

Southwest MN Christian High School

“Challenging our students to grow in knowing, loving, and serving God and others.”

Winterim Course Offerings

January 2-4, 2019

...engaging students in an in-depth learning opportunity so they will gain valuable tools and skills while fostering their gifts as they grow to serve in God's world.

WHAT IS WINTERIM?

Winterim at Southwest MN Christian High School (SWMCH) offers students the opportunity to engage in in-depth learning for three days. Students are allowed to choose the learning path that most interest them.

Two choices are available for Winterim 2019:

1. All-day or morning and afternoon courses (courses may be held on or off SWMCH Campus)
2. Internships that allow students to work alongside professionals throughout the tri-state area.

The commitment of SWMCH's faculty as well as Christian parents and mentors in the community make Winterim possible for our students. Our vision is that students gain insight into their own passions and abilities through Winterim, further developing their potential as God's image-bearers.

Community partnerships will be an integral part of Winterim at SWMCH. Community members have offered to share their expertise in a wide variety of areas: through their teaching, their hobbies and interests, and through their skills in the workplace.

These community connections allow our students to learn beyond the SWMCH campus. They provide motivation for learning, and allow students to become more effective citizens of God's kingdom, both now and in the future.

Winterim will take place during the first three days following Christmas break, between semesters. Attendance is required just as it is during both semesters of traditional academic education.

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WINTERIM GENERAL OVERVIEW

Schedule

- Winterim is a three-day term, starting immediately after Christmas vacation.
- Our hope is that many students participate in Winterim internships off campus. These internships will be at a variety of locations in the tri-state area.
- For students remaining on campus, the day will be divided into two sessions with one course taken per session or full-day session.

Morning Session 8:20 AM – 11:20 AM

Lunch 11:20 AM – 12:00 PM

Afternoon Session 12:00 PM – 3:00 PM

Attendance

- Since each class meets only three times, attendance is crucial for learning to occur. Students who miss classes may be denied credit for the course.
- Students involved in extracurricular activities are expected to choose Winterim activities that allow them to continue with their extracurricular commitments. Students interested in Winterim activities that may interfere with their extracurricular activity should discuss the matter with their coach and administrator before Winterim class registration.

Credits and Grades

- Morning and afternoon courses receive a pass/fail credit as do full day classes and internships. Each student is required to earn a Winterim credit each year of attendance at SWMCH.

Winterim Personnel

- Director of Learning, and Winterim Coordinator

John Top
507.920.0282
jtop@swmch.org

- Head of School
- Guidance Counselor

Randy Pfeifle
Leland Vanderaa

Southwest MN Christian High School

“Challenging our students to grow in knowing, loving, and serving God and others.”

NAME: _____

Option 1

_____ I hope to pursue an internship during Winterim 2019.

I would like to initiate an internship with: 1. _____

2. _____

*Please allow Mr. Top to contact your desired internship mentor. Provide phone number if possible.

Option 2

_____ I hope to sign up for a course(s) at SWMCH during Winterim 2019.

I would like to learn about _____

This document is not binding. It is only intended for planning and preparation purposes.

PLEASE RETURN TO MR. TOP BY WEDNESDAY, MAY 23.

WINTERIM INTERNSHIPS

Overview

Winterim internships add to the high school experience by providing students with the opportunity to explore various career fields. These real-life work experiences enable students to make better informed college and career choices as well as affording them the opportunity to shadow an adult mentor in their field of interest. Students may decide that this is the career field to which God is calling them. Conversely, they may learn that this field does not align with their interests and gifts. Either way, an internship is an invaluable tool in providing a deeper understanding of living out one's faith in a real-world work setting.

Enrollment

Any student at SWMCH may apply to participate in Winterim Internships. **As we begin this program, students must submit internship requests to Mr. Top for approval.** The student is, however, ultimately responsible for finding an internship and may begin this process as early as the previous spring. Early in the process of finding and choosing internship opportunities, preference will be given to 11th and 12th graders.

- Internship applications are due on September 28, 2018.
- Internship contracts are due on October 26, 2018.

Mentors

Internship mentors are community partners who support the mission of SWMCH and help to guide students in the internship experience. Our first year will be critical in establishing positive relationships with internship mentors. It is primarily the student's responsibility to find and set up the internship with a mentor, but Mr. Top is eager to help you in this process. Students can find internships through family connections, friends, or community relationships.

Expectations

To participate in Winterim as an intern is a privilege that involves significant responsibility on the part of the student and family. The internship is a formally structured learning experience that starts long before the first day on the job. Student interns and their parents are expected to review and understand the contract guidelines and responsibilities.

A Winterim internship must accumulate 18 hours from January 2-4 and cannot be paid. Students must provide their own transportation.

An application and contract will be required for final internship approval by the coordinator. Additionally, the internship will be evaluated through the student's daily record of hours and list of activities, mentor evaluation, site visits from SWMCH staff, and daily reflections.

WINTERIM 2019 INTERNSHIP TARGET DATES

Winterim Internship Program Schedule of Target Dates

- May 2 Winterim Assembly #1
- **August 23** **Winterim Assembly #2**
- September 28 Internship Application form due
- October 26 Internship Contract and Mentor Information forms due
- October 26 Pre-Visit Research form due
- November 28 Student Expectation form due
- November 28 Winterim Mentor Contract due
- January 2-4 Winterim 2019
- January 11 Complete Report due:
 - Career Interview
 - Verification of attendance
 - Student Evaluation form
 - Thank you note ready to mail

WINTERIM INTERNSHIP – DOCUMENTATION

The following pages include:

- **Winterim 2019 Student Application**
- **Winterim 2019 Internship Student Contract**
- **Winterim 2019 Supervisor/Mentor Introductory Letter**
- **Winterim 2019 Criteria and Guidelines for Mentors**
- **Winterim 2019 Internship Student Expectations**
- **Winterim 2019 Internship Student Instructions**
- **Winterim 2019 Internship Pre-Visit Research**
- **Winterim 2019 Internship Career Interview Form**
- **Winterim 2019 Internship Student Evaluation Form**

WINTERIM 2019 STUDENT APPLICATION

(For student and parent; Complete and return to Mr. Top by Friday, September 28)
Winterim Internship Application

Student's Name _____

Student's Email _____

Student's Cell Phone _____ Home Phone _____

- Students must not be paid for their internship.
- Students must be employed for 18 hours during the 3 days of Winterim
- Students will submit a short Google Doc report during each day of the internship
- SWMCH faculty members will contact the internship mentor to check on student progress, in most cases by a visit to the internship site.
- Signed internship contracts with the host must be returned to Mr. Top by October 26.

Areas of Interest for Internship _____

Student Signature _____

Parent Signature _____

.....

Sample Report

Name _____ Date _____

Hours Worked: _____ to _____

What I did today:

Response to the day:

WINTERIM 2019 INTERNSHIP STUDENT CONTRACT

(For student and parent; Complete by Oct. 26)
SWMCH Winterim Internship Contract

Last Name _____ First Name _____

I agree to the following terms in regard to my Winterim Internship:

- To work a minimum of 18 hours in an unpaid position during the 3 days of my internship.
- To turn in Daily Records and Reflections by January 11
- That I have already made arrangements for internship with my mentor.
- That my mentor understands the purpose and requirements of my internship.

Upon completion of the internship, the student will have met the following mutually determined goals:

Goal #1:

Goal #2:

Goal #3:

Intern's Signature

I understand and agree to my child's responsibilities in the Winterim internship.

Parent's Signature

WINTERIM 2019 Supervisor/Mentor Introductory Letter

Dear Internship Supervisor/Mentor,

Greetings from Southwest MN Christian High School! Thank you for considering the opportunity to serve as an internship supervisor for our inaugural SWMCH Winterim experience from January 2-4, 2019. Our goal with this letter is to help you understand the goals and requirements for this wonderful opportunity for our students – and for you as a supervisor, too!

Our SWMCH curriculum reflects a Christian worldview in partnership with a strong academic foundation. We are seeking opportunities for our students to experience training across a wide range of employment possibilities. Winterim internships provide a wonderful opportunity for our students to learn in the real world. **During the internship experience, students will be expected to be serving and supporting your efforts in the workplace.**

In most cases, students arrange their own internships through their own contacts. We encourage this approach whenever possible since we want to encourage independence, initiative, and self-confidence in our students. We want them to understand that they have the ability to create positive outcomes and apply influence over the direction their lives take through college and career choices. SWMCH Winterim Internships require that students be on the job as an intern for a minimum of 18 hours over 3 days. The dates of 2019 Winterim are January 2-4.

During October, interns will be contacting their Internship host and setting up an appointment to visit. During the visit, the students will ask the host to complete an agreement outlining expectations for them.

While “on the job,” students are expected to participate as much as possible and practical. While this may vary a great deal from profession to profession, the students are present to experience actual professional tasks and responsibilities. Exposure to the career may be significant in future college and career choices. Students will complete a Daily Online Report, reporting and reflecting on their experience that day.

Student internships are expected to meet a number of criteria.

- Interns must be mature, in good academic standing, and have demonstrated responsibility in the application process.
- If SWMCH has a snow day during Winterim, interns will be expected, with parental consent, to report to “work” as scheduled if possible. Unexcused absences will result in dismissal from the program.

Sincerely,

John Top
Director of Learning
Southwest MN Christian High School
jtop@swmch.org
(507) 920-0282

WINTERIM 2019 CRITERIA AND GUIDELINES FOR MENTORS

(For student to give to mentor to complete; student then returns to Mr. Top by October 26)

The purpose of this project is to give students an in-depth exposure to a work setting of their choice and allow them to participate in the daily activities and responsibilities of that setting. If at all possible, students are to maintain a six-hour per day work schedule for three school days, just as though they were attending school. Exceptions based on internship career will be considered. Students may not accept a wage for any of their work.

A mentor is someone who is interested in the future of his/her own profession, who is committed to the goals of the internship, and is willing to take a student and work with him/her productively. It's important that the student have as much hands-on experience as possible. The student may spend time with other people in the work site, but only one person should be ultimately responsible for the student's work day. The mentor should be willing to communicate with the Southwest Christian faculty supervisor about the student's work activities and potential problems.

Contact Person _____

Organization/Company _____

Business Phone _____ Cell Phone _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

A member of the SWMCH staff will contact you to verify student participation and set up visit times. Preferred method of initial contact: _____ email _____ phone

Mentor Signature _____

Printed Signature _____ Date _____

WINTERIM 2019 INTERNSHIP STUDENT EXPECTATIONS

(For student to complete during workplace visit in the fall and returned to Mr. Top by Nov. 28)

Intern Name: _____

Career Profession: _____

Business Name: _____

1. What is the address of the work site? _____

2. What time will I be expected to arrive? _____

3. What time is lunch? _____

4. Do I need \$ for lunch and if so, how much? _____

5. Where will I meet my supervisor on the first day? _____

6. What is the appropriate and expected dress? _____

7. What time should I expect to depart for home? _____

8. Other important information _____

WINTERIM 2019 INTERNSHIP STUDENT INSTRUCTIONS

(For students to read in the fall)

SWMCH Internship Instructions

- Neither tardies nor detentions exist in the real world. Employers will simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your supervisor if you are ill or anticipate being late. Also call SWMCH and leave a message for your SWMCH supervisor.
- Carefully listen to and follow the instructions of your supervisor. Attention to detail is essential for being successful.
- Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
- Eat lunch on your own time, not on company time. Find out where and when you should plan to eat.
- Be available and willing to work. Ask how you can help and then do the job completely. Never leave a mess for someone else to clean up.
- Ask questions! That's how you learn.
- Represent yourself and Southwest MN Christian High in the best possible manner. Your effort, attitude, and actions will affect future opportunities for SWMCH interns.
- Fulfill obligations as agreed upon with your host supervisor. Members of the SWMCH faculty will also be in contact with your host to check on your participation.
- You will receive a grade for your internship based on successful completion of the internship, including submission of your Daily Record.
- Complete and turn in a Daily Record on Google Doc. (Instructions will be provided)
- Complete a Career Interview with your supervisor. (See form)

Early suggestions..

- Edgerton Food Center
- M&H
- Country Lumber
- DeBoer Chevrolet
- Insurance Services
- Fey Industries
- ECES Teachers
- Local Farmer (an internship on your own or a relative's farm will not be accepted)
- Rieck Plumbing & Heating
- Local Contractor
- (Luverne?)
- (Pipestone?)
- (Sioux Falls?)
- (Worthington?)

WINTERIM 2019 INTERNSHIP PRE-VISIT RESEARCH

(For students to complete when they visit the workplace in the fall and returned to Mr. Top by Nov. 28)

Intern Name: _____

Career Profession: _____

Business Name: _____

1. What do you think this career internship site will be like? In other words, what is your expectation?

2. List experiences you have or have had that may relate to this profession.

3. Using the internet or another reliable source, research the chosen occupation to complete the following information:

1) Career Overview:

2) Expected annual salary range:

3) Preparation required for this career (education, training, etc.)

4) What is the current job outlook for this occupation, both in MN and nationally?

WINTERIM 2019 INTERNSHIP CAREER INTERVIEW FORM

(For student to complete anytime during internship and returned to Mr. Top)

Instructions: below is a list of suggested questions for you to use in your Career Interview. You must have a reply for ten or more questions.

Student Name _____

Name of Mentor and Title _____

Occupation _____

1. What is the primary mission of the organization / business?
2. What are the responsibilities of your department?
3. What are your responsibilities?
4. What other people do you work most closely with?
5. Are computers used on the job? If so, how?
6. What education and/or training is required for this job? What is your education/training?
7. How did you decide to get into this type of work?
8. What opportunities are you aware of for young people in this profession?
9. What do you like most about your job?
10. What do you like least about your job?
11. What basic skills do I need to get in high school?
12. What do you do to overcome obstacles in your workplace?
13. Do you have any advice for me as I consider career options?

WINTERIM 2019 INTERNSHIP STUDENT EVALUATION FORM

(For student to complete the last day of internship and return to Mr. Top by January 11, 2019)

Intern Name _____

Career Profession _____

Business Name _____

Honestly answer the following questions:

1. Were you able to observe a particular occupation that interested you? Yes ___ No ___
2. Did you have sufficient time to ask questions? Yes ___ No ___
3. Was there a time and opportunity to see the complete work site? Yes ___ No ___
4. Would you recommend this program to other students? Yes ___ No ___
5. Were you able to assist with any of the actual work? Yes ___ No ___
6. Was the internship experience valuable to you? Yes ___ No ___

7. What did you like best about your internship experience?

8. What would have made this experience better for you?

9. Describe one exciting experience you had while you were "at work".

WINTERIM – ON-CAMPUS COURSES

Overview

New and exciting on-campus courses give students fresh and unique choices while allowing teachers to share their own individual passions for specialties not offered in the core curriculum.

During Winterim teachers mentor and expand student knowledge in key areas of interest, revealing gifts that are otherwise hidden. With smaller class sizes and a more concentrated time frame, students are able to form a meaningful Christian bond with their teachers.

Enrollment

Registration will be done through a Google Form beginning on Saturday, October 27. Class rosters will be based on both class list and balance issues with a first-come, first-served goal.

Instructions

Guest instructors from the tri-state region may join SWMCH staff to teach Winterim courses. Small classes in three-hour blocks provide unique opportunities for instruction. Many courses include service learning or hands-on, project-based experiences that can't happen in a normal school day. Other courses may take place partially or entirely off-campus.

All guest instructors have been approved by SWMCH.

Expectations

All students taking courses must sign up for an all-day class or one AM course and one PM course. Attendance is mandatory and absences may result in a loss of Winterim credits. Students may not repeat a Winterim course unless granted permission by the Winterim Coordinator.

Some classes tend to be more rigorous in nature while other classes may be more hands-on and experiential. Students and parents must read course descriptions carefully to understand prerequisites, fees, and expectations.

WINTERIM 2019 COURSES

*Note: Although most classes have been finalized, a few may still change based on interest and student demand. Some class descriptions were not yet ready at the time the Winterim booklet was posted online.

All-Day Classes

- Agriculture Topics, Techniques, Technology
- Home Ec
- Medical Tours
- Woodworking (Industrial Arts)
- Welding (Industrial Arts)
- Area Non-Profits/Service
- Outdoor Sportsman/Marketing

Half-Day Classes

- Worship/Praise Team
-

MINI SYLLABI to follow...

WINTERIM TRAVEL – Not available in 2019

Overview

Travel, both domestic and international, offers SWMCH students a unique learning experience. Students will be immersed in another culture and learn first-hand through exploration and service in a place unlike their home culture.

Enrollment

All students are eligible to apply for trips during Winterim, although upperclassmen may be given priority over underclassmen if trip demand is high. Trip enrollment usually begins in the spring but some trips may have space available yet in the fall. Contact the trip leader for more information.

Leaders

Trip sponsors are usually SWMCH employees or those affiliated with SWMCH. They will work with a variety of approved agencies to provide a life-changing trip for SWMCH students. Parents may not create their own trip for their children.

Financial Commitment

Choosing to travel is a financial commitment; therefore families must consider carefully whether to apply for trips. Students whose regular tuition payments are in good standing may apply for space in a Winterim trip. Students who wish to go on a trip are encouraged to find ways to help pay for their trip: working at a part-time job, creating a non-school sponsored fundraiser, or asking extended family or friends for support.