

January Term Off-Campus Guidelines 2018-2019

1. Off-campus projects are internships which must be designed by the student herself. All off-campus projects must be educational in nature and require the student to spend a *minimum of 6 hours a day (not including lunch) for 14 days at her job*. Students are encouraged to work more than the minimum number of hours.
2. Students must complete all hours at the place of business, unless prior approval has been given by the Jan Term advisor. No more than 6 hours may be completed at another location.
3. Students may not accept financial remuneration (salary, gifts, gratuities, etc).
4. Each student completing an off-campus internship must attend all scheduled meetings with her on-campus advisor. Attendance at these meetings is *required*. Tardiness or failure to attend indicates a lack of commitment, and the student's Jan Term grade will be negatively impacted.
5. On **Monday, October 15**, *all paperwork* will be due for *all* internship students. Specifically, this paperwork consists of the completed Internship Application Form (with signatures) and the field advisor letter or official email. Any student who does not meet this deadline will be assigned a local internship that is community-service based. ***Reminder: the successful completion of Jan Term is a graduation requirement for all students.***
6. Each student doing an internship must schedule an interview with her field advisor (in person or by telephone), attend the interview, and report back to her on-campus advisor in time to have her paperwork complete by the October 15 deadline.
7. Each off-campus project student must write a brief paper in the fall on a topic supplied by her on-campus advisor, explaining what she expects from her Jan Term experience. This paper will be due on **Monday, November 5** by 3:45pm. Another brief paper is to be written after Jan. Term, explaining what the experience was really like. This second paper will be due on **Wednesday, January 30** and will be included in the final folder.
8. Each student must contact her on-campus advisor by email or telephone at the end of the first week of work to inform the advisor of her activities. This contact must be made by 3:00pm on **Friday, January 11**.
9. During the three weeks of Jan Term, the student will keep an *orderly* and *thorough* daily journal of her activities. She should also evaluate her progress toward the goals she originally set for herself and note this in her journal.
10. At the meeting with her Jan Term advisor on **Wednesday, January 30**, the student must turn in to her on-campus advisor a neat *folder* which contains:
 - a. the student's journal (unless journal was submitted electronically)
 - b. two brief papers (one handed in November 5, the other due January 30)
 - c. the field advisor's evaluation (unless emailed to Mrs. Boyd)
 - d. the time sheet initialed and signed by the field advisor (in ink)
 - e. a photocopy of the thank-you *card* (not a note or email) mailed to the field advisor

Part of the Jan Term grade will be based on getting these things in *on time*. If a student does not hand in reports on time, she may be asked to meet with her on-campus advisor and the head of the Off-Campus Program Committee.

11. On **Wednesday, January 30** during conference, the student will present a short oral summary of her Jan Term experience to her Jan Term advising group. On this date, the student must also indicate the type of display she is planning for Sharing Day.
12. On **Wednesday, February 6**, the student will present a display to share with the student body. The display must provide, in an interesting and creative way, visual evidence of the student's Jan Term experience. It must also show evidence of *careful thought and planning*. The student should also be able to speak to any visitors with confidence and detail about her experience.
13. Grades for January Term (Honors, Satisfactory, or Unsatisfactory) will be based on:
 - a. the daily journal
 - b. the time sheet
 - c. the field advisor evaluation
 - d. the Sharing Day display and oral presentation
 - e. the two brief papers
 - f. timely response to all expectations
 - g. commitment
14. If a junior receives an unsatisfactory grade on her off-campus internship project, she will not be permitted to participate in the program the following year and may be asked to make up the work. If a senior receives an unsatisfactory grade, she must complete a new internship during the second semester on her own time. This rule applies to all internships and to all participants on school-sponsored trips. **Jan Term grades are recorded on the student's transcript, and successful completion of Jan Term is a graduation requirement.**
15. The Salem Academy Jan Term advisor may call at any time while the student is on the job to check on a student's progress with the field advisor or with the student herself.
16. Each student should be able to demonstrate to her Jan Term advisor that she has expressed her gratitude to her field advisor for allowing her this extraordinary opportunity. A copy of a thank you note must be shown to the Jan Term advisor as part of the final evaluation.
17. **Reminder for International Students:** All communication, including emails, letters, and evaluations, must be translated into English. Your field advisor must be able to communicate directly with your Jan Term advisor here at Salem.
18. **Students should remember that the Honor Code applies throughout the Jan Term period and is subject to all communications and transactions.**

* Copies of all Jan Term forms are available on the Salem Academy website under Academics/January Term.