

Name of Intern: \_\_\_\_\_

## BARRINGTON HIGH SCHOOL INTERNSHIP PROGRAM:

### ROLE OF THE INTERNSHIP MENTOR:

- Encourage and support the learning aspect of the internship assignment
- Help orient the internship site and its culture; to assist the intern in the development of learning objectives, and to monitor progress (Intern supplies weekly time sheets to be initialed and signed)
- Provide adequate supervision and to assign duties that are career-related, progressive and challenging
- Make available equipment, supplies, and space necessary to perform duties
- Provide safe working facilities
- Notify the BHS Internship Coordinator, Dana Pagliaro ([pagliarod@barringtonschools.org](mailto:pagliarod@barringtonschools.org)), of any changes in work status, schedule, or performance
- Allow the BHS Internship Coordinator to conduct at least one visit to the site
- Communicate internship site policies and standards to BHS Internship Coordinator
- Complete Mentor Evaluations every 25 hours

### NEED HELP SETTING YOUR GOALS? Your goals should be: **S M A R T:**

#### **Specific Measurable Attainable Realistic Timely**

1. What is a Specific goal for my internship? *A specific goal should clearly state what you want to accomplish, why it is an important goal, and how you intend to accomplish the goal.*
2. What are the Measurable milestones you plan to reach in the process of achieving your goal? *A measurable goal should include a plan with targets and milestones that you can use to make sure you're moving in the right direction.*
3. What are the smaller, Attainable, action steps that you plan to use to achieve my goal? *An achievable goal should be realistic and include a plan that breaks your overall goal down into smaller, manageable action steps that use the time and resources available to you within the timeline you've set.*
4. How is my goal Realistic? *A realistic goal should make sense when implemented into your overall career development.*
5. What is the specific Timeline for my goal? *A timely goal is limited by a defined period of time and includes a specific timeline for each step of the process.*

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## AN AREA TO CONSIDER:

### REVIEWING SOFT SKILLS WITH YOUR INTERN IS ALSO A GREAT WAY TO GET OFF TO A PRODUCTIVE START!

Soft skills are:

- Communication skills
- Interpersonal skills
- Problem solving skills
- Teamwork skills
- Analytical skills
- Strong work ethic
- Organizational skills
- Leadership skills
- Initiative

These are skills that are not taught in a classroom and are often developed through professional interactions. They can take place in professional work settings, involvement and leadership in student groups, volunteers positions, and other “outside the classroom” experiential opportunities. Soft skills are known as transferable skills. The great thing about soft skills is that once you develop these, you can apply them to various situations for the rest of your life!

Some of these skills, if not all may be needed during the internship, therefore, setting forth the expectation of these skills is essential from the start of the internship. Be clear and concise, so you as the mentor is stratified, and the student intern knows exactly his/her expectations.

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Thank you again for your time, commitment, and your expertise. This type of partnership between Barrington High School and its community stakeholders does not go unnoticed by faculty, staff, Administration, or the parents of Barrington High School students. Recognizing the importance of this program contributes to the never ending successes that BHS students have. Thank you again from all of us at BHS.

