



Deer Valley Unified School District

Jeffrey Samaniego

Jr/Sr Internship

Room # C102b

Voice Mail #602-376-3113

<https://www.dvUSD.org/Domain/11748>

Jeffrey.samaniego@dvUSD.org

Course Description:

This course is supervised work experience with a minimum of 5 hours per week in a paid or unpaid position. Students will meet for seat time until released to their internship sites. Students must provide their own transportation to their work sites and be 16 years of age or older.

Student Eligibility:

- Must be a DVUSD 11th or 12th-grade student and not eligible for a CTE Internship (students eligible for a CTE Internship should enroll in the CTE Internship course instead)
- Must be eligible to work in the state of Arizona
- Must secure own paid position with an employer
 - Students wanting an unpaid style internship should work with the teacher on a case-by-case basis
- Must be able to provide own transportation to the work site
- If the student will be driving to the work site, a valid driver's license and vehicle insurance must be confirmed; the parent/permission transportation form must be submitted
- Student, parent/guardian, and job site supervisor must sign the Program Agreement form

Course Objectives/Key Attributes:

- Work-based learning experience that places the student in a real workplace environment to develop and practice career-related knowledge and skills
- Develop professional skills and increase understanding of the work environment dynamics.
- Connect classroom learning to work-based learning through accompanied structured reflection activities.
- Reflect upon specific academic and workplace skills needed to be successful in the workplace environment.

Student Assessment and Evaluation will be based on the Arizona CTE Professional Skills Standards, [click here to view these standards](#).

Course Structure:

Students will attend classes in person during the first 3 weeks of the Fall semester, first week of the Spring semester, and the final class period of the school year. Students will continue working at their work sites at least 5 hours per week throughout the semester(s) and remain in good standing with their employers. Students will be graded using the A-F grade scale.

Course Components:

The Jr/Sr Internship course is organized into the following components.

- Course overview
- Portfolio Preparation
 - Document Preparation
 - Interviewing Skills
- Professionalism
 - Technical Skills and Professional Skills
 - Professional Dress
 - Punctuality and Reliability
 - Personal and professional boundaries and workplace etiquette
- Collaboration
 - Teamwork
 - Collaboration skills
- Communication Skills
 - Speaking
 - Listening
 - Written
- Thinking and Innovation
 - Problem-solving (describe, diagnose, plan)
 - Evaluates self
- Initiative and Self Direction
 - Skill growth and continual improvement
 - Career advancement
 - Mentors and role models
- Student Reflections
- Employer Evaluations
- Instructor Visitations
- Weekly Activity Reports

Classroom Rules and Consequences:

1. Student Conference
2. Conference with student AND parent contact
3. Conference with student AND parent contact AND officer referral

**Depending on the severity of defiance steps may be skipped*

Deer Valley Unified School District's Student Rights and Responsibilities handbook are applicable to all students in this class in addition to agreed-upon workplace expectations.

Grade Book Weighting: (District-Wide)

80% Assessment

20% Coursework

Grading Scale

100% - 90%

89% - 80%

79% - 70%

69% - 60%

59% - 0%

Homework: Students are given class time to complete the first three weeks of assignments, all other assignments and assessments will be completed outside of class.

No extra credit is given in this course.

Report Cards

In an effort to conserve resources and harness the capacity of our electronic grade reporting program (PowerSchool) district schools will no longer print hard copies of report cards unless requested by individual parents. To request a hard copy of your student's report card, please contact the front office at 623-376-3000. To receive your PowerSchool login, please stop into the office with a valid photo ID.

Power School Online Access:

Grades and attendance may be accessed 24 hours a day online with your Power School access code. Access codes are available in the Counseling Office or Front Desk Monday – Friday 7:00 AM– 3:30 PM. You may check student progress regularly on the PowerSchool site using the same login for one or more students. For Mountain Ridge parents/guardians without home computer access, a computer with guest log-in capability is available in the Counseling Conference Room.

Academic Assistance/Office Hours:

In addition to the Academic Prep times built into our schedule each week, additional assistance/tutoring is provided on a weekly basis both by MRHS and individually by instructors. These office hours will be posted in my classroom, website, and/or Canvas at the start of each week. I will demonstrate to the students how to find my availability each week.

Make-up Policy:

Absences: After an absence, a student has one school day for each day missed to make up work/tests, regardless of the number of days absent. If many days were missed, please schedule an appointment with me to formulate a plan for the completion of make-up work. Make-up work for extended absences (over 3 days) may be requested through the Counseling Office and picked up there.

Late Assignments Policy:

In order for **Late Work** to be accepted, students must meet the following parameters:

- Assignment is not due within the class period
- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in by the end of the instructional unit

Classwork Policy: In-class assignments may be due by the end of the class period. You will receive time to complete in class.

Test Retakes – Assessment Category Only

The student completes another assessment of the same learning targets. The assessment to be retaken may be in the same format or a different format and will be at the same difficulty level. The higher of the two scores will be entered in the grade book.

To earn a retake opportunity, a student must complete all of the following:

- Consult with the teacher
- Submit a reassessment plan or application.
- The reassessment plan may include all formative coursework related to the content/skill assessed

Reassessment Plan

- The student must initiate contact with the teacher within 5 school days of the assessment score being posted.
- The student must communicate with the teacher to create a reassessment plan.

AI Statement

In Deer Valley Unified School District, we are committed to providing our students with the best possible education while ensuring their safety, privacy, and well-being. As part of our ongoing efforts to enhance learning experiences, we may incorporate the use of Artificial Intelligence (AI) in the classroom for students. However, it is important to approach this technology with caution and adhere to responsible data privacy practices.

DVUSD has determined that the use of Large Language Models (LLMs), such as ChatGPT, is prohibited unless clearly specified by your teacher. Specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is an LLM or if it is permitted on a specific assignment, please contact your teacher before submitting your work.

Daily Device Use (iPads)

Students should come to school with their iPads charged and ready to use in each class every day. Devices may not be used to record or take photos of other people without their consent. Consequences for classroom disruptions and misuse of devices will follow a progressive discipline model, beginning with a phone call home and progressing to office referrals for repeated or more serious offenses. See the Student Rights and Responsibilities consequence chart in the handbook for more specific descriptions of infractions and consequences.

Parents/Guardian Acknowledgement

Please scan the QR code or click on the link below to fill out a Google form to verify the student and parent acknowledge receiving and reading the course outline and understand the outlined acknowledgments and procedures.

[Link to Syllabus Acknowledgement Form](#)

