

## Wheaton academy internship overview 25-26

### Overview:

Wheaton Academy desires to create unique opportunities for students to engage in career shaping activities and help them discover how God has uniquely equipped them to positively impact the world. An internship provides a student firsthand perspective of the skills and tasks needed to be successful in a potential career path.

The experience can engage students in business strategy, digital transformation, sales, marketing, or operations of a for profit or not-for-profit business, for example. It can also give them a glimpse into, for example, the engineering, computer science, real estate, food service, wealth management, commodities trading, education, or healthcare industry.

Wheaton Academy places such high value on these experiences that it requires that all students complete one internship some time in their four years. The graduation requirement does not apply to transfer students who enter Wheaton Academy after their sophomore year.

While many Wheaton Academy students decide to use the two weeks of Winterim to pursue an internship, students can utilize any timing to meet the credit depending on the internship opportunity, nature of the experience, and student availability.

We will work with the host and students to create the best experience possible.

### Objectives:

- **Connect students with meaningful, real-world experiences** that align with their interests and potential career paths.
- **Equip students with essential workplace skills** through hands-on learning and professional exposure.
- **Foster mentorship relationships** that encourage growth, reflection, and vocational exploration.
- **Promote student ownership and initiative** while providing structured support where needed.

### Expectations of the Student Intern:

Students agree to the following terms **BEFORE** for the internship experience:

- Secure a host before submitting the [internship records form](#).
- Hosts must be outside the student's immediate family, unless approved by the Internship Coordinator.
- Share the internship guidelines with the host to ensure clarity on expectations.
- Understand that failure to meet expectations may result in removal from the internship.
- Acknowledge that Wheaton Academy is not liable for injuries during the internship.

Students agree to the following terms **DURING** the internship experience:

- Complete a minimum of 60 hours of internship work.
- Maintain professionalism, punctuality, and respect for workplace policies.
- Internship hours may be completed on-site, virtually, or through project-based work, depending on the host's format.
- Daily work should not exceed 8 hours.
- Students are responsible for their own transportation.
- Submit a completed Internship Portfolio to the TEAMS after the experience.

### **Expectations of the Internship Host**

Student interns are supervised by the internship host, a staff person employed by the worksite. Typically, the internship host has experience and expertise in the area in which the student is interning.

The host should be prepared to:

- Meet with the student before the internship begins to review responsibilities, workplace policies, and expectations.
- Provide meaningful, skill-building assignments beyond clerical tasks.
- Ensure the student has access to necessary tools, materials, and workspace.
- Introduce the student to workplace culture, including confidentiality and professional standards.
- Serve as a mentor, offering career insights and guidance.
- Supervise the intern daily, offering feedback, answering questions, and supporting their learning.
- Follow all applicable legal and safety regulations.
- Notify the Internship Coordinator of any unresolved issues.

- Complete a final **internship evaluation** and sign the student's [daily log](#).

## **Internship Portfolio**

1. Reflection Paper: Imagine someone asking you HOW your internship experience went, what would you say about what you experienced or learned? Please submit a reflection paper that includes, at a minimum, your reflection on the following:
  - a. How the experience helped you with your college readiness, college major, career ambition?
  - b. How the experience better prepared you for the future?
  - c. Your experience in engaging with individuals about their careers and career paths
  - d. The most enjoyable parts of the internship experience
  - e. The least enjoyable parts of the internship experience

**Length:** 2+ pages

**Points:** 50 pts

2. [Daily Log](#): You must complete a daily log of each day's time worked, activities, and a reflection.

**Length:** One for each day, total hours recorded = 60

**Points:** 25 pts

3. **Photos of Internship:** Submit 3-4 photos from your internship experience. Be as creative as you want! Be aware of any confidential information or restrictions that are not permitted by your host or host organization. The photos could involve:
  - a. You completing an activity
  - b. You interacting with someone during your internship
  - c. You with your internship host
  - d. You completing/working on a project at your internship.

**Points:** 25

**Total Points for Portfolio:** 100pts.

**Due Date:** One week after your internship ends.