



<http://aacpsstudentinternships.org>

Managing Your Internship and Required Documentation

Logging Hours

When you log into the portal you will see the hours for your current internship. Click on the calendar or enter the start date, then click on the calendar or enter the end date. You can do this daily or weekly. Put the number of hours for that week in the box next to the word Hours, then click Save. The hours will now appear in the list below.

STEM TEST OPPORTUNITY - SOUTH

RIVER HIGH SCHOOL

Log Hours

Daily Activity Log

Reflection Questions

Final Project

Log Hours

Start Date

End Date

Hours

Save Hours

Activity Log

Click on Daily Activity Log in the left menu. Type in a brief description of the activities you completed that day. Then click on the box that says Submit Activity Log Entry. This will automatically save what you have written with a time/date stamp of the entry. To make another entry, simply repeat these directions. Students must complete a DAILY activity log as a requirement of their internship. This should take 3-5 minutes per day and be at least 3-5 sentences.

STEM TEST OPPORTUNITY - SOUTH

RIVER HIGH SCHOOL

Log Hours

Daily Activity Log

Reflection Questions

Final Project

Final Summary

Write Daily Activity Log

Students must complete a DAILY activity log as a requirement of their internship. This needs to be entered here on the website DAILY. It needs to be entered and will be date/timestamped for each day that you work. This should take 3-5 minutes per day and be at least 3-5 sentences.

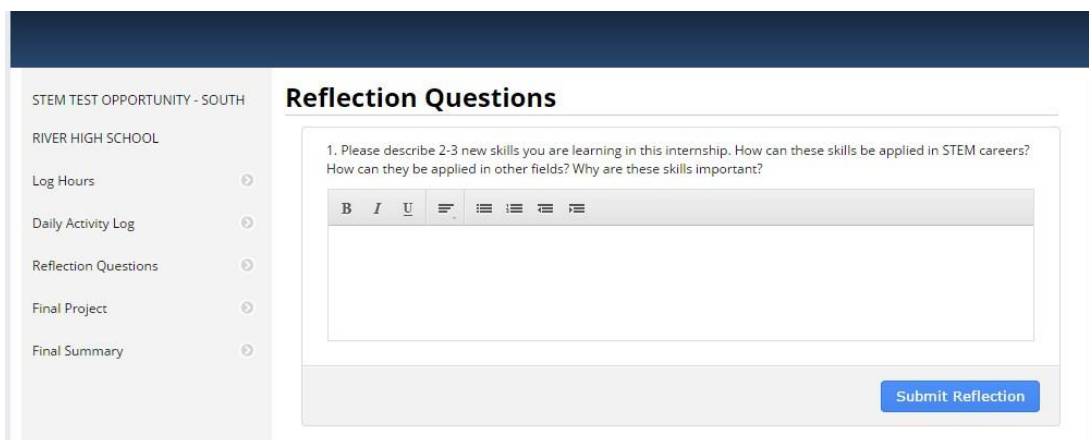
B I U

Submit Activity Log Entry

Log your hours and activities DAILY!

Reflection Questions

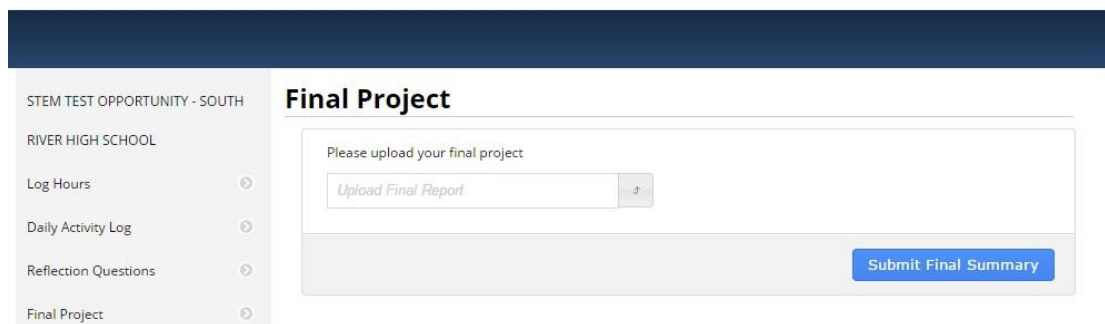
Click on Reflection Questions in the left menu. Complete the reflection question(s) posted on the portal every 20 approved hours. These questions should be answered in approximately one short paragraph.



The screenshot shows a web interface for 'STEM TEST OPPORTUNITY - SOUTH' at 'RIVER HIGH SCHOOL'. The left sidebar menu includes 'Log Hours', 'Daily Activity Log', 'Reflection Questions', 'Final Project', and 'Final Summary'. The main content area is titled 'Reflection Questions' and contains a text prompt: '1. Please describe 2-3 new skills you are learning in this internship. How can these skills be applied in STEM careers? How can they be applied in other fields? Why are these skills important?'. Below the prompt is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, and Indent Right. A 'Submit Reflection' button is located at the bottom right of the form.

Final Project

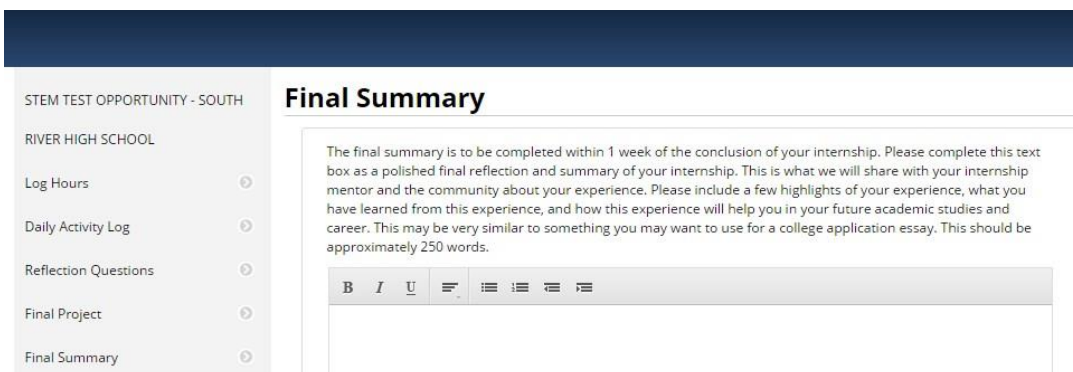
Click on Final project in the left menu. Students must upload a final product to their profile. This final product should be collaboratively decided upon by the mentor and the intern – minimally every student will produce a short white paper or PowerPoint presentation worthy of sharing with student peers. Many students will produce other variations of a product such as computer software, design plans, analyzed research data, research papers and other similar artifacts.



The screenshot shows the 'Final Project' page in the portal. The left sidebar menu is the same as in the previous screenshot, with 'Final Project' highlighted. The main content area is titled 'Final Project' and contains the instruction 'Please upload your final project'. Below this is a file upload field with the placeholder text 'Upload Final Report' and a small arrow icon. A 'Submit Final Summary' button is located at the bottom right of the form.

Final Report

Click on Final Summary in the left menu. The final reflection is a text box. It is to be completed within 1 week of the conclusion of your internship. Please complete this text box as a polished final reflection and summary of your internship. This is what we will share with your internship mentor and the community about your experience. Please include a few highlights of your experience, what you have learned from this experience, and how this experience will help you in your future academic studies and career. This may be very similar to something you may want to use for a college application essay. This should be approximately 250 words.



The screenshot shows the 'Final Summary' page in the portal. The left sidebar menu is the same as in the previous screenshots, with 'Final Summary' highlighted. The main content area is titled 'Final Summary' and contains the instruction: 'The final summary is to be completed within 1 week of the conclusion of your internship. Please complete this text box as a polished final reflection and summary of your internship. This is what we will share with your internship mentor and the community about your experience. Please include a few highlights of your experience, what you have learned from this experience, and how this experience will help you in your future academic studies and career. This may be very similar to something you may want to use for a college application essay. This should be approximately 250 words.' Below the instruction is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, and Indent Right.