a good place to gain experience in the office environment.



- My best experience while working at Hudson Barter Exchange was when I had convinced a small business owner to join the barter exchange all via Twitter. This showed the adults in the office that social media truly does have value in the professional world, and can help their business.



### Summary of daily duties:

- Transporting residents to and from mass
- Visiting residents and talking to them one on one
- Doing residents' nails
- Participating in activities with residents (i.e. bingo, music)
- Office work





## Best Experience

- The best experience I had at my internship was when I got to compile my research into actual papers. The two families/people that I researched were the Appletons and the Judsons. It was really gratifying to be able to compile all of the research that I had worked so hard to find (perusing old newspapers, archive websites, and old encyclopedias) into papers that provided an in depth summary. It was also nice to receive praise for my work from actual, certified historians.



*Daniel Appleton*

Daniel  
Appleton



This was North Branch's first project of construction of new North Branch  
Dobbs Ferry Hospital, Founded by C.H. Judson

- ❏ Downtown is located in SoHo, NY just on Broadway. I had the chance to commute every morning and feel what it's like to work in the city.
- ❏ Downtown also has it's own recording studios right in the office, so artists can come at any time to produce.



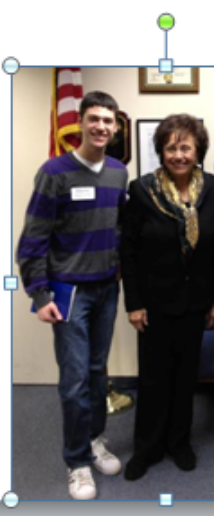
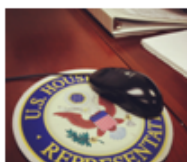
## Intern at Harper's BAZAAR

- Where: The Hearst Tower
  - The corner of 8<sup>th</sup> Avenue and 57<sup>th</sup> Street.
- Who: Margaux de Conde - Marketing Coordinator
- Why:
  - I chose to work at BAZAAR because I am interested in fashion, not necessarily journalism.



Congresswoman  
Nita Lowey's  
Office

Marty Ascher



Basic Job description

- Helping staffers with their casework (making calls, writing letters etc.)
- Answer the phones to take down cases and transfer calls
- Clipping newspaper articles for Mrs. Lowey to read
- Doing whatever else is asked of me



# Springhurst

I interned at Springhurst Elementary School, where grades K-5 are taught everyday. I was meant to help Ms. Duane (2nd grade) and Mrs. Campbell (5th grade) teach.



## Teatown Lake Reservation

- My internship took place at the Teatown Lake Reservation in Ossining
- I had previously done my science research project there, so I was interested in working there again





# Senior Play?

# Westchester Police Academy



