

Abby Ridgeway

Periods 4/5

June 11, 2018

Assignment #5: iPOL preparations and mentor thank you

1. Where will you have your iPOL? Why? (For example: I will be presenting in the conference room using PowerPoint).

My iPOL will be at Whittier School, in the conference room (room 10). I will be using a projector to display my powerpoint.

2. Who will you invite to your POL besides your mentor? (For example: I will invite the other attorneys in our office).

I will invite other teachers around campus.

3. How will you make your iPOL engaging for your advisory and the other guests? (For example: I will give them a tour of the lab and they will get to observe me performing open heart surgery on a mouse).

I will give them a tour of the school if they'd like and if there is time. (They are only coming for 30 minutes)

4. Describe your workplace.

Whittier: Whittier is a k-12 school that works with children of various special needs and disabilities. It is located off of Clairemont Drive and currently has about 60 students that attend.

SDA: SDA is an architecture firm owned and operated by Stephen Dalton and was founded in 2004. The firm is located in a small design district in Solana Beach, and focuses on projects locally and throughout southern California.

5. Describe your roles and responsibilities.

Whittier: I was mainly in charge of working in the office and designing the 2018 yearbook for students. I did bus gates in the morning and afternoons, worked in the BILC pretty often, and helped with lunch duty. I always helped out where ever I was needed.

SDA: The first three weeks I organized most of their paperwork and reorganized some of their materials. In the following weeks, I designed a 3-D model to show my plan for a new organizing shelving system.

6. Describe your project/s

Whittier: 2018 Yearbook

SDA: Designed 3-D shelving model

7. What skills have you used at internship?

Whittier: Communication, Patience, Graphic Design

SDA: Communication, Organization, time management

8. What skills have you gained at internship?

Whittier: Communication, Diligence, Timeliness

SDA: Communication, Design/Modeling, Independence

9. Describe the importance of communicating with your mentor and colleagues.

It is very important to communicate when you are confused, need to relay information, or if you're bored.

I think that I have a done a good job with this because I haven't been without anything to do. I'm constantly wanting to do things which is why I always ask others if they need me for anything. I have heard other students complain that their mentor is never near them, they have nothing to do, or they are just bored. Even if your mentor isn't sitting right next to you, there are so many different ways to reach out to them and explain how you are feeling.

10. Reflect on an area you grew, how you have persevered through failure, a mistake that you dealt with, or on learning how to learn.

I think I definitely gained independence throughout these six weeks, like nothing I've experienced before. I have constantly had teachers to look up to in school, but working at the school and having the students look up to you? Now that's an experience I'll never forget. It was so nice at both internships, especially SDA, because I could tell that everyone there works very independently and they each have their own separate project. It is constantly quiet in the office, and everyone is just designing away, thinking of the next strip mall or apartments that will be built down the street.

11. What is some advice that your mentor has given you, or that you have learned from observing your mentor?

Whittier: Don't be shy when you know what you want

SDA: There is something to always keep in mind when you get a job somewhere; are you happy?

Showing gratitude to your mentor/s for taking you on as an intern and teaching you about their work is VERY important. Not only is it good manners, but it is the expectation in the workplace. It is also very important to nurture relationships with people who may give you references for future employment. The thank you should happen on the last day of internship, June 21st. Typically a thank you consists of a handwritten note expressing thanks for the opportunity, along with a small gesture, such as homemade cookies.

12. Describe below how you will show gratitude to your mentor on June 21st.

Whittier: Thank you cards (2) with small gift

SDA: Thank you cards (1) with small gift