

Montessori School of Evergreen 8th Year Internship Program

INTERNSHIP REQUIREMENTS

1. One person must accept the responsibility for supervising the intern and completing a brief written evaluation form on the intern.
2. The intern must be on the job working or learning 7-8 hours a day on November 6, 7, and 8, 2007.
3. The intern's family is required to provide or arrange transportation to and from the internship site.
4. The intern should dress in a manner appropriate to the organization and follow all the rules and guidelines as explained by the intern supervisor.
5. The school will send a representative to visit the intern on site once during the three days.
6. The intern may not work with a relative and only one intern from the school can be at each site.
7. Interns may not be paid for their work.
8. Any issue or concern with an intern should immediately be reported to Matt DiOrio, or Helene North the student's primary teachers, at 303 674-0093.
9. The student is required to make-up any days missed due to illness on a day mutually agreeable to the student and intern supervisor.

PHILOSOPHY AND GOALS OF THE PROGRAM

The internship program is a core element of the curriculum with philosophical roots central to the Montessori educational philosophy. Students learn best when they are actively engaged in their learning and when that learning is relevant to their lives. Middle school age students, in particular, need opportunities to feel connected to their communities and to have adult role models outside the home and school. The Internship Program addresses these needs by providing students with an experience that moves them outside the confines of the school and into the world of work. Over the course of this ten-week program, there is opportunity for growth and learning as the students hone their skills in communication, customer service and all the many aspects of working in, and learning about, a small business or service organization. The specific goals of the program are to:

- Provide students with the opportunity to enhance their self-confidence and feelings of usefulness in the world of work.
- Provide students with an experience that helps them to develop skills in communicating with adults, taking direction, performing tasks and assuming responsibility.
- Provide students with an opportunity to explore career interests and to expand their awareness of the business and service community. Students discover the value of their academic work as they learn what skills are needed on the job.
- Provide opportunities for written and oral expression with assignments tied to the internship program.
- Nurture a sense of volunteerism and appreciation for their community.

Montessori School of Evergreen – Internship Program
Commonly Asked Questions

How can I make this a valuable experience for the student? Over the years we have found that the friendliness and commitment of the student's direct supervisor is more important than the actual work assigned. Even cleaning the store windows can be fun if the work is appreciated and balanced with other jobs. Varied tasks within the students' limits, clear well-defined directions and constructive feedback on the quality of their work are the best ways to create a mutually rewarding experience.

Am I liable if the student is hurt? No, the Montessori School of Evergreen carries liability insurance on the students while they are on your site. The parents have signed a waiver indicating their permission for the student to participate in internship programs.

What are my responsibilities? We ask that you plan a variety of work for the student to do each day and designate an individual to act as the student's supervisor and liaison to MSE. The supervisor will be asked to complete an evaluation on the student at the end of the program. This information and your personal feedback will be used to determine a grade for the student. If, due to unforeseen circumstances, you are unable to host the student on a particular day we ask that you give us as much notice as possible so that we may find an alternative activity for them.

What if things just don't work out? Our goal is for the internship program to be a mutually rewarding experience for both the student and the business. If, for whatever reason this does not occur, Matt DiOrio from MSE will intervene to improve the situation or move the student to an alternate site. In addition, accepting a student for an internship does not commit the business or service organization to taking future students. Continued participation in the program is at the discretion of the organization.

What benefits does my business or organization receive from participating in the Internship Program? You will join the ranks of over 40 community-minded businesses and organizations that have sponsored a Montessori student intern. Some of these businesses have inspired in their interns a career interest that they have pursued as they continue with their education. Some have contributed to helping their intern develop specific job related marketable skills. Some have taught the student the value of their academic work as they realize the skills needed for more sophisticated work. And some have even gone on to hire their intern. In addition, MSE acknowledges the internship sites in their publications and encourages MSE families to support our internship sites.