



## Student General Information

\*Report to Mrs. Harrell's portable on time each Monday at Block 6. Attendance will be taken. You must submit your paper work on time in order to receive credit.

\*On Wednesdays and Fridays (unless special arrangements are necessary) you will report to work on time. You must wear appropriate apparel to work: official blue program shirt, long khaki, black, or navy pants and closed toed shoes or clean sneakers unless your sponsor requires something different.

\*Each Monday you must bring your timesheet for the preceding week signed by your sponsor.

\*Once each 9-week grading period you must bring a completed Evaluation Form from your sponsor.

\*During each 9-week grading period you must submit **five written pieces** (reflective, creative, poetry, prose) for a **total of 10 per semester**. (Refer to guidelines below)

At the **end of first semester** you will **submit and share a portfolio** consisting of the following items:

\*All 10 edited and revised writings **along with a half-page to one-page synthesis** of your total experience. (Can be poetry or prose; creative or business-like)

\*A typed draft of a brief **thank you note** to your sponsor. Mrs. Harrell will edit it and you will then handwrite it on the card provided in class and the note will be mailed for you. Pointers for thank-you notes will be provided upon request.

\*Your **resume** (follow guidelines from Mr. Lemstrom's class)

### For second semester

\* If you are **new to the class** or **changing workplaces**, follow the guidelines above.

\* If you are **remaining at the same work place** turn in a brief **thank you** note to your sponsor during the **first nine weeks**, one extra **creative or reflective piece during second nine-weeks**, and add **one final synthesis** page to your portfolio. Be sure to update your resume.

### Points to consider in your reflective pieces:

1. Describe your initial meeting with your sponsor. How had you prepared? What were your thoughts before, during, and after the meeting? What questions came up? What do you look forward to? What do you feel concerned about?
2. Describe your duties and any other behaviors expected of you. Describe the physical setting in which you work. What is the ethos of this place? What activities transpire while you are present?
3. How are you fitting in? What are you learning about this place? this business? the business world in general? What are you learning about yourself?
4. Do you have any thoughts about how you would enhance this workplace or its product(s)—any ideas about something you would like to change? remove? add? that might be a cool idea.

### **Some ideas for making creative responses:**

1. Photo essays
2. Point of View poems or pieces, bio-poems, found poetry, transformations, grooks, pantoums, cinquain, etc. I have scores of poetry models you can take a look at in the classroom!
3. Drawings, songs, models
4. Puzzles, games, comics, cartoons
5. Pamphlets advertising the worksite (or an ad)
6. Diaries, interviews
7. You could do some background and research too if you wish.

We have a website on PKY's home page. (high school interns) There, you can see a few sample reflections, photos, and misc. items along with time sheets, evaluation forms and other materials to download and print as needed. Please store all your paper work in your Executive Intern folder and bring it to class each Monday.

Please communicate any questions or concerns to Mrs. Hutson and/or Mrs. Harrell. We want this experience to be the best it can possibly be for everyone involved.

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