

## **Muscatine High School POLs Internship**

### **A. General Expectations**

- Presentations should take place on Wednesday, Thursday, Friday May 16-18 unless other arrangements are made.
- Presentations should be in front of your mentor, a panel of their choosing and the Muscatine School District visitors.
- Dress professionally. Even if you are in a casual environment, please dress appropriately for your presentation.
- Provide artifacts (photographs, material objects, or digital examples) which reflect the work and projects completed during the internship.

### **B. Site Knowledge / Work & Project**

- What can you tell us about your work site? What organization does it have? What is the purpose of your site?
- What did you learn from completing this internship?
- How did you make a meaningful contribution to your workplace?
- How did your project go from an idea or inspiration to a final product?
- What did you learn about the quality and quantity of your own work?
- What qualities or characteristics did you see in your coworkers that you would like to develop in yourself?

### **C. Topics students should address during presentation:**

- Describe the activities, responsibilities and duties you completed during your internship.
- Describe your project, discuss the steps you took to complete it and explain the project's usefulness for your organization.
- Describe what you learned in general about experiencing the professional working world.
- Describe the skill sets that you possessed prior to your internship that were helpful to your site. How did you use them at your internship?
- Describe skill sets that you acquired during your internship.
- Provide an example of the importance of workplace communication. How did communicating with your mentor and co-workers help your performance?
- Provide an example demonstrating the importance of mentorship. How did working closely with your mentor help your understanding of work, school, or your future?

### **D. Question and Answer topics to address during presentation:**

- Be prepared to answer questions about your site's organization and purpose.
- Consider the learning you accomplished during your internship, the role of school in preparing you for work and choices you will make later in life.

### **E. Public Speaking Skills**

- Maintain proper volume and speed
- No side conversations or drawing attention to errors or glitches in the presentation
- Presentation should be a minimum of 10 minutes
- Student will engage in a professional Question Answer time following the presentation

**Muscatine High School**  
**g2 Academic Internship - Presentations of Learning**

| (50 points total)                         | 10 points  | 7 - 9 points   | 4 - 6 points   | 1 - 3 points   |
|---|--|--|--|--|
| General Expectations<br>(See A)           | General expectations are exceeded  | General expectations are met   | 2-3 General expectations aren't fully met  | General expectations were not met.   |
| Site Knowledge<br>(See B)                 | Students are extremely knowledgeable about their workplace   | Students know about their workplace and are able to answer all questions                                       | Students have information about their workplace and are able to answer all but 2-3 questions | Students do not have adequate information about their workplace                    |
| Internship/ Project discussion<br>(See C) | All topics discussed in depth with emphasis on results and skill sets learned                          | Most topics discussed with results and skill sets learned.   | Some topics discussed but results and skill sets well defined                                | Few of the topics discussed or very poorly defined. No results given               |
| School & Life Q & A<br>(Audience Handout) | Responses reflective/ introspective and deeply and thoroughly connected experience to school and life. | Responses reflective/ introspective and connected experience to school and life, but not deeply or thoroughly. | Responses weakly reflective/ introspective and connected experience to school and life.      | Responses did not reflect/ introspective or connect experience to school and life. |
| Public speaking<br>(See E)                | Student exceeds public speaking skill requirements as outlined in part E                               | Student meets public speaking skills as outlined in part E   | Speaking skills are not fully met. 2-3 skills as defined in part E are poorly done.          | Public speaking skills were significantly below standard                           |