

Alexandria City High School, Alexandria, VA
Senior Experience Work-Based Learning Program
2024 Overview for Students

Senior Experience promotes learning outside the classroom through a transitional experience in a professional setting prior to graduation. Seniors in good standing may design and complete an internship or service project to develop postsecondary and workforce readiness skills as well as gain confidence and skills in self-advocacy and critical thinking. The benefits gained from this experience will depend upon the level of initiative and commitment invested.

Academic Impact:

- You must confirm, in consultation with your school counselor and teachers, that participation in Senior Experience will not negatively impact your ability to graduate in June or perform to your maximum potential on end-of-course assessments. If either situation is in question, you should not participate in Senior Experience. **All online courses must be complete by May 10.**
- The grade in each class on May 10 will be your 4th quarter grade with no further assignments required. You should complete any major course assignments with due dates after May 10 before Senior Experience begins.
- Participating in Senior Experience does NOT exempt you from final exams which must be taken at the regularly scheduled time unless alternate arrangements are made in advance.

Placement requirements:

- You are responsible for identifying and confirming a mentor and placement. You may contact Mrs. Hawn (marianne.hawn@acps.k12.va.us) to inquire about limited opportunities available with previous mentors.
- Unless requested and approved in advance, mentors may not be an immediate family member or a current or past employer. Mrs. Hawn can provide clarification if needed.
- Your internship or service project should provide an average of 6-8 contact hours per weekday between **May 13 and May 24**. Actual contact hours may be day, evening or weekend as mutually agreed upon.
- Your internship or service project may be 100% remote/virtual, 100% in-person or any combination.

Important Dates:

- **Senior Experience Interest Form** must be submitted by **Friday, April 5**. You do NOT need to have a mentor identified when you complete the interest form.
- **Mentor Agreement** must be submitted by **Friday, May 3**. *Without a completed mentor agreement on file, you will not be excused from classes and all course requirements remain in full effect.*
- **Program Duration: May 13 - May 24**
- **Time Sheet**, signed by mentor, must be submitted on **Tuesday, May 28**.
- **Capstone Presentations** (info below) on **Tuesday, May 28**. If you cannot attend the May 28 event, you must make advance arrangements for an alternate time to present.

IF YOUR PROSPECTIVE MENTOR REQUIRES AN INTERVIEW, BE PREPARED

Familiarize yourself with the organization. Visit their website and social media outlets.

Dress appropriately if your interview is in-person (even remote).

Be on time. Check directions and allow time for traffic and parking (do you have to pay for parking?) or possible technical difficulties online. Plan to arrive / be online at least five minutes before your appointment.

Be positive and courteous. Smile and look the person in the eye. Ask questions about the company and nature of the work. After the interview, send a brief thank you email.

Alexandria City High School Senior Experience 2024

Mentor Agreement Due Friday, May 3, 2024

Submit to: marianne.hawn@acps.k12.va.us

| | | |
|---|--|--------------|
| Student Name: | | |
| Mentor's Name: | | |
| Organization Name: | | |
| Work Location: | | 100% Virtual |
| Telephone: | | Email: |
| Nature of Business: | | |
| Expected Activities for Student: | | |
| Anticipated Work Schedule for Student: | | |
| I agree to provide meaningful learning opportunities for my mentee. I understand that Senior Experience is an internship/service project from May 13 to May 24, 2024 and should include approximately 56 contact hours. I certify that, unless approval was granted in advance, the mentee is not currently employed by this organization. I agree to verify the mentee's work hours by signing the Daily Time Sheet. | | |
| Mentor Signature: | | |
| Date: | | |

Alexandria City High School Senior Experience 2024

Daily Time Sheet

Due Tuesday, May 28, 2024

Submit to: marianne.hawn@acps.k12.va.us

| Student Name: | | |
|--------------------------------|--------------------------------|-------------|
| Mentor Name: | | |
| Date | Number of hours engaged | Note |
| Monday, May 13 | | |
| Tuesday, May 14 | | |
| Wednesday, May 15 | | |
| Thursday, May 16 | | |
| Friday, May 17 | | |
| Saturday, May 18 | | |
| Sunday, May 19 | | |
| Monday, May 20 | | |
| Tuesday, May 21 | | |
| Wednesday, May 22 | | |
| Thursday, May 23 | | |
| Friday, May 24 | | |
| Saturday, May 25 | | |
| Sunday, May 26 | | |
| Other comments, if any: | | |
| Student Signature: | | |
| Mentor Signature: | | |

Alexandria City High School Senior Experience 2024



Capstone Presentations

Tuesday, May 28, 2024

Submit to: marianne.hawn@acps.k12.va.us

Welcome back, graduating senior!

What will happen at the Capstone Presentations?

The Senior Experience Capstone Presentations will serve as a fun opportunity to share your experiences in a 5-7 minute presentation with a small group of your peers and an adult facilitator! The event will take place via Zoom. Specific time and zoom link details will be provided later.

Your presentation should address the following key points:

1. A description of your mentoring firm/organization, its primary function, and your role during the internship.
2. A description of the environment in which you worked, and an overview of your specific activities.
3. A description of any adjustments you had to make, problems you might have encountered and how you resolved them (or not).
4. What surprised you about this experience? Were your expectations met or not?
5. Did this experience reinforce or change your opinion about a career in this field?
6. Would you recommend this experience to future seniors?