

Edward G. Noonan Jr. Business Academy Standards and Guidelines for Internships

The following is a quick description of the two-week internship for NBA juniors, which takes place in mid-May. Students typically report to Noonan Business Academy on a Monday, where they assemble and are sent out for the first day of orientation at the work site. On the following days, they arrive at the worksite at the same time as most other employees. On Fridays, the students return to the school for a check-in and to report on their experiences. In other words, students spend Monday – Thursday at the worksite, for two weeks in all, with Fridays back at the school.

Guidelines for the work site:

- There should be one responsible work site coordinator who will be the point person with the school and with the Private Industry Council for that business.
- Each site can receive as few as one student, while there is no upper ceiling on the number of placements.
- Each student should be assigned to a specific employee for mentoring, daily direction and accountability.
- Employers should plan on two weeks of engaging activities for each student.
- Students should be given real work, even if it is entry level work. This is not a shadowship experience; we want students to really taste what people do in this business. Companies may place students in one position for the entire two weeks or rotate them through multiple departments to enlarge the experience.
- Students may report to work at the normal starting time; however, they should be released at 2:00 p.m., since this is the end of their normal day; many students have after-school sports, jobs, and other responsibilities.
- Students should be given 30-60 minutes/day to reflect on and write what they are learning in a journal, which will be collected by Tim Lavin.
- Students may be given additional time to work on PowerPoint or poster presentations, on any topic, to be shared at the work site on the final day.
- Site coordinators should be prepared to communicate on a regular basis with our PIC Senior Career Specialist, Matthew Power-Koch, regarding student performance.

Guidelines for students:

- They must be on time to work every day.
- They should comply with the daily schedule of work, breaks, and lunch. However, they will leave early.
- They must wear appropriate dress, in keeping with the culture and expectations of their work site.
- They must comply with all security regulations at the work site.
- They should use professional language and avoid slang, profanity, and so on.
- They should leave any attitudes at home.
- They should work hard.

- They should share their problems, differences or grievances with their immediate supervisor, respectfully, or with their work site coordinator and not with other students or other employees.
- They must make a positive contribution to the culture of the work site.

Guidelines for the Noonan Business Academy:

- Our job is to get students “work-ready;” this means we have gone over the expectations above with each student.
- We will verify that students have already demonstrated their ability to be on time, to work hard, to honor security rules, and use appropriate dress and language while in the school, long before they ever reach the job site.
- Our students must be in good shape academically, with acceptable attendance and GPA in order to be eligible for this program. Specifically, students who are in danger of failing for the year will not be invited. They should use this extra time to catch up.
- This policy allows us to include students who are having a bad term, but otherwise have performed acceptably for the year, as well as students who have done well all year. Passing core subjects for the overall year – not the final quarter – is the criterion.
- Students are expected to “report out” on their experiences when they return to school, both in the journal and in classroom presentations.