



## Internship Overview

A practicum is a well-defined work/learning experience to assist students in their preparation for a chosen career field. With intentional learning goals, supervision and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the employer. Typically, students participate in projects or work alongside practicing professionals as they tackle special day-to-day challenges.

The goal of Turner College and Career High School is to advance college/career-bound students’ academic, intellectual, technical, and personal skills. These students are juniors or seniors who are enrolled in the practicum classes at Turner College and Career High School.

Internship characteristics include:

- Practicums begin after first 2 -3 weeks of the start of the school year and last until at least the third week in May, with the student working at least 8.5 hours per week.
- The work days/times are arranged individually. It should be after school during regular business hours. Students are available around 2:45pm on Mondays, and 1pm on Tuesdays, Wednesdays, Thursdays and Fridays. Students are in class on Mondays till 2:15pm and are released Tuesday - Friday at 12:10pm from THS.
- The practicum is for academic credit. The practicum can be an **unpaid or paid** internship experience.
- High school students enrolled in their third or fourth year of a Pathway program are eligible for this practicum. In some practicums, students must have obtained their industry certifications (i.e. CompTIA A+, CompTIA Net+, etc.).

Tracy Washington, IT Teacher  
washingtont@pearlandisd.org

Lillian Wilson, PLTW Engineering Teacher  
wilsonlm@pearlandisd.org

Sheryl Von Ruff, CTE Dept Chair  
vonruffs@pearlandisd.org

Dr. Jennifer Morrow, Principal  
morrowj@pearlandisd.org

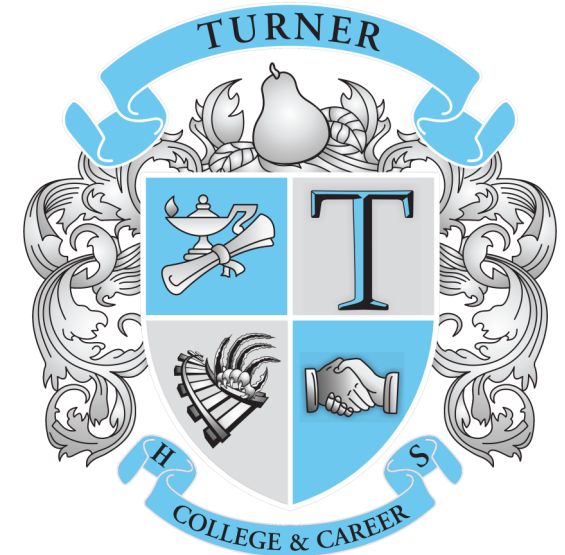
Rhonda Knight, PISD CTE Coordinator  
knightr@pearlandisd.org



4717 Bailey Road  
Pearland, TX 77584

Phone: 281-727-1600  
Fax: 281-727-1616

4/2016



## Practicums in Engineering and IT

# TURNER

College & Career High School

## Practicums benefit students, teachers, schools, and employers.

**Students** benefit from working and learning in a high-skill environment. They observe and participate in all aspects of the business environment and operations and discover how the knowledge gained in high school is applied in the workplace.

**Teachers** benefit from a better understanding of what businesses expect from their employees. By observing student interns and through contact with businesses, teachers can adjust curricula and instruction to the needs of the business world. Educators and employers work together in preparing students for success in post-secondary education and in the workplace.

**High Schools** benefit because they can ensure students and parents that graduates will be well prepared for promising careers and higher education opportunities.

**Employers** benefit from the strong, long-term relationships with local schools, which will produce qualified job candidates for the community.

Other employer benefits:

- Obtain assistance with project needs
- Meet staffing needs
- Base permanent hire decisions on knowledge and observation of candidates work
- Increase awareness of your office on campus to attract additional qualified full-time and internship candidates as well as potential clientele

## The Company and The Interns

Because interns are part employee and part student, managing them takes special attention. This internship may be among their first professional experiences.

**Orientation:** Companies are expected to take time the first day to orient the intern to the office, introducing the intern to other staff members and providing an overview of the organization. It is helpful to identify particular staff members that interns should go to for help with office procedures if their supervisor is not available.

**Expectations:** Companies should discuss their expectations of the student's performance and expectations of the internship experience. Write down these expectations and review them on a regular basis. Students are expected to follow business policies and procedures during the internship. Students are also expected to continue to follow all PISD district policies and rules.

**Direction:** An intern will need very clear instructions about the tasks to complete. Assigning the right amount and type of work is a challenging part of supervising an intern. Companies should provide challenging work. Interns that are underutilized often feel unneeded.

**Feedback:** Companies know that interns need feedback on their work. Companies will point out both positive elements as well as elements to be improved upon.

**Concerns:** The company and the intern should contact the teacher or community liaison if you have any concerns about the intern's ability to successfully complete the internship.

**Evaluation:** Student interns will be graded based upon your evaluations of their performance as well as coursework relating to the internship. We ask that companies evaluate the students, on paper, once every nine weeks. The teacher and/or practicum coordinator will be either stopping by or calling every six weeks to check on the student as well. This will allow us to monitor the student's progress and growth as an intern.

## Successful Internships

- ◇ Product Drawing Updates at AMST
- ◇ IT Support at Blutworth Marine
- ◇ IT Support at City of Pearland
- ◇ Computer Aided Drafting at Compositelch
- ◇ Computer Aided Drafting at Global Oil and Gas Equipment
- ◇ Customer Service at Jim's Motorcycle
- ◇ Customer Service at Midas
- ◇ IT Support at PackServ, Inc. (PSC)
- ◇ IT Support at Pearland ISD
- ◇ IT Support at Pipe and Tube Supply, Inc. (PTS)
- ◇ Product Website Development at Pro-Line Manufacturing
- ◇ IT Support at WalkerCom, Inc.
- ◇ YOUR company could provide a successful internship! Contact us today!

