

Labatut's Learning Lab Internship

Mentor Guide and Rubric

In an effort to make internships in different professional workspaces as uniform as possible we have created a guide that aims to address equity and individuality. The intention is to be clear in expectation, but very flexible in execution. Feedback, as always, is welcome.

Time Requirements

- Interns are required to complete a minimum of 30 hours in one trimester or summer
- A recommendation of time allotment is 3 hours per week
- A mentor should require a minimum of 1 contact hour per week (meeting with mentors may occur virtually or in-person.) No fewer than 10 contact hours are required.
- Not all hours need to be directly supervised - "homework" hours count

Professional Expectations (Interns/Mentors)

- Interns must be on time for all meetings and appointments and dressed and groomed appropriately. (PJs and in bed is not acceptable virtual meeting practice.)
- Interns must maintain clear communication with mentors via email and write at a professional level.
- Interns must maintain strict confidentiality regarding the internal information they will encounter in their work environment. You will have access to information the typical student does not and you must be trusted to maintain confidentiality.
- Interns are the leaders of their experience. If you are unclear about expectations, responsibilities, or goals you must communicate this to your mentor. If confusion remains after further conversation, reach out to the Director of the NCGLS for clarification or to resolve issues.
- Mentors should communicate regularly and keep appointments with interns, or recommend "coverage" for a meeting they are unable to attend.
- Mentors must never recommend or require a student be in the presence of adults (virtually or in-person) not employed by Stuart Country Day School without being supervised. Phone calls are permitted.
- Mentors must communicate with interns via school approved google meet and gmail only. No personal communication or meetings outside of school spaces without approval of the Director of the NCGLS.
- Mentors are responsible for the safety and wellbeing of the student. They will not approve of or invite participation in an activity that has increased risk of harm.

Internship Log

- Interns are required to maintain and share a digital log of their internship with their mentor. Any format is acceptable and should be discussed with and approved by the mentor. Logs can be narrative and in document form, or catalogued in spreadsheet form. Logged information should include:
 - Dates and Hours worked
 - Tasks complete and brief descriptions of work or skills built
 - Highs and low - what is going well - what is a struggle
 - Issues/questions to be communicated with mentor
 - Specific data or details recommended by the mentor or requested by the intern

Labatut's Learning Lab Internship Rubric

Essential Questions: Before an internship is complete an intern should have a basic understanding of the answers to these questions. Order is not important.

Topics for exploration and discussion	Date Completed
What are the essential goals of this department? How do they fit the goals of the organization? How do they fit into the strategic plan?	
How do the personnel in this department fit into the organizational structure? Who supervises whom? How is assessment and evaluation conducted?	
What does the daily, weekly, monthly, and yearly work of this department look like?	
What educational background, certifications, or experiences are needed to work in this department? How were they acquired?	
What leadership or organizational skills, personality traits, or passions are essential to success in this department?	
What is the financial and budgetary impact of this department on the organization?	
What are the technical skills such software, hardware, audio/visual skills that are required for this department?	
What outside vendors, organizations, or companies does this department collaborate with? Why and how were they selected?	
What supplies are ordered, maintained, or inventoried?	
How do issues of social justice and access intersect with department work and goals?	
How do issues related to diversity, inclusivity and equity intersect with department work and goals?	
What ethical concerns arise related to this department? How are they managed?	
How does the work of this department connect to my leadership endorsement or career interests?	
How does the work in this department connect to the Sacred Heart Goals and Criteria?	

Essential Skills/Tasks: Before an internship is completed interns should have had the opportunity to complete or develop the following skills and tasks. Order is not important.

Skill or task to be completed	Date completed
Create a calendar of meetings and work time for internship	
Set a minimum of two actionable goals for the internship time with Specific, Measurable, Attainable, Relevant, and Timely (SMART) definitions of goals.	
Research an answer/solution to a question or problem the department is grappling with	
Attend a meeting and take notes	
Create a meeting agenda	
Send professional correspondence such as email or letters	
Observe financials and expenses associated with department (as allowed given issues of confidentiality)	
Meet with adults outside the organization such as a vendor, or partner organization under the supervision of mentor	
Participate in or lead a department specific project	
Participate in a department related event if possible	
Complete three reflection assessments with your mentor throughout the internship (listed below)	
Complete and share your internship log for your mentors final approval	
Complete presentation and participate in Internship Symposium in the Spring (details to follow at a later date)	

Reflection Assessment Questions:

- How appropriate is my workload? Can I do more? Do I need more support?
- How has communication been? Are we connecting meaningfully and enough?
- What skills have I already acquired? What am I doing well?
- What strengths was I unaware I already possessed?
- What do I still hope to learn? What skills can I improve upon?
- Does either the mentor or intern have thoughts or issues to share at this time?