

CAM Jr./Sr. High School



Workbased Learning Handbook 2026-2027

Mission of the CAM Community School District

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.



CAM Internship Handbook

Home of Cougar Traits

Caring, Citizenship, Respect, Responsibility

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INTERNSHIP PROGRAM

The purpose of the internship program is to allow students to explore a possible career through real-world experience.

Vision

The program focuses on skills that all students should have when entering the workforce. These focus skills include:

Applied academic skills	Information use
Interpersonal skills	Critical thinking
Personal Qualities	Resource management
Communication skills	Systems Thinking
Technical skills	

The student would be placed at an internship with a cooperating business partner, with a possible interview. A trust would be established with both the student and the business partner that the student will be developing these focus skills through hands-on experience, and not just a job shadow.

School Responsibilities:

- Coordinate the internship so the student will receive the specified number of elective credits.
- Provide forms and maintain adequate records
- Act as liaison between the parties of the agreement.
- Screen and select student-learning applicants.
- Provide general related instruction.
- Notify the employer in advance if the employment status of a student changes (when possible).
- Make visitations and/or communication to the work site to discuss student progress, evaluate the work site and coordinate the program.
- Evaluate the student and assign letter grades and credits.

Business Partner Responsibilities:

- Host the student for required hours, per class credit.
- A business partner supervisor should not be a parent/guardian of the student. Individual exceptions may apply with Workbase Learning committee approval.
- Provide safe working conditions and safety instruction for tasks and duties performed during

the internship period for the student learner

- Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
- Provide instruction and training in the industry field.
- Assign an internship supervisor who will evaluate and supervise the student as agreed upon.
- Communicate with the coordinator to discuss the student's progress.
- Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
- No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.

Student Responsibilities:

- Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
- Review school email and Google Classroom daily for updated communication regarding internship course information.
- Maintain a minimum grade of 80% to continue in the program (if interning 2 semesters)
- Provide transportation to and from place of employment.
- Notify the teacher-coordinator and the employer on the day of absence or late arrival prior to starting time (when possible).
- Not to report to work on days absent from school.
- File complete reports and other assignments on his/her job activities as required.
- Report to the coordinator as soon as possible when problems arise affecting his/her employment.
- Work to improve skills, knowledge, and personal qualities



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REQUIREMENTS & EXPECTATIONS for STUDENTS

Requirements To Enter The Program:

1. Junior/Senior Status
2. At least one open class period, for one semester
 - a. This would be at minimum - no more than two is recommended
 - b. No maximum number of credits
 - c. Internships can be done in **one or both** semesters of the Junior/Senior year
 - d. Limitations could include the type of placement and/or the ability of the student to meet graduation requirements.
 - e. One credit of elective credit would be given, per class period, per semester (Letter Grade)
 - f. GPA of 2.5 or above
 - g. Other classes **MUST** be on track to graduate and core classes take priority.
3. Complete the Application Process by the spring Sophomore/Junior year) deadline - April 15 each year

Phase I

Step 1 Make sure your MAP or 4 year plan is current

Step 2 Fill out online application, which included uploading your cover letter and resume

NOTE: All students will be informed by school email if they progress to Phase II. You **MUST** Check school email.

Phase II

Step 1 Arrive at your scheduled interview time. (Bring 3 copies of resume, and 3 letters of recommendation (1 must be out of district employee and no family members)

Step 2 Follow up meeting with high school staff

Phase III

Step 1 Attend required intern/parent meeting

Step 2 Locate a placement

** Pending enrollment and the nature of some careers, not all applicants can be accommodated in the program.



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Requirements During The Internship:

1. Conduct a formal interview with the potential business partner (when appropriate).
2. Set goals and expectations with the business partner.
3. Communicate on a regular basis with the Program Coordinator (physically and/or electronically).
4. Participate in regularly scheduled workshops and internship assignments to enhance employment and 21st century skills.
5. Keep a daily log of hours worked as well as turn in future schedules every 2 weeks
6. Journal and reflect on the experiences had during the internship.
7. Maintain a minimum 80% grade in order to remain in the program for an additional semester.

Final: Presentation Of Intern:

The final delivery of the student is an oral presentation with slides that addresses the following:

1. How the student exhibits, reflects on, and analyzes the effectiveness of the focus skills, such as critical thinking, problem solving, communication, teamwork, application of technology, and ethics.
2. Analyze how the High School curriculum received by the student was used during the internship experience.
3. Day-to-day operation, activities and responsibilities of the internship and profession.
4. Challenges, problems, obstacles and rewards associated with the profession.
5. Overall culture and environment of the profession.
6. Preparation/education needed to enter the profession.
7. Resources relevant to the profession.



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INTERVIEW:

Notice of Interview:

(EMAIL DRAFT)

TO:

SUBJECT: CONGRATS - Internship - Moving to Phase II

Congratulations on completing phase I of the application process for the CAM High School Internship Program. This email is to inform you of your next step in the application process. Your interview is scheduled for _____ in _____ Room. You will need to report to the main office 5 minutes prior to your scheduled interview time. Please dress professionally. [Click here to see samples of appropriate attire.](#)

You will need to use THIS document as your pass, so be sure and bring it to your interview. Talk with your teachers in advance to let them know of your interview, and get any work completed ahead of time as necessary.

WHAT TO EXPECT

You will be interviewed by a panel of 3 or more of the individuals from whom this letter was sent.

1. Please enter by shaking the hands of those interviewing you and formally introduce yourself to the panel.
2. Please provide panel members with a copy of your resume (you'll need at least 3 copies) and turn in your 3 letters of recommendation (remember at least 1 must be out of district). Attached to this email are the teacher recommendation forms you **MUST** use for teachers. Outside the district recommendation forms can be a letter. If you've already had someone write a letter, just have them attach their document to their letter. All of these will be turned in inside sealed envelopes. **YOU** need to give the form along with the envelope to your reference. Do not expect them to locate an envelope. The more prepared you can be the better.
3. You will be asked a series of questions and provided the opportunity to ask any questions you may have. Total time for interviews is around 10-15 minutes.

Please be relaxed and feel free to bring a bottle of water. I will help walk you through your interview. Along with evaluating your application materials, we will be looking for organization, how you relate to the panel, and how you present answers to your questions.

After all interviews have been conducted and interns have been selected, you will have a follow up meeting no later than _____ with an indication of whether or not you have been accepted into the program. There may be situations where not all individuals will be accepted. Reasons vary by individual. Let Ms. Chapman know if you have any questions by emailing her at mchapman@cam.k12.ia.us.



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Sample Interview Questions:

1. Why did you pick your field of interest?
2. What do you want to get out of this internship?
3. What is your best strength?
4. What is an area you need to grow in, and how do you overcome it?
5. Tell me a time when you took the initiative to do more than what was asked of you.
6. How do you handle criticism?
7. Explain the importance of a positive social media presence in the area you're interested in interning.
8. Elaborate on ONE skill that you listed on your resume.



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Interview Student Feedback Form

1. Did the student arrive punctually for the interview? YES NO

2. Did the student give a firm handshake? YES NO

3. Did the student come prepared? YES NO

YES, but needs Improvement, Comments: _____

4. Was the student dressed professionally? YES NO

YES, but needs Improvement, Comments: _____

5. Did the student elaborate on their answers? YES NO

YES, but needs Improvement, Comments: _____

6. What went well?

7. What could the student continue to work on?

8. Would you recommend this student for hire? YES NO

YES, but needs Improvement, Comments: _____



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PROGRAM ACCEPTANCE/DENIAL

Conditional Acceptance Memo

(EMAIL DRAFT)

TO:

FROM: Ms. Maggie Chapman, WBL Coordinator and Mrs. Lindsay Williams, Counselor

SUBJECT: CAM Internship Program

We are pleased to inform you that you have been conditionally accepted into the CAM High School Internship Program for the upcoming school year. This internship is conditional based on:

- Attendance
- Tardies
- Grades
- Social Media Activity
- Other

The internship selection team felt that placement is likely. However, your acceptance into this program may only be allowed after meeting with Ms. Chapman to discuss conditions, and make an action plan.

Your first assignment is to sign up for my Internship Google Classroom. The class code is _____. This is my main method of communication for the class and will alert you of important information throughout your internship experience. **There will be two parent meetings on _____. The first one will be at noon in the high school library, and the second will be at 5pm in the high school commons.** You **and** at least **ONE** parent/Guardian must attend **one of the two** required meetings. You are encouraged to read the internship handbook prior to the meeting.

You are welcome to begin the placement process after our parent meeting. In order to be accepted with some businesses, an additional interview could be required for final acceptance. If you are unable to be placed, or simply cannot locate a suitable placement based on your goals by the 3rd day of the semester, your schedule will be filled with an alternate class.

We look forward to seeing your potential turn into reality during your internship! We know you will do your best to represent CAM High School to the best of your ability.

Congratulations and good luck!

Ms. Chapman and Mrs. William



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Acceptance Memo

(EMAIL DRAFT)

TO:

FROM: Ms. Maggie Chapman, WBL Coordinator and Mrs. Lindsay Williams, Counselor

SUBJECT: CAM Internship Program

We are pleased to inform you that you have been accepted into the CAM High School Internship Program for the upcoming school year. Acceptance into this program should be held at a great honor to be representing CAM High School.

Your first assignment is to sign up for my Internship Google Classroom. The class code is _____. This is my main method of communication for the class and will alert you of important information throughout your internship experience.

There will be two parent meetings on _____. **The first one will be at noon in the high school library, and the second will be at 5pm in the high school commons.** You **and** at least ONE parent/Guardian must attend **one of the two** required meetings. You are encouraged to read the internship handbook prior to the meeting

You are welcome to begin the placement process after our parent meeting. In order to be accepted with some businesses, an additional interview could be required for final acceptance. If you are unable to be placed, or simply cannot locate a suitable placement based on your goals, your schedule will be filled with alternative classes.

We look forward to seeing your potential turn into reality during your internship! We know you will do your best to represent CAM High School to the best of your ability.

Congratulations and good luck!

Ms. Chapman and Mrs. Williams



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Non-Acceptance Memo

(EMAIL DRAFT)

TO:

FROM: Ms. Maggie Chapman, WBL Coordinator and Mrs. Lindsay Williams, Counselor

SUBJECT: CAM Internship Program

Thank you for your interest in the CAM High School Internship Program. This is to inform you that you have not been accepted into the program.

The reason for not being accepted into the program is:

- ☐ Incomplete Application Materials
- ☐ Behavior and/or Attendance Records
- ☐ GPA
- ☐ Overall evaluation of application
- ☐ Other: _____

Thank you for taking the time to consider this program in your plan of study at CHS. Please know I am a strong advocate for your future goals and aspirations. I am here to support you and will continue to provide strong assistance to you during your senior year and beyond.



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ARRANGING SITE PLACEMENT

Script to request to intern

Hi, My name is _____ from CAM High School Internship Program and I'm needing to see who I might need to visit with about a potential internship with _____ (name of organization).

My available hours to intern are in the morning / afternoon. I would be required to get at least 3 hours a week.. My internship would last from August through December or January to May prior to graduation. I need to finalize my placement before August 31st.

I have chosen to contact you as a business partner for my internship because I am interested in the field of _____, and I am hoping I can set some goals with you to achieve success for both myself and _____ (name of organization).

Would you like me to meet with you prior to my start day? Some of our partners prefer to meet in person for an informal interview beforehand. I can also have our internship coordinator contact you. Her name is Maggie Chapman, and her email address is mchapman@cam.k12.ia.us.

Internship Hours Needed

# of Class Periods of Intern.	Minutes of class per class.	Minutes per day	Minutes per week	Total Weekly Interns Hours Needed
1	44	44	220	3.5 Hours Rounded
2	44	88	440	7 Hours Rounded
3	44	132	660	11 Hours

Travel Time: is included in Internship minutes only if you are going to or from the school.



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FORMS

Internship Partnership Agreement

- **The School:** CAM High School, Maggie Chapman
- **The Business Partner:** [Insert Business Name]
- **The Student:** [Insert Student Name]

What is this for?

We are teaming up to give the student a great hands-on learning experience. This agreement makes sure everyone knows what to expect so the internship runs smoothly.



What the School will do:

- Set up the internship so the student gets their elective credits.
- Handle the paperwork and keep track of student records.
- Act as the go-between and main contact for everyone.
- Screen and select the students who qualify for the program.
- Teach the student general workplace skills and habits.
- Let the business know ahead of time if the student's school status changes.
- Check in with the workplace (via visits or calls) to see how things are going and evaluate the site.
- Grade the student's work and assign their final letter grade and credits.



What the Business Partner will do:

- Host the student for the required hours needed for their class credit.
- Ensure the student's direct supervisor is **not** their parent or guardian.
- Provide a safe work environment and give proper safety training for all tasks.
- Let the student attend mandatory school activities when planned in advance.
- Teach and mentor the student in your specific industry.
- Assign a supervisor to guide the student and evaluate their progress.
- Keep in touch with the school coordinator about how the student is doing.
- Follow all local, state, and federal labor laws.
- Provide equal opportunity for the student.



What the Student will do:

- Do the job tasks enthusiastically and follow instructions from both the teacher and the boss.
- Check school email and Google Classroom **every day** for internship updates.
- Keep a grade of at least **80%** to stay in the program (if interning for two semesters).
- Handle your own transportation to and from work.
- If you are going to be late or absent, call or text both your teacher and your boss *before* your shift starts.
- Turn in all reports and school assignments about your job on time.
- Talk to your school coordinator right away if any problems come up at work.

Signatures - By signing below, we all agree to work together and do our part!

School Coordinator: _____

Date: _____

Business Supervisor: _____

Date: _____

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____



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Internship Liability Agreement

THIS AGREEMENT is made and entered on (date) _____ by (business site) _____ and the CAM School District.

WHEREAS, the parties desire to establish and implement the internship/professional learning experience (PLE)/work based learning experience (WBL); NOW THEREFORE, it is mutually agreed as follows:

1. The internship site will provide occupational and training experience as described in the Internship Agreement. The school will provide coordination and support for the students involved in the agreement. The school coordinator will meet and confer with the intern supervisor, via email, phone, or in person, during the experience.
2. The business partner/internship supervisor will advise the school coordinator the skills that the student learner(s) will be expected to have prior to participation in the experience. The internship supervisor/site agrees to instruct the student learners/interns with training on safety precautions and regulations per the learning activities and assistance that they will be engaged in.
3. Student learners/interns will abide by all rules and regulations of the school and the internship site which include conditional and general appearance and basic expectations such as coming to work on time, staying on task, completing work assigned, getting along with fellow workers, staying off of their cell phone.
4. The internship site will provide the learning situation, instructional materials and equipment necessary to provide a quality experience.
5. In the event of an injury or accident, the internship supervisor will provide immediate emergency care based upon humanitarian consideration and will promptly report the incident to the school, which will immediately contact parents and complete school accident report forms, just as if the incident has occurred on school property. Student interns will be covered by district liability insurance while at the internship site, if they are not paid by the internship site as a legal employee.
6. The district/school agrees to indemnify and hold harmless the internship site, its employees, officials, intern supervisor from any and all claims and losses resulting from district/school performance of this agreement. The internship site agrees to indemnify and hold harmless the district/school from any and all claims and losses resulting from the experience/worksites performance of this agreement.
7. The parties agree to comply with all laws, ordinances, and regulations of governmental bodies applicable to the professional learning experience which includes age restriction to hours worked and task limitations.
8. The parties agree to cooperate in evaluation of the experience and the intern.
9. The internship site and the school/district agree to instruct all students enrolled in the experience with the respect to the confidential nature of all records and information.
10. If an intern and or internship supervisor/site fail to follow this agreement, either party may request an improvement plan. All parties will follow the improvement plan to regain the quality status of the experience.
11. The terms of this agreement are effective from the first date of the internship _____, through the last date of this internship _____. Additional dates and times may be explored. Either party may cancel this agreement if the agreement is not followed as stated above and will take effect upon receiving written notice at least three days prior to the stated cancellation date. This agreement may be amended by written agreement of the parties.

(next page)



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LIABILITY AGREEMENT CONTINUED

Intern Signature

Date:

Parent/Legal Guardian Signature:

Date:

Worksite/Internship Supervisor Signature:

Date:

School Coordinator Signature:

Date:



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Internship Confidentiality Agreement

Date:

I, (student name), a participant in the Internship program at CAM High School, acknowledge that I have been informed that I may come into contact with privileged information while at the experience site. I hereby understand and promise that I will not divulge any privileged or confidential information to anyone including friends, classmates, and relatives.

If I break this commitment, I will be subject to disciplinary action, including termination of my participation in the experience and will be responsible for damages arising from any irresponsible actions on my part.

Intern Signature

Date:

Parent/Legal Guardian Signature:

Date:

Worksite Supervisor Signature:

Date:

School Coordinator Signature:

Date:



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Family Education Rights and Privacy Act {FERPA}

(Teaching Interns)

Student confidentiality is extremely important when working with students in an educational setting. The Family Education Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student records.

Information protected by this law **MUST** remain confidential. Significant penalties can occur from failure to comply with these privacy acts. Information and records covered may include but not be limited to:

- Personal and family data
- Evaluations, grades on school work, and test data Individual Education Plan (IEP) data Psychological and medical reports
- Disability information
- Grade and progress reports
- Records of conferences with students and/or parent

Discussing specific facts about the students with which you work, even conversations with non-school personnel (i.e. family members) or school personnel without an education involvement (including other teachers or paras) may be a violation of the students' confidentiality rights and the law. Practicing a "need to know" philosophy is expected, meaning that you may only discuss students with others who work directly with that student. Discussions should occur in private - not in the teacher's lounge, grocery store, restaurants, or during school events. Even if a student's name is not mentioned, talking about an incident can give identifiable information.

Professional Agreement

As a volunteer, observer, intern, or practicum student, I understand I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

I understand CAM CSD expects me to hold in confidence any information I may become privy to in the course of my work, volunteer activities, observation, or practicum. Because this information is solely available to me as a result of my work, volunteer activities, observation, internship, or practicum, **I will not discuss, use, forward, print, copy, record, or otherwise disseminate any confidential or sensitive information.** I also understand that taking photographs/videos of students is prohibited for students of parents who choose to not have their child's photo taken. I will communicate with teachers and administrative staff to know who those children are.

I understand the unauthorized disclosure of such information can adversely impact CAM CSD and individual persons. I further agree that during the term of my association with CAM CSD and following my separation, I will be bound by this agreement. I also acknowledge that violation of this agreement may result in the denial of future access to CAM CSD for work, volunteer activities, internships, observations, or practicum.

Intern Signature_____

Date:_____

Internship Coordinator_____

Date:_____



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ASSIGNMENTS/GRADING TOOLS

Site Evaluation Rubric - Training Plan

Student Name:	
Training Sponsor:	
Training Sponsor Title:	
WBL Site Coordinator:	

Evaluation Term Definitions

Needs Training – Student intern has not received training.

Below Expectations – Student has received training but needs additional support.

Meets Expectations – Student intern is proficient.

Exceeds Expectations – Student intern excels at competency.

Competencies	Evaluation			
	1 – Needs Training	2 – Below Expectations	3 – Meets Expectations	4 – Exceeds Expectations
Orientation				
Trained in basic business procedures for position.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
General Orientation - Met supervisors and co-workers - Reviewed training materials and procedures - Understands expectations of position	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Additional Comments:				



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Safety				
Trained to identify potential safety hazards and how to handle safety issues.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
If encountered a safety issue, was able to report properly and promptly.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Student has been trained on the equipment by the manager for the internship and follows Child Labor Laws. List equipment the student will be trained on that follows Child Labor Laws:	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Additional Comments: *If applicable, identify equipment at the internship site the student is restricted from using - if documentation is needed.				
Workplace Competencies				
Prompt Arrival Student attends work as scheduled and on time.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Professional Attire Student is well-groomed and appropriately dressed for position.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Teamwork Uses a team approach to daily workplace expectations.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Trustworthy Student is trustworthy and dedicated to the position.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Professional Communication Student is respectful & polite	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations



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with supervisors/staff/clients. Listens & follows directions with minimal repetition.				
Initiative Student take the initiative to find and complete tasks without supervision.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Meets Deadlines Student consistently accomplishes expected tasks	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Quality of Work Student consistently complete tasks correctly without supervision.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Growth Mindset Accepts and implements constructive criticism to improve workplace performance professionally.	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Attitude Student is enthusiastic and displays a positive behavior/interest in developing professional workplace skills	Needs Training	Below Expectations	Meets Expectations	Exceeds Expectations
Additional Comments:				
Skills Specific to Position				
	Needs Training	Performs Task with Assistance	Mastered Task	Can Demonstrate Task to Others
	Needs Training	Performs Task with Assistance	Mastered Task	Can Demonstrate Task to Others
	Needs Training	Performs Task with Assistance	Mastered Task	Can Demonstrate Task to Others
	Needs Training	Performs Task with Assistance	Mastered Task	Can Demonstrate Task to Others



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Weekly Reflection Topics

EVERY Week Self Reflection Rating

Rate yourself on the following using a scale of - **1 (Needs Improvement) to 5 (Excellent).**

Attendance & Punctuality	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Professionalism	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Communication	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Teamwork	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Initiative	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Time Management	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Problem Solving	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

Week 1 journal – First Impressions & Workplace Expectations - **Focus:** Beginning the Internship

1. What were your responsibilities this week?
2. What did you learn about your workplace and its expectations?
3. What surprised you about your first week?
4. What is one goal you have for yourself during this internship?

Week 2 journal – Professionalism - **Focus:** Workplace Habits

1. How did you demonstrate professionalism this week?
2. Describe a situation where you showed responsibility or dependability.
3. What professional habit would you like to improve?
4. What did you do well this week?

Week 3 journal – Communication Skills - **Focus:** Speaking and Listening

1. Describe a conversation you had with your supervisor or coworker.
2. How did effective communication help you complete your work?
3. What communication skill would you like to improve?
4. Give an example of active listening this week.

Week 4 journal – Teamwork - **Focus:** Working with Others

1. Describe a time you worked as part of a team.
2. What role did you play?
3. What makes an effective team member?
4. How did your teamwork contribute to the workplace?

Week 5 journal – Problem Solving - **Focus:** Critical Thinking

1. Describe a problem you encountered.
2. How did you solve it?
3. Who helped you if needed?
4. What did you learn from this experience?

Week 6 journal – Time Management - **Focus:** Productivity

1. How did you prioritize your tasks?
2. What challenges did you face managing your time?
3. What strategies helped you stay organized?
4. What could you improve next week?

Week 7 journal – Learning New Skills - **Focus:** Career Development

1. What new skill did you learn?
2. Why is this skill important?
3. How confident are you using this skill?
4. How might this skill help you in the future?

Week 8 journal – Receiving Feedback - **Focus:** Growth Mindset

1. What feedback did you receive?
2. How did you respond?
3. What changes did you make?
4. How has feedback helped you improve?



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Week 9 journal – Midterm Reflection - **Focus: Progress Check**

1. What accomplishment are you most proud of?
2. What has been your biggest challenge?
3. What have you learned about yourself?
4. What goals do you have for the second half of your internship?

Week 10 journal – Workplace Safety - **Focus: Safety Awareness**

1. Describe an important safety procedure at your workplace.
2. Why is workplace safety important?
3. How did you demonstrate safe work practices?
4. What safety lesson will you remember?

Week 11 journal – Customer Service - **Focus: Serving Others**

1. Did you interact with customers or clients? Describe the experience.
2. What makes good customer service?
3. How did you represent your employer positively?
4. What would you do differently next time?

Week 12 journal – Leadership - **Focus: Taking Initiative**

1. Describe a time you took initiative.
2. How did your actions help others?
3. What leadership qualities did you demonstrate?
4. What leadership skill would you like to develop?

Week 13 journal – Adaptability - **Focus: Managing Change**

1. Describe a change or unexpected situation this week.
2. How did you adapt?
3. What did you learn about being flexible?
4. Why is adaptability important in the workplace?

Week 14 journal – Career Connections - **Focus: Career Exploration**

1. How has this internship influenced your career interests?
2. What career skills have you gained?
3. Would you consider working in this field after high school? Why or why not?
4. What additional education or training might this career require?

Week 15 journal – Workplace Relationships - **Focus: Building Professional Networks**

1. Describe a positive interaction with a coworker or supervisor.
2. What qualities make someone enjoyable to work with?
3. How have your relationships grown since Week 1?
4. What networking skills have you developed?

Week 16 journal – Ethics & Responsibility - **Focus: Workplace Integrity**

1. Describe an example of ethical behavior you observed.
2. Why is honesty important in the workplace?
3. How have you demonstrated integrity?
4. What does accountability mean to you?

Week 17 journal – Personal Growth - **Focus: Self-Reflection**

1. What personal strengths have you discovered?
2. What skill has improved the most?
3. What challenge helped you grow?
4. How are you different now than when you started?

Week 18 journal – Final Reflection - **Focus: Looking Ahead**

1. What was the most valuable lesson you learned during your internship?
2. What accomplishment are you most proud of?
3. How has this experience prepared you for college, career, or future employment?
4. What advice would you give next year's internship students?
5. What are your next career or educational goals?



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Mandatory Professional Skills Workshops

Workshop Skill	Business Partner Presenter	Date	Location
Applications, Resumes, Coverletters and Interview Skills		Friday, August. 28th	CAM Jr./Sr. HS Room 208 @1:00PM
Emotional Intelligence		Friday, September 18th	CAM Jr./Sr. HS Room 208 @1:00PM
Communication in the workplace and Digital Communication - Do's and Don't		Friday, October 2nd	CAM Jr./Sr. HS Room 208 @1:00PM
Professionalism on and off the job site & Ethical Skills		Friday, October 16th	CAM Jr./Sr. HS Room 208 @1:00PM
Work Ethic, Problem Solving and Adaptability		Friday, November 6th	CAM Jr./Sr. HS Room 208 @1:00PM
Receiving Feedback		Friday, November 20th	CAM Jr./Sr. HS Room 208 @1:00PM
Know your Employee Rights		Friday, December 4th	CAM Jr./Sr. HS Room 208 @1:00PM
Asking for a Raise/Promotion and Resigning from a job		Wednesday, December 16th	CAM Jr./Sr. HS Room 208 @1:00PM



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BUSINESS PARTNER LIST

(This list will be continually updated)

Business	Contact Person	Phone Number
Cass County Health		
Southwest Iowa Egg	Deb Hall	712-779-0704
B & T Processing	Rick Taylor	
Rolling Hills Bank		
Agriland - Massena		
Anita Wellness Center	Kelsie Eden	
Erickson Carpentry	Spenser Erickson	712-779-0363