

Morris County School of Technology



Structured Learning Experience Information Packet

GRADE 12 STRUCTURED LEARNING EXPERIENCE (SLE) DESCRIPTION

SLE Requirements

As part of the Structured Learning Experience, each student will:

- Complete a Structured Learning Agreement for their internship site. This packet must be completed and approved before any hours will start to accumulate towards the hourly requirement.
- Complete a Professional Development Plan in collaboration with their internship site mentor and / or Academy teacher for their experience as part of a Senior Portfolio.
- Complete time sheets to reflect work hours. This document will include a weekly evaluation by the site mentor and student reflection about what goals have been met or worked towards. Weekly, this document is to be signed by the mentor / employer to verify hours spent on the internship.
- Participate in quarterly Professional Seminar Sessions to be scheduled by the Structured Learning Coordinator.

Site Visitation Requirements

The internship will consist of a minimum of 160 hours*, for the school year, at an approved structured learning site and will include:

- The student and mentor must outline the activities the student will be engaged in on the site visitation.
- Upon approval from the Structured Learning Coordinator and the MCVSD School Board, students are permitted to earn a maximum of 80 hours, or one-half of the total hourly requirement, during July and August*. The remaining hours must be earned between September and May of the senior year.

*MSE students have a 100 hour requirement and may earn up to 50 hours during the summer months.

Grading

The student will receive grades quarterly assigned by the Structured Learning Coordinator in collaboration with the student's site mentor. An outline of the requirements for grades will be distributed to each student and mentor.

Contact Information

Mr. David Keidel, SLE Coordinator
400 East Main Street
Denville, New Jersey 07834
973-627-4600 Ext 242
Fax: 973-627-4958
Email: keideld@mcvts.org

Professional Development Plan

Student _____ Career SLE Title _____

Academy _____ Start Date _____

Company _____ End Date _____

Mentor / Employer _____ Teacher _____

Summary Description of Structured Learning Experience:

Goal Statement: (Taken from goals and objectives of academy)

Learning Objective:

Activity or activities:

STRUCTURED LEARNING EXPERIENCE GOALS

The student will be able to:

- Describe the structure and function of the structured learning site.
- Interact with a variety of personnel from the structured learning site.
- Understand the educational requirements for specific jobs within the structured learning site.
- Become knowledgeable regarding current practices and job opportunities within the occupation.
- Acquire key technological skills as related to the field of interest.
- Complete basic assignments or projects within the company.
- Work collaboratively with co-workers, mentor, teachers, and Structured Learning Coordinator.
- Meet with mentor on a regular basis to discuss the current projects.
- Review and update the Professional Development Plan and implement suggestions from mentor, teachers, and Structured Learning Coordinator.
- Apply skills in the completion of mentor assigned projects.
- Complete a minimum of 160 hours* of on-site structured learning.
- Participate in quarterly Professional Seminar sessions scheduled by the Structured Learning Coordinator.
- Complete time sheets with student reflection of experience as required and turn in weekly employer evaluations.

*100 for MSE

EMPLOYER'S EVALUATION / REFLECTIVE LOG

**Morris County School of Technology
Mr. David Keidel, Internship / SLE Coordinator
Telephone #: 973-627-4600 ext. 242 / Fax #: 973-627-4958**

NAME: _____ WEEK ENDING: _____

INTERNSHIP SITE: _____ MENTOR: _____

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Time In							
Time Out							
Total Hours Worked							

TOTAL OF HOURS WORKED FOR THIS WEEK: _____

Mentor / Employer: _____

Use the space below to evaluate the student intern

5- Exceptionally Competent Worker
4- Above Average Worker
3- Average Worker
2- Below Average Worker
1- Incompetent Worker
N/A- Not Applicable

Workplace Standards	5	4	3	2	1	N/A
Punctual / Good Attendance						
Cooperation w/ supervisor & co-workers						
Daily Performance of Assigned Tasks						
Produces required amount of work						
Respects equipment, materials, and work area						
Observes health / safety procedures						

Commendations / Constructive Criticism from Internship Site Mentor:

Mentor's Signature:	_____	Date:	_____
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Student Reflection: (Use the back of this form to continue your narrative)

- Describe work which used skills gained from your Academy Training
- Describe work which is developing new skill areas for you (be specific)
- What class activities still need to be taught to support your internship goals?
- Satisfaction / Concerns with Internship Site

STRUCTURED LEARNING EXPERIENCE PORTFOLIO REQUIREMENTS

Content and Structure

The following items must be included in your portfolio:

- **A copy of your personal resume and cover letter.**
- **Personal and Professional Growth Goals.** In this section you should state your personal and professional goals and explain how the goals relate to your Structured Learning Experience courses. You also must identify your strengths and weaknesses and discuss how you will work to improve them in order to meet your goals.
- **Career Aspirations / Career Exploration.** In this section, you will identify future career aspirations and discuss how the identified career relates to your academic and personal interests. What you currently know about your profession and what you hope to discover through further exploration should be highlighted. A plan for approaching the career exploration, including activities to be undertaken, must also be addressed in this portion.
- **Structured Learning Agreement.** A copy of your Structured Learning Agreement with all sections and signatures completed before the start of the internship.
- **Professional Development Plan.** A summary description of the learning experience expected outlining goals, learning and objectives, and a list of activities that the student intends to utilize to reach these goals. This plan is to be approved & signed by your academy teacher.
- **Work Samples.** Samples and descriptions of tasks and assignments you have completed as part of your structured learning experience are to be included in this section. You may also include samples of work and / or descriptions of activities related to your career goals that you completed in prior academy coursework.
- **Final Reflection.** This is a one page summary of your internship experience explaining the tasks performed and your thoughts / recommendations, whether positive or negative, pertaining to the continuance of this site for future students.