GUIDELINES FOR OFF-CAMPUS PROJECT STUDENTS

(Student-Designed Internship or School-Arranged Internship)
2005 – 2006
January 3 – 20

1. Off-campus projects are internships which may be designed by the student herself or selected from a list of local projects arranged by the school. All off-campus projects must be educational in nature and require the student to spend a minimum of 6 hours a day for 15 days at her job.

2. No financial remuneration (salary, gifts, gratuities) can be accepted.

3. Each off-campus project student must attend all scheduled meetings with her on-campus advisor. Attendance at these meetings is required. Tardiness or failure to attend indicates a lack of commitment, and the student may incur penalties.

4. On Tuesday, October 18, all paperwork will be due for all internship students, whether student-designed or school-arranged. Specifically, this paperwork consists of the completed Internship Application Form (with signatures) and the field advisor letter. Any student who does not meet this deadline will be scheduled in an on-campus course or be placed last in line for any remaining local internships.

5. Each student doing a school-arranged internship must schedule an interview with her field advisor, attend the interview, and report back to her on-campus advisor in time to have her paperwork complete by the October 19 deadline.

6. Each off-campus project student must write a brief paper in the fall on a topic supplied by her on-campus advisor, perhaps explaining what she expects from her Jan Term experience. This paper will be due on Wednesday, December 7 by the end of sixth period. Another brief paper is to be written after Jan Term, explaining what the experience was really like. This second paper will be due on Wednesday, January 25 and will be included in the final folder.

7. Each off-campus project student must contact her on-campus advisor by letter, email, or telephone at the end of the first week of work and inform the advisor of her activities. If the contact is made by letter or email, the letter or email must be postmarked by Friday, January 6. If the contact is made by phone, the call must be made by this same day.

8. During the three weeks the student will keep an orderly and thorough daily journal of her activities. She should also evaluate her progress toward the goals she originally set for herself and note this in her journal.

9. By the end of sixth period on Wednesday, January 25, the student must turn in to her on-campus advisor a neat folder which contains:
   a. the student’s journal
   b. two brief papers (one handed in December 7, the other January 25)
   c. the field advisor’s evaluation
   d. the time sheet initialed and signed by the field advisor

Part of the Jan Term grade will be based on getting these things in ON TIME. If a student does not hand in reports on time, she may be asked to meet with her on-campus advisor and the head of the Off-Campus Committee.

10. On Tuesday, January 24, during assembly period, the student will meet with her on-campus advisor to present a short oral summary of her January Term experience. On this date, the student must also indicate the approximate size of the display she is planning for Sharing Day.
11. On **Thursday, February 2**, the student will present a display to be shared with the student body. The display must provide, in an interesting and creative way, visual evidence of the student’s January Term experience. It must also show evidence of **careful thought and planning**. The student should also be able to speak to any visitors with confidence and detail about her experience.

12. Grades for January Term will be based on:
   a. the daily journal
   b. the time sheet
   c. the evaluation by the field advisor
   d. the Sharing Day display and oral presentation
   e. the two brief papers
   f. timely response to all expectations
   g. commitment

13. If a student receives an unsatisfactory grade on her off-campus Internship project, she will not be permitted to participate in the program the following year. This rule applies to all internships and to all participants on school-sponsored trips.