



LINKED LEARNING CONVENTION | ANAHEIM, CA | FEB. 12-14

# The Secrets of Sustainable Mentorship & Internship Programs

Clairemont High School, San Diego CA

Ethan Williams, Vice Principal

Pat Hornbrook, Vice Principal

Liz Rush, Academy Coordinator

Rebecca Aubery Christman, English Academy Teacher



#LinkedLearning | #LLCON2018



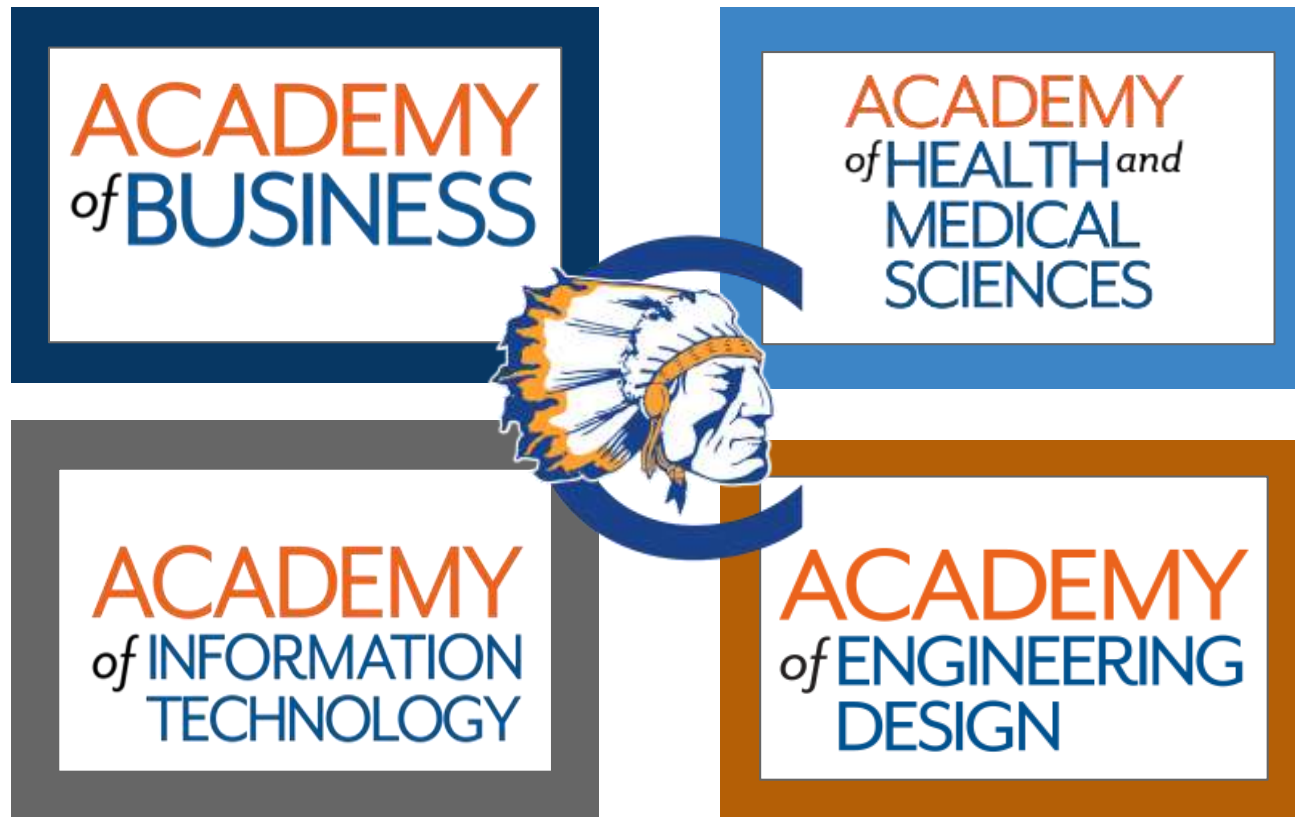
ABOUT US:

# Clairemont High School, San Diego

A Linked Learning Demonstration School



# 4 Linked Learning Academy Pathways at a Comprehensive High School



# CHS Academies Promo Video



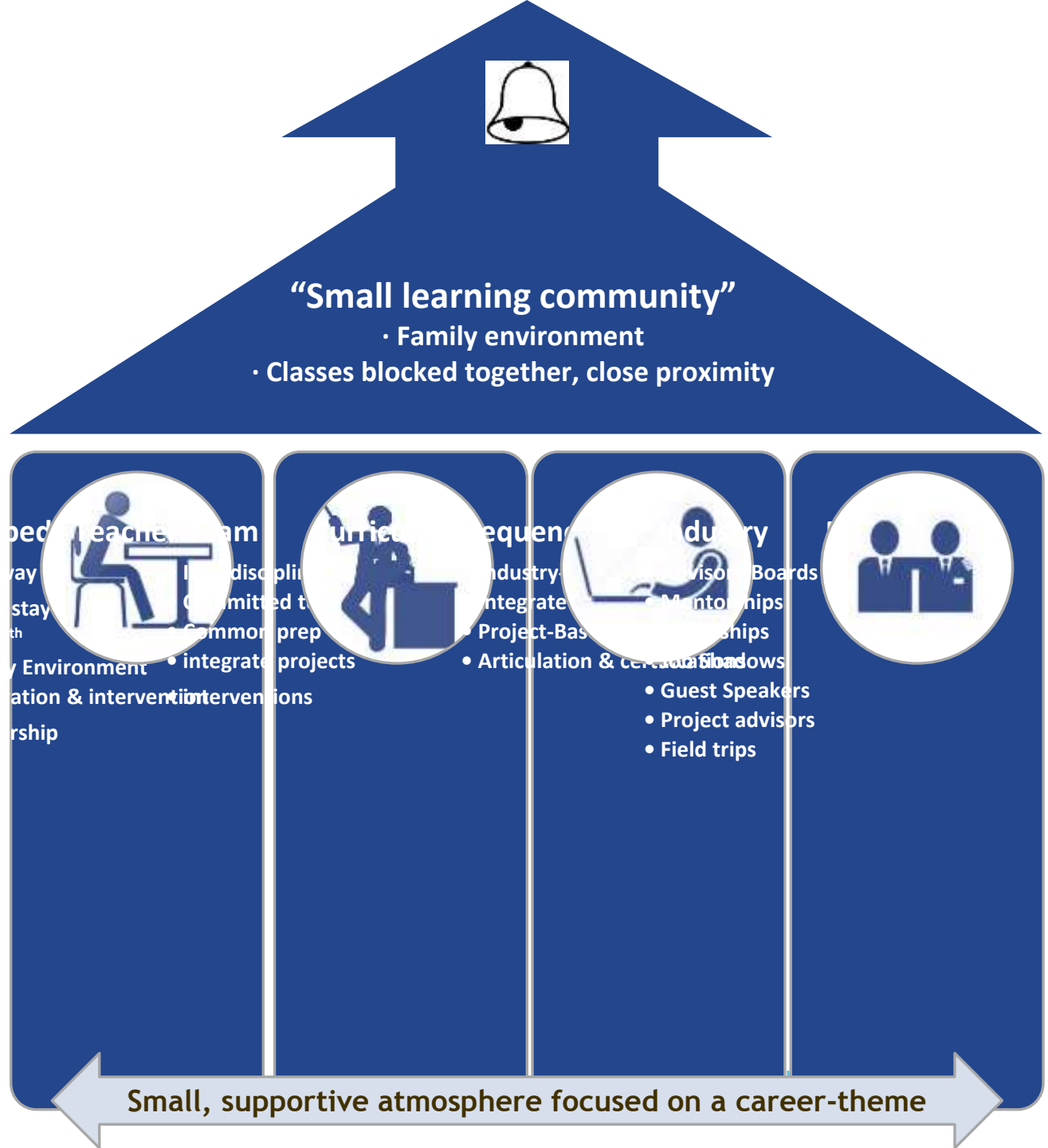
YOU BELONG HERE.

# ACADEMY MODEL

- \* Personalization
- \* College & career prep
- \* Industry pathway
- \* Grades 9-12



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# CHS BY THE NUMBERS



- 1960 - Clairemont High Established
- 2015 - Transformation to CHS Wall-to-Wall Pathways
- 922 students grades 9-12 enrolled
- 4 Academies (19 Career-technical courses offered)
- 45 Pilot Interns out of 200 12th graders 2017-18
- 54 Mentors for 193 11th Graders for 2017-18
- Goal: Mentors for all 11th/ Internships for all 12th



# ABOUT OUR STUDENTS



- 54% on Free & Reduced Lunch
- 40.4% Neighborhood / 59.6% Non-Neighborhood
- 30% go on to University / 60% Community College
- 54% Hispanic / 32% White / 4% Asian / 10% Other
- Students choose Academy through Application Process
- Students complete 3-4 years in an Academy Pathway with course sequence in either: Business, Engineering, Medical or Info Tech ( 3-4 CTE Pathway Courses)



“A structure is a bit like a story.  
People will go along with you - when  
they see where you're going.”

- Melvyn Bragg, English Journalist







THE SECRET IS: A STRUCTURED  
SYSTEM FOR EVERYTHING!

# STEPS TO BUILD A STRUCTURED SYSTEM



## Step 1: Organize!

- Calendar dates
- Create guides
- Create a flyer
- Post info on website

## Step 2: Recruit & Train!

- Send emails
- Google Forms & Spreadsheets
- Do orientations

## Step 3: Set Up Communication!

- Use “canned” emails
- Use Google Calendar
- Use agendas & schedule meetings

## Step 6: Track It & Systemize It!

- Record what was done for future use
- Add contacts to database

## Step 5: Follow Up & Feedback!

- Celebrate Success
- Thank You
- Debrief & survey for feedback

## Step 4: Execute with Purpose!

- Clear start & end
- Clear expectations
- Name tags, folders, materials
- Refreshments!

# TIPS TO FIND INDUSTRY PARTNERS

- **Tap** anyone who has volunteered before
- **Advertise** in local paper
- **Use** your staff and parent personal contacts
- **Recruit** for a specific big event first
- **Teach** students to write letters
- **Partner** with large companies
- **Beg, borrow & steal!**



# “MENU” OF VOLUNTEER OPPORTUNITIES FOR INDUSTRY & COMMUNITY PARTNERS

## I. Career Exploration & Preparedness (on Campus)

Brown Bag Lunch Guest  
Career Fair Exhibitor  
Guest Speaker  
Industry Panelist  
Mentor to 11<sup>th</sup> Grade Student  
Mock Interviewer

## II. Rigorous Academics Learning Support (in the Classroom)

Expert Field Lecturer  
Project Advisor or Consultant  
Presentation of Learning Evaluator  
Project Client  
Project Evaluator

## Work-Based Learning Support (Off Campus)

Job Shadow Sponsor  
Workplace / College Field trip Host  
Intern Supervisor to Student  
Externship Provider to Teacher

## IV. Integrated Student & Program Support

Advisory Board Member  
Fundraiser Organizer / Program Donor  
Scholarship Provider

# 10 COMMANDMENTS OF INDUSTRY PARTNERSHIPS

1. Don't invite 'til it's planned right
2. Always introduce the students first
3. Paint a vision and answer the "why?"
4. Offer a menu of involvement options
5. Empower partners with info, dates, skills

6. Make it easy to participate
7. Use business protocols (e-cal, web links)
8. Provide coffee & snacks
9. Ask them to bring friends
10. Add to a contact list and document everything

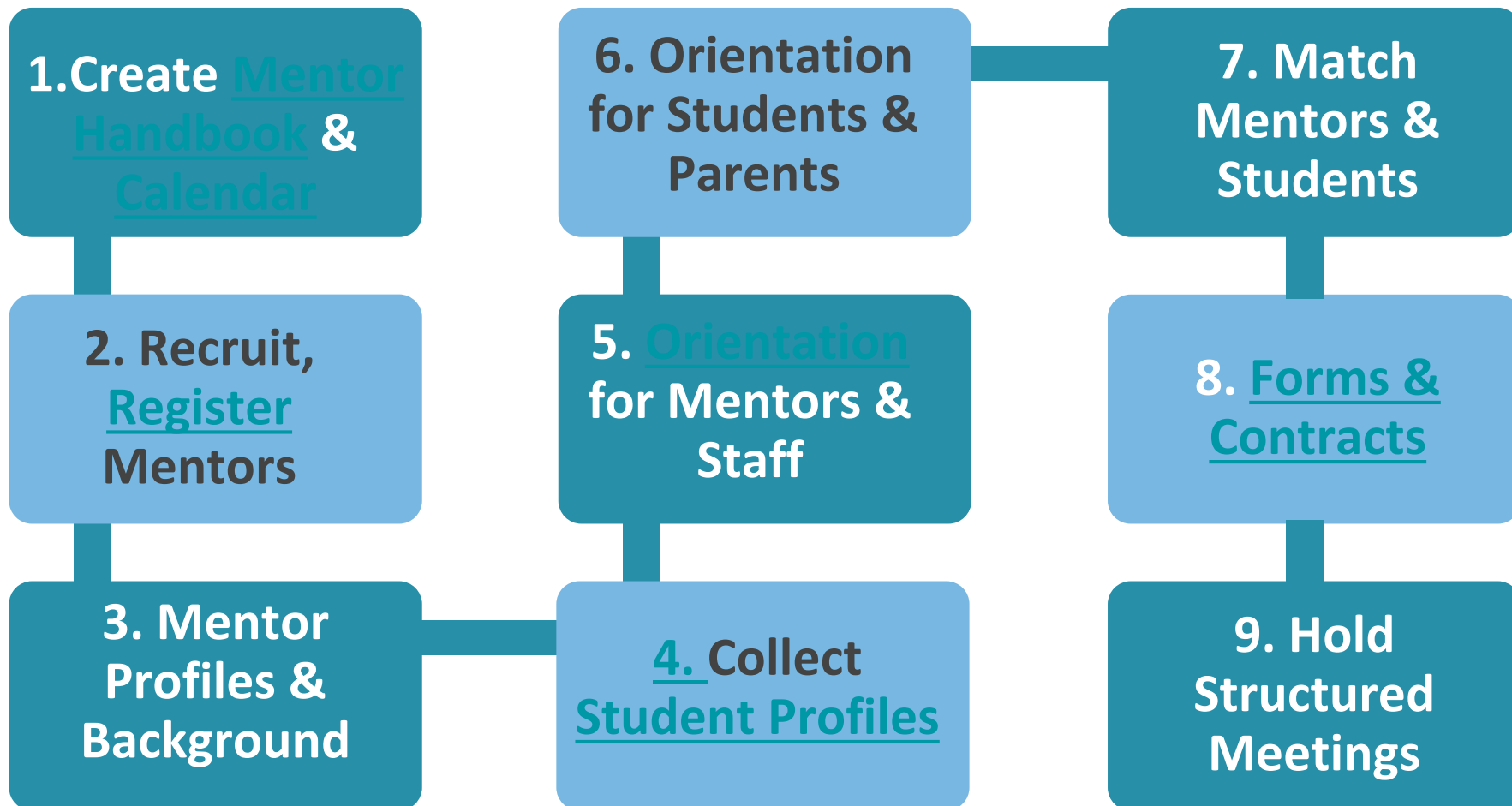


## STRUCTURE OVERVIEW

- **All 11th Graders** - participation by pathway
- **3 Students to 1 Mentor ratio** - future goal is 1:1
- **Monthly Meetings** - on campus, in library, by period
- **Focused Meeting Topics** - each month has agenda
- **During School Day** - integrated into academy class
- **Job Shadows** - individualized field trips in February
- **Mentor Program Coordinator** - on site, point of contact
- **Teacher Support** - in class prep, present at meetings
- **Mentor-Facilitated** - meetings run by the mentors!



# MENTOR PROGRAM SYSTEM





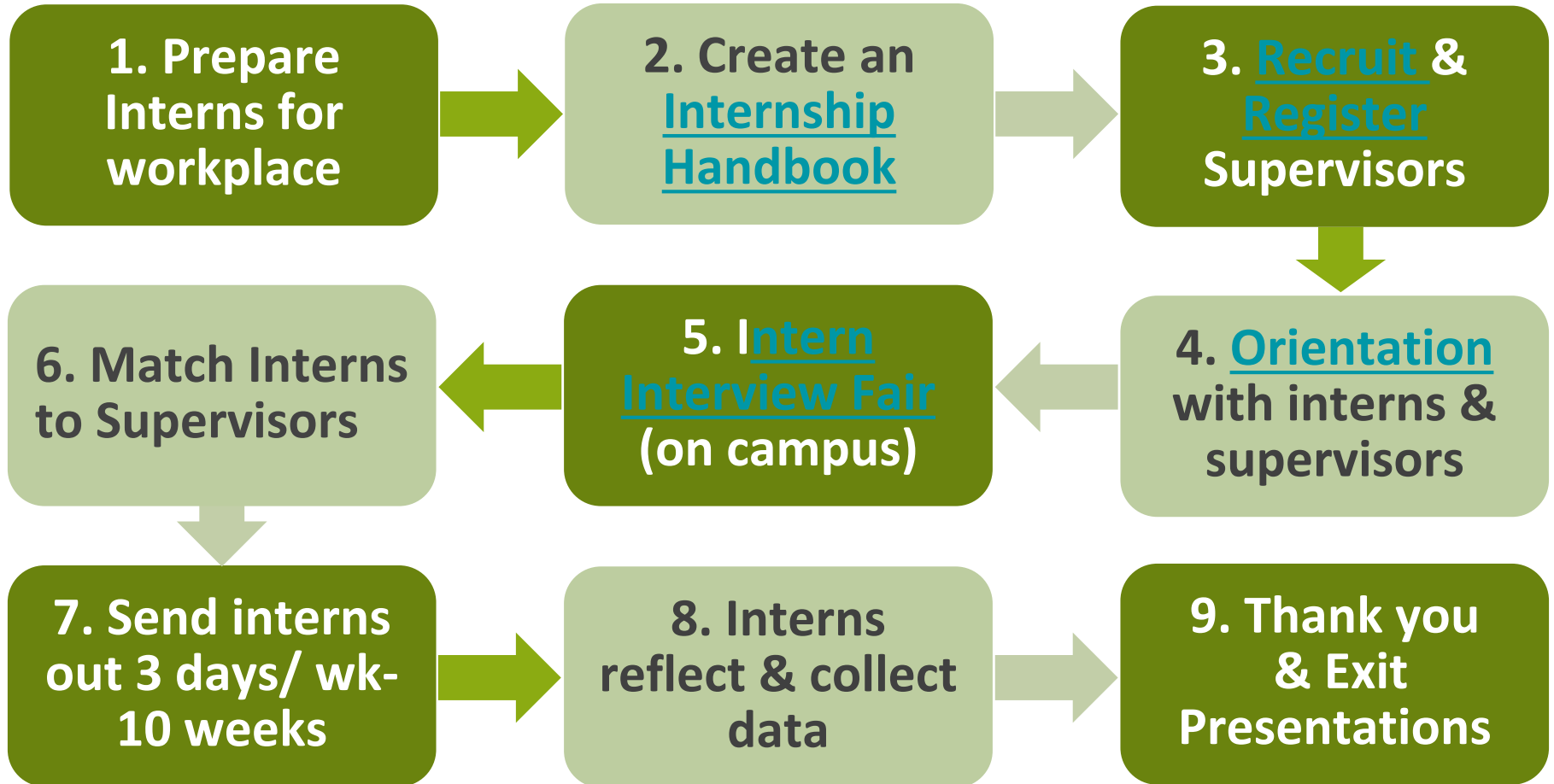
## STRUCTURE OVERVIEW

- **All 12th Graders** - participation by pathway
- **Exploratory Work Experience** - course recognized by our San Diego Unified School District for internships
- **Semester Course** - taught by academy teacher
- **5-Week Intro** - “Essential Skills Bootcamp” in seat
- **10-12 Weeks of Work** - students leave campus
- **40 Hours Total Minimum** - about 6-10 hrs/ wk
- **Graded On:** bootcamp, reflections, timesheets, final
- **Intern Program Coordinator** - on site
- **Intern Supervisor & Teacher Communication** - weekly





# Intern Program System



# RESOURCES ON OUR WEBSITE!

<https://www.sandiegounified.org/schools/clairemونت>

**CLAIREMONT HIGH SCHOOL**  
A LINKED LEARNING DEMONSTRATION SCHOOL

Search

Home About CHS Counseling Academies **Industry Partners** Students Parents Staff Contact

- Athletics
- Academies
- Visual and Performing Arts
- IMIN After School Program
- Bell / A-B schedule
- Naviance
- PowerSchool
- Comprehensive Site Safety Plan
- California School Dashboard
- Report Bullying

WE ARE CLAIREMONT

Everything we showed today is on our Clairemont Website under the “Industry Partners” tab!

# DEEPER DIVE BREAK OUT OPPORTUNITY!

## Mentor Program

*Take a closer look at our materials and record questions:*

1. Mentor Application
2. Mentor Handbook
3. Mentor Orientation Materials
4. Student Prep Materials
5. Sample Canned Emails

## Intern Program

*Take a closer look at our materials and record questions:*

1. Intern Supervisor Request Form
2. Internship Handbook
3. Orientation & Interview Fair Materials
4. Intern Class Materials
5. Sample Intern Presentations

# BUILD YOUR SYSTEM - CREATE AN ACTION PLAN

Use our Action Plan Design Template to help create your own action plan.



**LAIREMONT HIGH SCHOOL** *Secrets of Sustainable Mentorship & Internship Programs*

### Build Your System - Action Planning

Use our "Steps for a Sustainable Structured System" below to help create your own action plan.

GOAL:

STEP 1: ORGANIZE IT ALL FIRST!	
What needs to get done?	Who will do? By when?
Calendar important dates	
Create an info flyer	
Create guides / handbooks	
Create orientation materials	
Post info on a website	

STEP 2: RECRUIT & TRAIN	
What needs to get done?	Who will do? By when?
Send emails to recruit and inform (partners, students, parents, staff)	
Create Google Forms & Spreadsheets for registration	
Create and do orientations (for partners, students, parents, staff)	



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Q & A

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# Thank you!

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