



2019-2020 Workforce in Training at Newman (WIN) Program

Overview

In keeping with Newman International Academy's mission to educate students to grow in wisdom, stature, the **Workforce in Training at Newman (WIN)** program provides students with real-world work, volunteer, internship, and travel experiences that will prepare them for college, career, citizenship, and develop global awareness and cultural understandings. These experiences are provided strategic partnerships with individuals, businesses, nonprofit organizations, foundations, and other entities. In addition, WIN provides opportunities for students to engage with faculty members and administrators in learning experiences that extend beyond the classroom walls.

Goals & Objectives

Specifically, WIN is designed to:

- Create service opportunities that allow Newman Academy students to fulfill graduation requirements for service hours (30 hours per year or 120 hours total)
- Create on campus service opportunities for Newman Academy students to fulfill 50 percent of their service hours (for a total of 60 hours during High School)
- Create internship and work opportunities that equip students to be successful in college, business, industry, social service, world trade, and leadership
- Build strategic partnerships within the community
- Develop leadership and social skills and competencies in students
- Secure sponsorships and scholarships that will help students engage in international travel opportunities
- Create opportunities for faculty, staff, administrators, and students to engage in authentic learning experiences outside of the traditional classroom

Strategic Partnerships

Foundational to the success of WIN are strategic partnerships with Brooke of Life, which operates after school and enrichment programs for Newman Academy students and is the parent organization for Newman George College, and Life Education, Global Studies & Service (LEGGS), which serves to prepare students for life and the work marketplace. Brooke of Life provides built-in, on campus internships and volunteer opportunities. LEGSS provides support for students as they meet Newman Academy's curriculum goals for life preparedness and global leadership, scholarship, and service. Both Brooke of Life and LEGSS are 501 (c) 3 nonprofit organizations.

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Target Organizations

The following organizations have been identified as potential strategic partners for WIN. Development of relationships and agreements with these organizations will be the responsibility of the Newman Academy marketing department. The list is continuously updated as new opportunities arise.

Individuals	Businesses	Nonprofits	Social Services	Government	Foundations
Doctors	Alcon Amazon	Brooke of Life	Jr. League	Senators	Ryan Foundation Miles Foundation
Lawyers	Bell BB&T	Schools: Newman Academy	Sister Cities	Congressmen	Bill & Melinda Gates Walton Foundation
Veterinarians	GM UTARI		Churches	Mayors	Rainwater Foundation
CEO's	Hospitals: Arlington Medical Center	Higher Ed: UTA TCU TxWes	Paws of Reflection Ranch	City Managers	
	Charlton Methodist	Hospitals	Habitat for Humanity	Public Libraries	
	Texas Health Resources	YMCA Salvation Army	Animal Shelters		

Student Placement Process

Student participation in the WIN program will begin with a program orientation/meeting with their advisory teacher. Following attendance at an orientation/meeting, the placement process for the unpaid internship will include an application filled out by the student to learn areas of interests and reference checks. The student will be provided a list of approved partnering organizations and on campus opportunities to fulfill their internship hours, and may have an additional interview process with partner personnel or Newman Staff/Faculty. All partner personnel who work directly with Newman Academy students will agree to sign a contract with Newman. All participating parties will agree to release Newman Academy and its agents from any liability that may result from the student's placement or service in the WIN program.

****Students with physical disabilities or special learning needs may contact counselors / advisory teachers for special accommodations.****



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Student Supervision & Monitoring

Central to the success of WIN is the system of student supervision and program monitoring in place at all participating Newman Academy campuses. Faculty, staff and administrators will serve as campus coordinators, field liaisons to partner organizations, and as mentors to students enrolled in the program. All participating staff will receive initial and ongoing training and will be involved in ongoing program assessment.

Liaisons will serve as field representatives and will meet with partner personnel who supervise students, will observe students, will develop and assess curriculum objectives and assignments for students, and will help students design and produce portfolios. A stipend will be provided to personnel for the extra duties they incur with the WIN program, if WIN is not already apart of their job portfolio.

Newman Warrior Service Hours Award Levels

Purple Level

Students earn gold level recognition for volunteering 35 or more service hours per year.

Students earn gold level recognition for internship hours of 40 or more per year.

Or students earn gold level recognition for 200 hours or more of combined internship and volunteering service hours by the time he or she graduates.

Blue Level

Students earn blue level recognition for volunteering 20 hours or more service hours per year.

Students earn blue level recognition for internship hours of 30 or more per year.

Or students earn blue level recognition for 150 hours or more of combined internship and volunteering service hours by the time he or she graduates.

Red Level

Students earn red level recognition for serving 10 or more service hours per year.

Students earn red level recognition for internship hours of 20 or more per year.

Or students earn red level recognition for 120 hours or more of combined internship and volunteering service hours by the time he or she graduates.

Student Consequences for Failure to Meet WIN Requirements

Students who fail to meet the required number of hours for the WIN program (10 hours for community service and 20 hours for unpaid internship/work based experience per high school year for a total of 120 hours by graduation) will have the following consequences:

1. Failure to Graduate – This is a graduation requirement of Newman International Academy and as such is required to be completed in order to graduate from Newman Academy. If the

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minimum of 120 hours of combined volunteer service and internship experience is not completed students will not graduate.

- Additional hours added & required to complete – If the required hours are not met per academic year for volunteer service (10 hours) and/or internship (20 hours), 5 more hours will be added to the next calendar year in the respective category. I.e. 15 hours needed instead of the required 10 for community service and/or 25 hours for internship/work-based experience instead of the required 20.

Transfer students will do a minimum of 30 hours (10 hours of community service and 20 hours of unpaid internship/work-based experience) each year they are with Newman Academy.

Internship Activity Supervisors / Liaisons

The program will encompass the following curriculum areas and will be provided support and supervision by the following faculty and staff:

Newman Departments	Personnel	Scope / Site	Responsibilities / Areas of Services
WIN Coordinator CCMR Coordinator	Bryanna Petrie Colette Franklin	District	Oversees program, develops relations with partner organizations/industries, & executes agreements
NIAA Site Coordinators	Mr. Jay Tinklenberg Advisory Teachers Bryanna Petrie Colette Franklin	NIAA-HS	Monitors and evaluates NIAA program
NICH Site Coordinators	Mrs. Carinia Hornbuckle Advisory Teachers Bryanna Petrie	NICH	Monitors and evaluates NICH program
Athletic Department	Coach DeLaCruz Coach Slone Starkey	NIAA-HS NICH	Athletic Directors: Students may assist in this department performing departmental needs/services, i.e. sport managers, AD assistance, etc.
Office Coordinators / Secretaries	Teresa Williams Janet Gadsden Keren Johnson	NIAA-HS NICH	Office Administrators / Secretaries : Students may assist in this department performing departmental needs/services, i.e.

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I.T.	Jeremy Rigdon	District NIAA-HS NICH	I.T. Assistance: Students may assist in this department performing departmental needs/services
Computer Science	Duane Otey Melissa Spoon Alan Thomas	NIAA-HS NICH	Computer Science/Robotics
Social Media Coordinators	Victoria Wimmer Tracie Wood Karen Johnson Kathy Roberts Mike Kunkle Meghan Rigdon Ashley Blakeslee James Anthony Amie Bright	NIAA-HS NICH-EI NICH-HS NICH-MS NIAA NIAP NIAG NIAM NIAFW	Social Media Coordinator assistance: Students may assist the social media coordinators on each campus.
Fundraising	Mrs. Jenny Gondeiro Mr. Marc Petrie	District	Fundraising Assistance: Students may assist in fundraising events / projects
Marketing / Website	Mr. Marc Petrie Mr. Rob Johnson	District	Marketing / Website Assistance: Students may assist in marketing efforts & website maintenance

Volunteer Activity Supervisors

The following personnel will serve as field liaisons for Newman Academy and Brooke of Life volunteer opportunities:

Volunteer Opportunity	Personnel	Site/Responsibilities	Areas of Service
Brooke of Life After School Care	Denise Roe Julie Swackhammer Anthony Hunt Denise Roe Rahnesha Darwin Michelle Ananda Camile Lane Cindy Piazza	District Coordinator NIAA Field Liaison NIAP Field Liaison NIAA-HS Field Liaison NICH Field Liaison NIFW Field Liaison NIAG Field Liaison NIAM Field Liaison	Childcare, curriculum development, event volunteers, office assistant
Newman Academy – Maintenance	Ron Gondeiro	NIAA-HS NICH NIFW NIAG NIAM	Mowing, repairs, building and grounds maintenance, painting

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Newman Academy	Mr. Jay Tinklenberg & Advisory Teachers	NIAA-HS	Classroom and Office Assistants
	Ms. Kristen Stock	NIAA	
	Mrs. Carinia Hornbuckle & Advisory Teachers	NICH	
	Mr. Dale Duncan	NIFW	
	Mrs. Donna Hart	NIAG	
	Mrs. Becky Anthony Mrs. Angelette Lindsay	NIAM NIAP	
Newman Academy	Mr. Eduardo Mataitis	NIAA-HS NICH	Media / Media arts / videography / graphics
Newman Academy	Mr. Marc Petrie	District	Marketing/ Fundraising/Website

Program Evaluation

Survey instruments will be developed to elicit feedback from partner organizations, field liaisons, students, parents, and school principals, and site coordinators. A WIN PLC will convene once per semester to review program progress and to discuss survey data and other feedback. Other sources of data include observations, student portfolios, ongoing assessments, and long term tracking of student preparedness for college, career, and citizenship as it relates to the program.

The WIN program will be evaluated through:

1. Surveys/feedback of partner organizations
2. Surveys/feedback of coordinators and liaison teachers
3. Surveys/feedback of students and parents
4. Tracking of preparedness for students in the program:
 - a. College major
 - b. Career experiences

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Appendix

1. Portfolio Guidelines
2. Volunteer Event Verification & Log
3. Volunteer Daily Log-in Sheet (Backup for app)
4. Request for Volunteer Organization Approval Form
5. Student Application for Internship
6. Partner / Student Contract with Newman & Organization*
7. Waiver / Release Form *
8. Student Internship Self Evaluations*
9. Student Internship Site Evaluations*
10. Supervisor Evaluation of Intern*
11. Student Survey / Feedback Form*

*Please see Advisory Teacher for these additional forms or they can be printed / viewed on the Newman Academy Website at https://www.newmanacademy.org/students/w_i_n_program

All forms can be found on our website at the above web address or available from students advisory teachers.



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Internship Portfolio Guidelines / Senior Capstone Project

Any portfolio is a creative product, but these guidelines should spark your imagination and help you develop a complete and user-friendly final product. Portfolio contents will vary according to the Endorsement, career path, and internship placement chosen. Students will have the guidance of their teachers and WIN liaison as they complete their portfolios.

Your internship portfolio is a collection of artifacts that thoroughly document the work you have done and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth

Your portfolio can also provide potential employers with evidence of your work experience. Although not all employers want to take the time to review an entire portfolio, you may have an opportunity to refer to items in your portfolio during interviews and will probably find yourself mining your portfolio for material to incorporate into cover letters

1. Collect your materials in a loose-leaf notebook or accordion folder. You may want to use plastic sheet protectors for some of the items, especially original documents or works of art. You should also use tabbed dividers where appropriate. Consider including high quality, 8x10 color photos of original works of art or events in which you participated.
2. On the outside front cover and on the spine, display your name, semester and year, and internship site.
3. The first page should be a title page including the same information as well as the number of hours, and faculty sponsor/liaison and/or industry supervisor.
4. The second page should be a table of contents with page or section numbers.
5. The third page should be a letter from your internship site supervisor(s), verifying that you completed the contracted hours and evaluating your performance



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6. The fourth page begins your introductory essay & summary (typed & MLA format) per internship location / site and per academic year which should:
 - Explain why you participated in this particular internship
 - Describe the job or internship duties
 - Describe the organization, agency, or internship site
 - Include your internship agreement
 - Reflect on your internship agreement, explaining any ways that your work diverged from your plan as outlined in the original contract
 - Include your revised resume, reflecting your newly completed internship

This is a 1-2 page paper to summarize the internship experience & should be done for each internship location, each year at Newman (9th-12th grade). (you may have multiple papers)

7. The next section should document your learning with the following:
 - Internship log—list of dates and times worked and tasks engaged in
 - Samples of internship work—each of these should be preceded by a summary sheet that explains the activity the item documents.

Examples include:

- Reports
- Brochures
- Agendas
- Databases
- Proposals
- Photographs
- Memos
- Artwork/design work
- Field notes
- Lesson Plans
- Journal entries/Reflections

8. Reflective Essay (Senior Capstone)

In this 4-5 page essay, you should reflect on the meaning of the internship experience(s) for your intellectual, social, emotional, and moral development and career planning. This essay should look back on the last 4 years of work based experience while at NIA, summarizing all experiences. You might consider the following questions (But do not simply provide answers to each one. Rather, let them spur your thinking.):

- a) In what ways did I meet my learning objectives? In what ways did I fall short?
- b) How can I interpret these successes and failures?
- c) How did this experience influence the way I understand the world?
- d) What new insights did I gain into the practices and problems in this line of work? What contributions did I make to this organization or work site?



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- e) What classroom experiences prepared me well for this internship?
- f) What coursework or experiences do I need to continue my career preparation? What were the best aspects of this experience?
- g) What were the worst aspects of this experience?
- h) What do I intend to do differently as a result of this experience?

9. Sample Cover Letter

This letter should model how you would present yourself for another internship or a job.

10. Internship Placement Site Assessment / Evaluation

Provide a candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student? (This is a document that we will collect and keep confidential as we continue to develop our WIN program for our students.)



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Documentation of Volunteer Event

Please Print Legibly

Student Volunteer	Email Address
Student Phone	Date Submitted

Organization/Location Of Volunteer Activity/Event	Phone Number for Organization/Location
Coordinator's Name	Coordinator's phone or email

Service Time Information	Type of Service(Check One)
Date Volunteer Activity Began:	Newman Academy Service
Date Volunteer Activity Ended:	Brooke of Life Service
Total Volunteer Hours:	Service Off Campus

Please Describe your Volunteer Activity:

Student Notes (What did you learn from this experience?):

Signatures			
Supervisor	Date	Volunteer	Date



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Request for Volunteer Organization / Industry / Event Approval Form

If you are seeking an approval to volunteer at an organization / industry / or onetime event that is not on your approved volunteer list, fill out this form in its entirety and **return** to your school counselor for District approval.

Student Name: _____ **Grade:** _____

Campus: _____

Organization / Industry / Event Information

Name of Organization / Industry / Event: _____

Supervisor Name (individual supervising volunteer event): _____

Supervisor Phone Number: _____ **Email:** _____

Supervisor Signature: _____

Location of Organization / Industry / Event (city & state): _____

Please list/ describe the type of activities involved in when serving others at this organization (i.e. filing papers, moving lawn, caring for children, set up of events, soundboard): _____

Student Signature: _____ **Date:** _____

Advisory Teacher Signature: _____ **Date:** _____

*All organizations, industries or volunteer events need approval from the District in order to be counted toward WIN volunteer hours. If an organization is not given approval, service hours **will not** be accepted.*

Teachers please give this form to our WIN Coordinator, Bryanna Petrie, for approval once completed.



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Office use only: WIN Coordinator Approval: Yes _____ No _____ District Approval: Yes _____
No _____

Student Application for Unpaid Internship Experience (WIN) An internship experience offers you an opportunity to learn skills you may use in throughout your education, career, and life, and possibly as a means to help you finance further education. In addition, internships help you learn about careers that you might be interested in, to help you make informed career decisions, and to learn the knowledge, skills, and resources you will need for the future marketplace.

Date Application Issued: _____ Deadline: _____ Date Returned: _____

Student Data

Name: _____ **SSIN:** _____

Current Grade Level: _____ **DOB:** _____ **Age:** _____ **Home Address:** _____

_____ **ZIP:** _____

Driver's License No: _____ **Describe your transportation arrangements to your internship site:** _____

Do you have your parent's consent to participate in an internship? _____ Yes _____ No

Do you have your parent's consent to work on evenings or weekends? _____ Yes _____ No

Endorsements:

Why do you want to serve as an intern? _____

What are your area of interests/ what would you like to do? _____

List any work experience you currently have: _____

Current employer, if employed: _____

Do you plan to attend a college or technical school after graduation? Please describe. _____



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Please list any extracurricular activities you are involved in: _____

Please list your technology skills: _____

Have you had keyboarding? _____ List any other employment skills you already possess:

Father's Name & Occupation: _____

Address & Phone: _____

Email address: _____

Employer's Name & Location: _____

Mother's Name & Occupation: _____

Address & Phone: _____

Email address: _____

Employer's Name & Location: _____

Student Agreement

1. I have carefully considered and completed all of the fields in the above form.
2. I am aware that the internship is an important service and that others are dependent upon my presence and contribution.
3. I agree to dress appropriately at my internship site.
4. I understand that all school rules are applicable to me while I am off campus and involved with my internship.
5. I am responsible for my own transportation to the internship site.
6. When I am absent from school, I understand that I may not be in attendance at my internship site. I understand that if I attend my internship on the same day I am counted absent from school, the result may be withdrawal from the program and loss of credit for the course and for my endorsement.
7. When I am absent, I agree to notify my liaison as soon as I know I will be absent so that my internship supervisor will also be notified.
8. If I am assigned a suspension, I will not be able to attend my internship
9. on the days of the suspension.
10. If I am disciplined at school because of drug or alcohol use, dishonesty, or other misconduct, I understand that I also may be withdrawn from the internship.



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Student Signature: _____ Date: _____

Parents Signature: _____ Date: _____