

Spring 2020

Dear Community Partner,

Thank you for agreeing to supervise a Bridging Bruins intern. You are one of the most important stakeholders in the education of students attending Lake Braddock Secondary School and the Bridging Bruins Instructional Team appreciates your support. Organizations such as yours provide our interns opportunities to further the education process by enhancing classroom knowledge with on-the-job experience. The fulfillment of connecting training to experience is key to making the academic efforts these students put forth feel worthwhile. We are committed to ensuring that you and our students have a meaningful experience.

At Lake Braddock, students have a variety of options through which they can get involved in the local community. One of these ways is the Bridging Bruins internship program. An internship provides for youth initiative, critical thinking, problem solving, structured reflection, and demonstration of acquired skills and knowledge – the education of students is always at its core. Interns actively participate in the process of understanding, integrating, and applying skills sets from various subject areas as they work to establish professional strengths and promote the well-being of the local community.

Lake Braddock Secondary School is committed to supporting the educational needs of all students and preparing them to meet the challenges of the future. Developing strong partnerships with and among families, businesses, and community groups will help us accomplish our shared goals.

As part of this partnership, we request your assistance in the following ways:

- **Internship Expectations and Learning Objectives.** To build a quality relationship between interns and community partners, students are responsible for meeting with their designated site supervisor to discuss expectations and learning objectives (e.g., what does the student hope to learn from this internship experience? How does this experience relate to future academic, career, and personal goals?)
- **Internship Time Sheet.** As a site supervisor, your student will ask you to verify his/her hours by initialing their timesheet during each site visit and by providing a signature at the end of the internship. Please designate an appropriate person within your organization who can regularly verify the hours. It is the student's responsibility to complete the timesheet, get the hours verified, and submit it to the Lake Braddock Bridging Bruins Instructional Team.
- **Evaluation.** To collect comments about your experience with your LBSS student intern, we ask that you complete a short, written evaluation. It is the student's responsibility to provide a copy of the blank evaluation to his/her site supervisor. Please return the completed form to the student intern as it must be submitted with their final portfolio assignment. If you are concerned about privacy, please place this document in a sealed envelope.

We are very thankful that you have chosen to champion our students for the incredible achievements we know lie ahead – we look forward to working with you. Please don't hesitate to contact us with any questions, comments, or concerns.

Bridging Bruins Instructional Team
Lake Braddock Secondary School
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