

AOF Summer Internship:

The paid internship is an extension of the classroom instruction and curriculum, but the paid internship doesn't stop at just applying classroom skills in a work environment. It also exposes the student to a broad view of work experiences and situations, which could be expected if the student were to pursue a career in that field. The student is also exposed to many workplace skills such as critical thinking, teamwork, ethics, creativity, time management, ingenuity, honesty, problem-solving and an understanding of the importance of written and oral communications skills. This combination of benefits provides a valuable foundation for any career the student chooses to pursue in the future.

The deadline to secure your internship is May 30, 2025. Mr. Driscoll must approve it before you begin. Additionally, it cannot be changed without Mr. Driscoll's approval.

Once you get your internship secured, please email Mr. Driscoll with the following information:

- Name of the company
- Supervisor or owner's name and contact information.
- Brief description of what you will be doing for the company?
- Please also include what days you will be working and how many hours you will be working per week (estimate is fine).

The internship should be completed during the spring/summer and the due date for the paperwork is September 30, 2025.

All students must discuss their internship options with their parents/guardians and must receive permission to participate regardless of what option to choose to do this summer.

If the internship is not secured and completed with the proper paperwork by September 30, 2025, you cannot continue in the program. No one has ever graduated from the Academy of Finance with completing an internship.

Where do I find an internship?

You can use a personal contact, someone who owns their own business, someone who works in the finance industry, etc. **You can use many different types of businesses for this project, as long as you are learning about some aspect of the business (inventory, accounting department, marketing, social media, assisting the owner with a special project, etc). You may be able to expand your current part-time or summer job to use as your internship experience, but this must be discussed with the manager/owner prior to the internship starting. This also must be approved by Mr. Driscoll.**

While all internship experiences are not the same, this year's internship experience should include one or a combination of the following options:

1. 1:1 in person internship (traditional experience)
2. Virtual internship (online meetings, etc, probably project based)
3. Service learning experience **(must differ from the NHS project).**
4. Volunteerism experience (can be with a non-profit company but doesn't have to be).
5. Business focused project with a business partner acting as a mentor/supervisor.

6. Shadowing Experiences (see attached for questions to be answered on any shadowing). You can shadow within the same company more than once but not the same person.

One or a combination of the above six options should last about 125 hours.

While this might be different from the traditional internship experience, if it is done correctly the AOF feels this will offer the student opportunities to learn about many aspects of the business, challenge the student to think and solve problems, enhance the work experience with professional development seminars or meetings and utilize skills learned in the Academy courses, as well as specific knowledge of the industry and its components.

The following do not qualify as internship experiences – lifeguard, working as a summer rec counselor, working at a summer camp (sports related or otherwise), waiter/waitress/busser. I understand that some of you work during the summer at these jobs, but you can work part time at both your summer job and your internship. This is not a commentary on the difficulty of any of these jobs, if you've done them, you know how difficult they can be, but the internship is supposed to be about learning about the business you are working for.

Weekly Activity Log

Any internship experience, shadowing, etc. must be documented with a log of activities. It is recommended that on a weekly basis you log any work assigned, project worked on, meetings attended, etc. This can easily be done on Excel or Word in a chart form (see

below example). If you make up your chart, it must include the same information as the chart included below. Be sure to include the date, duties/activities and number of hours worked. The paperwork needs to be signed by your internship/shadowing supervisor.

Internship compensation - The internship can be paid per hour, compensated by stipend or volunteer. If it is a paid internship, the pay will vary based on the industry and location. **Again, the student's parent/guardian must be advised and approve how you will be compensated for the internship.**

The business needs to provide a workplace supervisor who will guide the student through the work experience and evaluate the intern. The evaluation paperwork can be found below and on the Manasquan High School Academy of Finance website. Go to Academics section of the MHS page, then Academy of Finance and the link is under the more info/apply section.

AOF Shadowing Experience:

There is paperwork the student can fill out (see attached) to document the shadowing experience. **The shadowings may be used in the event there is no internship available for the student or if the student would like to add a few shadowings to reach the 125-hour minimum.**

The amount of time for each experience can range from two hours to a day depending on the amount of time the business can give you. Some of the shadowings may be virtual so the suggested time may be off. You can meet one on one with the person providing you get your parents' permission.

You can also call anyone on the AOF advisory board to schedule an appointment with them (listed on the AOF website). Try a Zoom conference, Microsoft Teams, Google, etc. You may do a phone/conference call. These may all be done together with other students also.

Type the answers in the AOF shadowing experience questionnaire below. Be detailed in your responses; remember you are getting a grade for this.

The student will be given a pass/fail grade on their transcript which will be a combination of the internship, the employer's evaluation of the intern and a reflective paper. **You must complete all three parts to receive a passing grade on the transcript and graduate from the AOF.** See "AOF Internship Grade" below for more details on the paper.

The above is meant to serve as a guideline for the intern and internship provider, but every situation is different. Any questions about the internship experience, please email jdriscoll@manasquan.k12.nj.us.

AOF Summer Internship Grade:

Each AOF intern will receive a pass/fail grade on their transcript for their summer internship. This grade goes on their transcript and will not be reflected on any report card. **You must complete all three parts below to receive a passing grade on the transcript and graduate from the AOF.**

1. Completing the internship and handing in the performance evaluation to Mr. Driscoll. **The internship evaluation form is on the AOF website**
2. The intern must write a 3–4-page (minimum) reflection based on their internship experience.
3. The weekly log of your internship/shadowing activity.

Some questions to consider when writing the reflection paper could be:

- i. What did you learn?
- ii. Could you see yourself working in this particular area of business?
- iii. What did you like about it?
- iv. Is there anything you didn't like? ***Please note that while Mr. Driscoll is the only one reading the reflection, be professional about any negatives about the business you worked for this summer. Obviously, you could say some things you didn't like, just please don't get personal about it.***
- v. Is there anything about it you would change?
- vi. Would you recommend this internship for another AOF student?

The internship evaluation (see below and also see the link on the AOF website), reflection paper and the weekly log must all be turned in together, they will not be accepted separately.

The due date is September 30th.

If you have any questions, please let Mr. Driscoll know.

Academy of Finance Shadowing Experience

Student's Name: _____

Parent's/Guardian's Permission: _____

Name of Company Visited: _____

Address of Company Visited: _____
(A business card of the shadowing provider must be attached or a screenshot of your meeting)

Number of times student has gone on a shadowing experience: _____

Name of Person/People student met with, phone number and job title:

<u>NAME/PHONE #</u>	<u>JOB TITLE/DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please be detailed in your responses:

What was discussed at your shadowing experience?

What did you learn while shadowing?

If you had the opportunity, would you like to work at this place of business? Why or Why not?

AOF Intern's Weekly Log and Time Sheet

Intern Name: _____

Supervisor/Mentor Name: _____

Total Hours Worked: <div style="border: 1px solid black; width: 50px; height: 30px; margin-top: 10px;"></div>	Summarize your work activities for the week. Please include daily activities. You can also include anything learned, skills learned, responsibilities given, observations, etc. You can write more on the back if necessary (or expand that part of the tablet if necessary).
Monday, _____ (date) From _____ to _____	
Tuesday, _____ (date) From _____ to _____	
Wednesday, _____ (date) From _____ to _____	
Thursday, _____ (date) From _____ to _____	
Friday, _____ (date) From _____ to _____	
Saturday, _____ (date) From _____ to _____	
Sunday, _____ (date) From _____ to _____	
Supervisor's Comments: (optional but comments with regard to quality of work, professionalism, etc. would be appreciated)	
Supervisor's signature. If virtual assignment, please write down name, phone number and email.	I confirm the accuracy of this log: <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>_____ (Supervisor's signature)</div><div>_____ (Date)</div></div>

**Manasquan High School
Academy of Finance
Internship Evaluation Form**

Thank you for supervising an intern from the Manasquan High School Academy of Finance. This form should be completed near or at the end of the student's internship. Please discuss the evaluation with the intern and give them a copy of it to hand in with their "Internship Reflection Paper" due in September.

If you feel it is necessary, you may also use this form as a mid-term evaluation for the intern.

If you have any questions or concerns during the internship please do not hesitate to contact John Driscoll at 732-754-8746 or jdriscoll@manasquan.k12.nj.us. Thank you.

Intern's Name: _____

Name of Company or Place of Business:

Intern's Manager:

Evaluation form key: 1=unsatisfactory; 2=needs improvement;
3=satisfactory; 4=above average; 5=outstanding

1. _____ Quality of work (accurate and thorough)
2. _____ Quantity of work (met goals set by manager)
3. _____ Time Management (efficient/effective use of time to complete tasks)
4. _____ Initiative (ability to work independently)
5. _____ Communication skills
6. _____ Grasp of material/subject
7. _____ Creativity
8. _____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)
9. _____ Adaptability (ability to accommodate change)
10. _____ Appearance (adheres to dress code/practices proper grooming habits)
11. _____ Dependability (Punctuality/Attendance)
 - a. Number of days absent: _____
 - b. Number of days late: _____
12. _____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Discuss the growth of the intern from the beginning of the internship to the end. Please include both positive and negative comments (ex. - shortcomings, things that the intern was able to overcome, etc.)

What would be the overall grade you would give this intern? (100 points being the highest)

Evaluator Signature: _____ Date: _____

Intern Signature: _____ Date: _____