

Kirtland High School

JUNIOR CAREER INTERNSHIP

STUDENT: _____

INTERNSHIP LOCATION: _____

INTERNSHIP SUPERVISOR: _____

3 PARTS TO BE COMPLETED AND SUBMITTED:

PART 1: DAILY LOG (3)

PART 2: FINAL SUMMATION

PART 3: EVALUATION (BY SUPERVISOR)

SUBMIT TO THE GUIDANCE OFFICE NO LATER THAN
TUESDAY, JUNE 4TH, 2019!

DAY 1 LOG

STUDENT: _____

LOCATION: _____

DATE: _____

ACTIVITIES:

1. _____
2. _____
3. _____
4. _____
5. _____

REACTIONS TO THE DAY (NARRATIVE):

DAY 2 LOG

STUDENT: _____

LOCATION: _____

DATE: _____

ACTIVITIES:

1. _____
2. _____
3. _____
4. _____
5. _____

REACTIONS TO THE DAY (NARRATIVE):

FINAL SUMMATION:

In a typed two page paper summarize your experience. Include:

1. Brief summary of major activities.
2. What were your observations about the activities you were involved in?
3. Explain any positive comments you have about the people, the work place, and the occupation itself.
4. Explain any negative comments (if any) you have about the people, the work place, and the occupation itself.
5. Please explain if you would continue to pursue the same career goal after having this experience. Why or why not?

Attach summation to log and evaluation form and submit to the Guidance Office no later than Tuesday, June 4th, 2019!

KIRTLAND HIGH SCHOOL
JUNIOR CAREER INTERNSHIP PROGRAM

STUDENT EVALUATION FORM
(TO BE COMPLETED BY SUPERVISOR)

Name of Student: _____

Internship Location: _____

Internship Supervisor: _____

EVALUATION:

(Circle the number best describing the given observations; 1 = lowest, 10 = highest)

- | | |
|----------------------------------|----------------------|
| COURTESY..... | 1 2 3 4 5 6 7 8 9 10 |
| DEPENDABILITY..... | 1 2 3 4 5 6 7 8 9 10 |
| ENTHUSIASM..... | 1 2 3 4 5 6 7 8 9 10 |
| INITIATIVE..... | 1 2 3 4 5 6 7 8 9 10 |
| APPEARANCE..... | 1 2 3 4 5 6 7 8 9 10 |
| SERIOUSNESS..... | 1 2 3 4 5 6 7 8 9 10 |
| OPENNESS TO SUGGESTIONS..... | 1 2 3 4 5 6 7 8 9 10 |
| ABILITY TO WORK WITH OTHERS..... | 1 2 3 4 5 6 7 8 9 10 |
| MOTIVATION..... | 1 2 3 4 5 6 7 8 9 10 |
| APTITUDE FOR CAREER..... | 1 2 3 4 5 6 7 8 9 10 |

TIME SPENT:

DAY 1: _____ HOURS

DAY 2: _____ HOURS

DAY 3: _____ HOURS

ADDITIONAL COMMENTS:

SUPERVISOR'S SIGNATURE: _____

Would you be willing to sponsor another Kirtland High School student in the coming years?

() YES () NO

Student may return form with log & summary OR supervisor can fax: (440) 256-1042 OR mail to:
Kirtland High School; 9150 Chillicothe Rd. Kirtland, OH 44094; Attention: Mrs. Prosuch