



## **Internship Handbook**

**2023-2024**

*Internships may be available for seniors who are on track to graduate on time and have maintained an 80% GPA along with satisfactory attendance.*



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

## Capital Area School for the Arts Charter School – Internship Program

### Rules and Regulations

1. The intern will be required to meet real-world work expectations and the applicable PA Core Standards for Career Education and Work.
2. The intern will adhere to the training site policy (manual); the intern may be released for the same reasons as those for regular employees.
3. The intern must demonstrate responsible, punctual attendance with a maximum of 10 nonconsecutive days absent during the school year. Extended absences will be excused by a doctor's note. Students with excessive (more than 10) absences and tardiness (more than 5) will be removed from the Intern Program.
4. The intern and parents/guardians agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from work.
5. The intern agrees to carry coverage for accident protection. It is strongly recommended that the student have health and accident insurance.
6. The intern is expected to wear attire appropriate for the workplace.
7. A portfolio of the following will be completed by the intern. Failure to complete the required assignments will result in the student being removed from the Intern Program.
  - a. All required signed paperwork (Rules and Regulations, Internship Plan, Intern Training Agreement, and Code of Conduct.)
  - b. A time card for each week signed by the mentor and turned into the school every Monday, including a log of activities, experiences and a reflection of at least eight sentences
  - c. Quarterly Goals and Objectives – thorough and detailed
  - d. Quarterly Student Evaluation completed by site mentor with a one-page reflection by the student detailing areas of strength, need, and skills gained
  - e. Resume including internship experience
  - f. Career Project. The final internship project is a culminating oral presentation. The presentation should be 5-7 minutes in length and must include visuals that include student's work, research and summary of the experience.
8. The intern will not receive any special privileges or rights. The intern is still a student and must obey all school rules and regulations. Failure to do so will result in removal from the program.

9. CREDITS: The intern can earn .5 to 2 credits for participation in the Intern Program. This is based on the number of hours at the internship site.
10. If the intern is too sick to attend his/her internship and school on any school day, the school MUST BE CONTACTED by a parent to report the intern's absence. Parents need to call the school before 8:00 a.m. to report their student's absence. The intern must also call or E-mail the school counselor and their mentor to report their absence or appointment by 8:00 a.m.
11. The intern should not ask to be excused from their internship until he/she first discusses it with the school counselor. He/she should understand that daily attendance at an internship is essential unless the intern is ill or in cases of unusual emergencies or special circumstances.
12. The intern may not sever connections with a mentor and firm without consent of the school counselor and then only after the counselor has made the proper and necessary arrangements with the mentor.
13. The intern must understand that as a member of the Intern program he/she is representing CASA Charter School and should perform all duties in a loyal and faithful manner and work to the best interest of all concerned.
14. The intern must SIGN-IN/SIGN-OUT in the school office every day without fail. He/she should sign-in/out IMMEDIATELY before leaving or entering the building. Failure to sign-out or sign-in will result in the intern being removed from the program.
15. Students shall not discuss, reveal, or copy any confidential material he/she sees or hears during the internship experience.
16. Students cannot be paid for school internship hours.
17. Students must adhere to all COVID-19 precautions instituted by CASA and by the workplace. Students assume all risk when they participate in CASA internships outside of CASA.

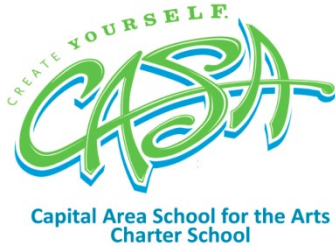
***The intern must follow all of the Rules and Regulations as outlined above, meet all workplace expectations, and exhibit behavior consistent with the Pennsylvania Core Standards for Career Education and Work. Failure to do so will result in the issuance of an Improvement Plan and possible removal from the program.***

-----  
Please sign below indicating that you have read, understand, and agree to comply with the above Internship Rules and Regulations and the PA Core Standards for Career Education and Work.

PLEASE NOTE: Failure to follow Rules and Regulations will result in a grade deduction, issuance of an improvement plan, disciplinary action, and removal from the program.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
www.casa-arts.org

---

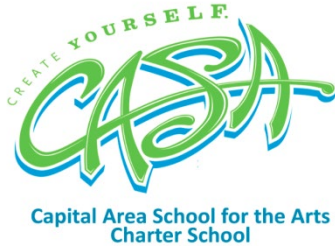
## Capital Area School for the Arts Charter School – Internship Program

### Internship Plan

1. Student name:
2. Site/Position:
3. Name of supervisor or contact person:
4. Phone number / Email address of supervisor or contact person:
5. Identify specific goals and objectives of the internship (what will the student learn and accomplish during the experience).
  
6. Identify special skills and/or training needed for the internship (explain any on-site training or prior skills needed to complete the above tasks).

-----  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

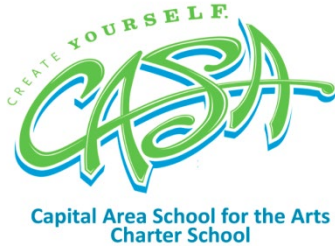


Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

## Capital Area School for the Arts Charter School – Internship Program Student Intern’s Role

- Sign and adhere to the expectations and requirements in the Internship Agreement.
- Understand and comply with the rules and regulations of the worksite.
- Demonstrate specified learning outcomes as outlined in the training agreement and detailed in the student’s quarterly goals and objectives.
- Communicate with the mentor and school immediately about questions regarding assignments, expectations, or appropriate behavior.
- Provide feedback about the internship experience through weekly time cards and reflections.
- Maintain good attendance and punctuality at school and at the training site. If unable to work because of an illness or unforeseen emergency, he or she must notify the training site and the school before the start of the normal workday.
- The intern will adhere to training site policy; the intern may be released for the same reasons as those for regular employees.
- The intern and parents agree to be responsible for transportation between the school and the training Site, if needed. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from the internship.
- The intern agrees to carry insurance or have comparable coverage for accident protection.
- The intern is expected to wear attire appropriate for the workplace.
- The intern will complete a minimum portfolio of the following:
  - a. All required signed paperwork (Rules and Regulations, Internship Plan, Intern Training Agreement, and Code of Conduct.)
  - b. A time card for each week signed by the mentor and turned into the school every Monday, including a log of activities, experiences and a reflection of at least eight sentences
  - c. Quarterly Goals and Objectives – thorough and detailed
  - d. Quarterly Student Evaluation completed by site mentor with a one-page reflection by the student detailing areas of strength, need, and skills gained
  - e. Resume including internship experience
  - f. Career Project. The final project is a culminating oral presentation. The presentation should be 5-7 minutes in length and must include visuals that include student’s work, research and summary of the experience.



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

### Capital Area School for the Arts Charter School – Internship Program Mentor’s Role

The employer’s role as a mentor in the internship program is to collaborate with the student and the school to develop goals, objectives, activities and competencies; set outcomes and identify activities to achieve them. The mentor instructs, supervises and supports the student. Periodic evaluations will be completed.

**\*Background checks and clearances are required for individuals who work with children/students. Please see the attachment for specific instructions and needed documents. All current (within one year) clearances must be on file with Mrs. Hill in the CASA office. Please contact 717-732-8450 with any questions.**

#### WHAT DOES THE MENTOR DO?

- Develop a training plan with the student and the school. All parties should agree on the goals, activities and competencies to be achieved, as well as the ways the student can demonstrate learning. The student should be given a variety of work assignments and be supervised by an experienced person.
- Sign the Internship Agreement. The school will provide this agreement.
- Establish the student’s weekly schedule. Confirm the student’s daily and weekly schedule.
- Sign the student’s weekly time card.
- Work with the student to establish quarterly goals and objectives to complete the activities outlined.
- Provide necessary safety instruction throughout the student’s training.
- Make the student feel a part of the workplace. Help your student feel a part of the workplace instead of a visitor. You may provide a workspace, an e-mail address, an identification badge.
- Introduce the student to fellow co-workers and provide a tour of the company or business.
- Supervise, instruct and train the student. Convey not only how something is done, but also why it is done in a certain way. Relay the consequences an activity has on the work of others.
- Hold the student to high expectations. Set the same expectations for the student as you would for any entry-level worker. Hold him or her accountable to the same rules that apply to regular employees, and subject him or her to the same disciplinary procedures.
- Provide feedback to the student and to the school. Convey positive feedback as well as constructive criticism. When you speak with the student, express your opinion and give the student a chance to express his/her thoughts on the issue.
- Listen between the lines. Throughout the experience, you will be teaching, explaining, and demonstrating new processes and procedures to the student. Don’t assume the student understands everything that is going on. Question him or her for feedback.
- Keep in regular contact and participate in meetings if necessary with the school and the student to discuss progress and to report any concerns.
- Evaluate student performance. A quarterly evaluation form will be provided by the school.

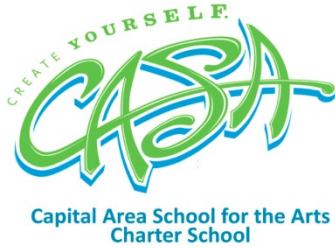


Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

**For instructions on how to obtain clearances, see the attachment or visit [www.casa-arts.org](http://www.casa-arts.org).**

**Please contact Sue Hill at 717-732-8450 with any questions.**



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
www.casa-arts.org

---

**Capital Area School for the Arts Charter School – Internship Program  
Intern Training Agreement**

STUDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STUDENT'S CAREER OBJECTIVE: \_\_\_\_\_

NAME OF FIRM:  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF MENTOR: \_\_\_\_\_ MENTOR EMAIL: \_\_\_\_\_

DATES OF INTERNSHIP: BEGINNING: \_\_\_\_\_ ENDING: \_\_\_\_\_

DAYS/HOURS PER WEEK: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TIME TO: \_\_\_\_\_ RELEASE TIME: \_\_\_\_\_

DRESS CODE: \_\_\_\_\_

**MENTOR RESPONSIBILITIES:**

1. The mentor will evaluate the progress of the student intern on a quarterly basis.
2. The student intern will be given a variety of work assignments and be supervised by an experienced person.
3. The mentor will arrange a conference with the coordinator when a trainee problem arises.
4. The mentor will provide necessary safety instruction throughout the student's training.

**STUDENT INTERN RESPONSIBILITIES:**

1. The intern will adhere to training site policy; the intern may be released for the same reasons as those for regular employees.
2. The intern must be regular in attendance during the internship. If unable to work because of an illness or unforeseen emergency, they must notify the training site and the school before the start of the normal workday.
3. The intern is obligated to comply with any confidentiality and professional policies established by the training site.



4. The intern and parents/guardians agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site. (Pennsylvania State Law) The school and employer assume no liability for accidents occurring to and from work.
5. The intern agrees to have insurance coverage for accident protection.
6. The intern is expected to wear attire appropriate for the workplace.
7. The intern will complete a minimum portfolio of the following:
  - a. All required signed paperwork (Rules and Regulations, Internship Plan, Intern Training Agreement, and Code of Conduct.)
  - b. A time card for each week signed by the mentor and turned into the school every Monday, including a log of activities, experiences and a reflection of at least eight sentences
  - c. Quarterly Goals and Objectives – thorough and detailed
  - d. Quarterly Student Evaluation completed by site mentor with a one-page reflection by the student detailing areas of strength, need, and skills gained
  - e. Resume including internship experience
  - f. Career Project. The final project is a culminating oral presentation. The presentation should be 5-7 minutes in length and must include visuals that include student’s work, research and summary of the experience.

This memorandum is for the purpose of outlining the agreement between the school and mentor on the conditions of training to be given a student intern. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

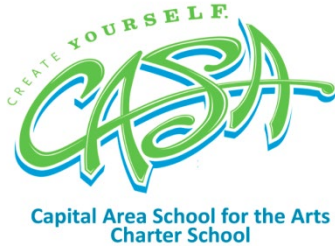
We the undersigned agree to the conditions and statements contained in this agreement. A parent/guardian signature indicates approval of the program and the understanding that the student will be responsible for transportation and all expenses incurred by the student in the pursuit of the internship experience. Parent signature further releases CASA Charter School and all employees from any and all liabilities incurred by the student while pursuing this internship program.

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_ Date \_\_\_\_\_



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
www.casa-arts.org

---

**Capital Area School for the Arts Charter School – Internship Program  
Intern Code of Conduct**

**Attendance:**

I must adhere to my agency’s attendance policy when reporting to my internship and requesting time off.

- My attendance policy when reporting to my internship is: \_\_\_\_\_
- My attendance policy when requesting time off from my internship is: \_\_\_\_\_
- Name and information of person to contact: \_\_\_\_\_

**Hours and Breaks:**

I must adhere to my agency’s work hours and break times.

- My schedule is: \_\_\_\_\_
- My hours are: \_\_\_\_\_
- The number of hours per week that I am schedule to intern are: \_\_\_\_\_

**Transportation:**

It is my responsibility to get to and from my internship site.

- My method of transportation is: \_\_\_\_\_

**Dress/Attire:**

My dress/attire must be appropriate for my internship site.

- The dress code is: \_\_\_\_\_

**School Rules:**

All school rules apply while working at an internship site.

**Professionalism:**

I will address my coworkers and supervisors in a respectful, professional manner while taking pride in my internship.

Student \_\_\_\_\_ Date \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
www.casa-arts.org

---

**Capital Area School for the Arts Charter School – Internship Program**

**Driving Permission**

I/WE, THE PARENT/GUARDIAN OF \_\_\_\_\_  
*(Student's Name)*

WHO IS PRESENTLY ENROLLED IN THE INTERN PROGRAM, GIVE PERMISSION FOR  
\_\_\_\_\_  
*(Student's Name)*

TO LEAVE/ARRIVE AT SCHOOL AT \_\_\_\_\_ TO DRIVE  
*(Times)*

TO/FROM CASA CHARTER SCHOOL TO/FROM \_\_\_\_\_  
*(Name of Internship Site)*

DURING THE \_\_\_\_\_ SCHOOL YEAR.

\_\_\_\_\_  
*(Signature of Parent/Guardian)*

\_\_\_\_\_  
*(Date)*



Name \_\_\_\_\_ **Quarter 1 Internship Goals**

*List three goals you want to accomplish during the first quarter of your Internship. For each goal, list three things you will do to accomplish each goal. Please include your strategy, planning, and timetable (include dates and times).*

**Goal 1:**

**Plans to accomplish Goal 1:**

- 1.
- 2.
- 3.

**Goal 2:**

**Plans to accomplish Goal 2:**

- 1.
- 2.
- 3.

**Goal 3:**

**Plans to accomplish Goal 3:**

- 1.
- 2.
- 3.

Name \_\_\_\_\_ **Quarter 2 Internship Goals**

*List three goals you want to accomplish during the second quarter of your Internship. For each goal, list three things you will do to accomplish each goal. Please include your strategy, planning, and timetable (include dates and times).*

**Goal 1:**

**Plans to accomplish Goal 1:**

- 1.
- 2.
- 3.

**Goal 2:**

**Plans to accomplish Goal 2:**

- 1.
- 2.
- 3.

**Goal 3:**

**Plans to accomplish Goal 3:**

- 1.
- 2.
- 3.

Name \_\_\_\_\_ **Quarter 3 Internship Goals**

*List three goals you want to accomplish during the third quarter of your Internship. For each goal, list three things you will do to accomplish each goal. Please include your strategy, planning, and timetable (include dates and times).*

**Goal 1:**

**Plans to accomplish Goal 1:**

- 1.
- 2.
- 3.

**Goal 2:**

**Plans to accomplish Goal 2:**

- 1.
- 2.
- 3.

**Goal 3:**

**Plans to accomplish Goal 3:**

- 1.
- 2.
- 3.

Name \_\_\_\_\_ **Quarter 4 Internship Goals**

*List three goals you want to accomplish during the fourth quarter of your Internship. For each goal, list three things you will do to accomplish each goal. Please include your strategy, planning, and timetable (include dates and times).*

**Goal 1:**

**Plans to accomplish Goal 1:**

- 1.
- 2.
- 3.

**Goal 2:**

**Plans to accomplish Goal 2:**

- 1.
- 2.
- 3.

**Goal 3:**

**Plans to accomplish Goal 3:**

- 1.
- 2.
- 3.



## Student Performance Evaluation

Student Name:

Rating Period:

<b>OUTSTANDING</b> 100% to 90%	<b>COMMENDABLE</b> 89% to 80%	<b>SATISFACTORY</b> 79% to 70%	<b>NEEDS IMPROVEMENT</b> 69% to 60%	<b>UNSATISFACTORY</b> 59% to 0%
-----------------------------------	----------------------------------	-----------------------------------	--	------------------------------------

**JOB TRAINING/KNOWLEDGE/SKILLS:** Measures student's job knowledge and skills as related to the organization's mission.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently applies job knowledge/skills to work assignments.	Uses opportunities to expand job knowledge/skills.	Work reflects adequate job knowledge/skills.	Lacks basic or sufficient job knowledge/skills.	Rarely demonstrates basic job knowledge/skills.
Comments:				

**ATTENDANCE/PUNCTUALITY:** Measures student's adherence to established work schedule and is on time and prepared to work.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently reports to work as scheduled.	Rarely absent or late.	Occasionally absent or late.	Frequently absent or late.	Excessively absent or late.
Comments:				

**WORK ATTITUDE:** Measures student's positive response to authority, assignments, and instructions.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently demonstrates a positive/respectful attitude.	Frequently demonstrates a positive/respectful attitude.	Acceptable attitude.	Negative attitude.	Disrespectful, unacceptable attitude.
Comments:				

**WORK HABITS:** Measures student’s performance in the areas of appropriate appearance, proper conduct, ethical behavior, and policies and procedures.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently exceeds standards of performance.	Frequently exceeds standards of performance.	Meets standards of performance.	Difficulty maintaining standards of performance.	Fails to meet standards of performance.
Comments:				

**WORK RESULTS:** Measures student’s results in meeting expectations of quality, quantity, customer service, and timeliness.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently exceeds expectations.	Frequently exceeds expectations.	Meets expectations.	Difficulty meeting expectations.	Fails to meet expectations.
Comments:				

**INITIATIVE/PROBLEM SOLVING:** Measures student’s performance in the areas of self-direction, resourcefulness, identifying and resolving problems, and completing assignments.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
Consistently demonstrates self-motivation and requires minimal supervision.	Frequently demonstrates self-motivation and requires minimal supervision.	Completes tasks with routine supervision.	Hesitates to get started and requires more than routine supervision.	Demonstrates inability to work independently or in a team.
Comments:				

**INTERPERSONAL RELATIONS:** Measures student’s interactions with co-workers, supervisors, and customers in an appropriate manner and adheres to Equal Employment Opportunity (EEO) policies.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently contributes to a harmonious and productive work environment.	Frequently contributes to a harmonious and productive work environment.	Interacts in a cooperative manner.	Difficulty getting along with others.	Counter-productive interpersonal relationships.
Comments:				

**FLEXIBILITY/ADAPTABILITY:** Measures student’s ability to be flexible and adapt to changes from the daily routine.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently demonstrates the ability to adapt and be flexible.	Frequently demonstrates the ability to adapt and be flexible.	Demonstrates the ability to adapt and be flexible.	Inflexible and resists change.	Does not adjust or adapt to change.
Comments:				

**COMMUNICATIONS:** Measures student’s ability to communicate in an effective, timely, clear, and concise manner. Skills include listening, speaking, and writing.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently communicates effectively.	Frequently communicates effectively.	Communicates effectively.	Difficulty in communicating effectively.	Fails to communicate effectively or appropriately.
Comments:				

**SAFETY/WORK ENVIRONMENT:** Measures student’s adherence to prescribed safety standards and maintenance of a clean and orderly work area.

<b>OUTSTANDING</b> <input type="checkbox"/>	<b>COMMENDABLE</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	<b>NEEDS IMPROVEMENT</b> <input type="checkbox"/>	<b>UNSATISFACTORY</b> <input type="checkbox"/>
Consistently demonstrates safe practices and attention to work environment.	Frequently demonstrates safe practices and attention to work environment.	Demonstrates safe practices and attention to work environment.	Rarely demonstrates safe practices and attention to work environment.	Does not demonstrate safe practices and attention to work environment.
Comments:				

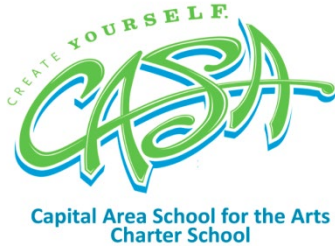
<i>Please comment on the following areas.</i>	
<b>STRENGTHS</b>	
<b>AREAS FOR IMPROVEMENT</b>	
<b>JOB PROGRESS</b>	
<b>ATTENDANCE</b> (Please list specific dates during the rating period for which the student was absent or tardy to work.)	
<b>OVERALL PERFORMANCE RATING</b>	

*Please review the evaluation with your student and obtain the necessary signatures below.  
Submit the signed evaluation to the coordinator for review. Thank you.*

<b>Internship Work Site/Business Name</b>	
<b>Supervisor's Signature &amp; Date</b>	
<b>Student's Signature &amp; Date</b>	
<b>Coordinator's Signature &amp; Date</b>	



**Capital Area School for the Arts  
Charter School**



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

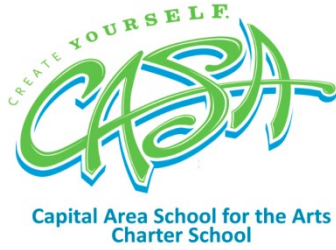
Capital Area School for the Arts Charter School – Internship Program

Career Research Project – Include photos of actual work performed, final products, and relevant duties

NAME OF CAREER: \_\_\_\_\_

1. **DUTIES AND RESPONSIBILITIES:** What is the nature of the work, and what will your duties be? What specific tasks do workers in this career perform? Are the workdays repetitive or full of new experiences? Is the pace easy, or is the career a high-pressure one? Is the work primarily physical or mental? Will you enjoy these responsibilities?
2. **WORKING ENVIRONMENT:** What are the working conditions for this occupation? Is the work done mainly indoors or outdoors? Is the work performed while sitting, standing, or on the move? Are the indoor facilities air-conditioned and heated? Is the work environment dangerous in any way? Is the workplace clean, dirty or dusty? Can you work around dirt and dust without a problem? Are you working alone or with other people? Will you enjoy working in this environment?
3. **WORKING HOURS:** What are the normal working hours? Does the job require working weekends, nights, shifts, holidays, overtime? When are you at your best? Will you enjoy working these hours?
4. **APTITUDES AND ABILITIES:** What aptitudes and abilities are needed for this career? What personal and physical qualities do you need for the career? Do your natural talents match with the aptitudes and abilities required for this career?
5. **INTERESTS:** Identify your interests and describe how they will match with the duties and responsibilities of the career.
6. **VALUES:** Your values are the principles that you want to live by and the beliefs that are important to you. Identify your values and describe how they affect your career choices.
7. **EDUCATION AND TRAINING:** What are the educational and training requirements needed to enter and progress in this career? What are the qualifications for this occupation? Where do you plan to acquire the required education and training? Include the following information: name of the school/college, type, location, size, admission requirements, quality of program, time needed to complete the program, estimated yearly cost, type of financial aid available.
8. **TECHNICAL SKILLS:** What technical skills does this career require? Be specific.
9. **EXPERIENCE:** What kind of experience is required for entry into this career?

10. **DATA-PEOPLE-THINGS RELATIONSHIP:** Careers involve working with data, people, and things. Many careers entail working with all three categories. For any given career, though, one area tends to dominate. Will this career involve working with mostly data, people, or things? Please explain. Do you enjoy working more with data, people or things? Please explain.
11. **SALARY AND FRINGE BENEFITS:** What is the beginning salary, average salary and top salary for this career? Do workers in this career usually receive fringe benefits? If so, what are they? Will this career provide you with enough money to live the lifestyle you desire?
12. **ADVANCEMENT:** What are the advancement opportunities for this career? Is the job you are looking at a "dead-end" one? Or can you be promoted to a better-paying position with more responsibility?
13. **CAREER OUTLOOK:** What is the future employment outlook for this career? Are there a lot of jobs available in the career area in which you are interested? What are the job trends? Will the industry get bigger? Will it get smaller?
14. **RELATED OCCUPATIONS:** List and briefly describe two related occupations to this career.
15. **PLAN OF ACTION:** Include your short-range goals, your medium-range goals, your long-range goals and your ultimate career goal. Be specific. Include dates and a time line.
16. **SUMMARY:** Why did you choose this career?
17. **WORKS CITED PAGE:** Cite your work throughout the project using proper MLA format. Include a Works Cited Page. You must use at least 5 sources.



Capital Area School for the Arts Charter School  
150 Strawberry Square  
Harrisburg, PA 17101  
Phone: 717-732-8450 Fax: 717-732-8451  
[www.casa-arts.org](http://www.casa-arts.org)

---

## **Career Research Project Presentation**

### **Evaluation Rubric**

See attachment or visit [www.casa-arts.org](http://www.casa-arts.org).