

INTERNSHIP HANDBOOK

Technical programs in Idaho have done some amazing things as community and students have prospered. One such outcome of a Residential Construction Academy comes out of Blaine County School District in Idaho. Michael Welsh's *Residential Construction Academy*, along with Jim Woodyard, has written and produced just an excellent Internship Handbook. This comprehensive Handbook has gone a long way in illustrating technical education's 'Best Practices' in action. This comprehensive guide addresses all aspects of a student internship ranging from Student Roles and Responsibilities to the legal issues involving high school juniors and seniors participating in an internship with a local company.

This Handbook has a great collection of the necessary forms, agreements, and contracts that need to be within any Construction Program offering internships as a program strategy. The Blaine County School District and Mr. Welsh (instructor) have graciously allowed us to use this document within this planning and implementation procedure. Your program will do well to thoroughly review this document and use it as a most valued resource. Our hats go off for their hard work and thoroughness.

Also included are several other similar templates you may choose to use. These include a form that the jobsite mentor completes and a weekly form the student completes.

NOTE:

The primary objective of the above forms focus on the 'soft' skills the student-intern demonstrated. These 'soft' skills are also documented in almost all employer surveys. Two excellent resources include--SCANS and Magic Valley Skills Certificate. You are really encouraged to develop curriculum materials and methods that teach and reinforce the 'soft' skills.

Obviously, technical skill should also be evaluated by the teacher and the mentor. Both vocational construction associations (NCCRE and NAHB) have technical certifications at various levels. We highly suggest that your Construction Program uses some type of industry certification to validate student growth. This can't be emphasized enough.

Student Internship Work Site APPLIED EDUCATION SUMMARY

Week of _____ Name _____

As part of your internship, you will be required to write ONE *Applied Education Summary* each week. This *Summary* consists of two sections: (1) a brief recap of what you've done on the construction site, and (2) a short commentary on what you've learned by doing this job.

Each *Summary* should focus on a different challenge you faced or a different skill you developed.

PART 1: Job Site Recap

Strive to make your comments complete but brief, clear and accurate.

Construction site job:

Describe the activities of the week:

PART 2: Skill Development

Referring to the lists on the bottom of the page, think about what you've learned or what you achieved. Did you face any particular challenge? How did you handle it? What skills did you need to draw upon to do the work? What lesson did you learn? How do you expect that a similar job will go better next time? If you recognize that you are becoming more skilled in this job, describe how.

Check all that apply

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- Foundation Skills**
- Reading, writing arithmetic, listening, observing, speaking
 - Creative thinking, decision making, problem solving, organization/planning
 - Responsibility, honesty, pride, organization, open-mindedness, friendliness, customer focus
 - Following safe procedures

- Competency Skills**
- Utilization of time, materials, and tools
 - Ability to do research and interpret information
 - Computer/keyboard skills
 - Ability to work in a team, demonstrate leadership
 - Understand construction jobs from start to finish
 - Ability to use blueprints
 - Ability to describe how system/components work
 - Ability to follow approved procedures