

DISTINGUISHED DIPLOMA OF ACHIEVEMENT

Choices Determine Options

The best plan for your future is the one that provides you the most options. Whether you intend to pursue a high-demand industry workforce credential from a community or technical college or a doctoral or professional degree in your desired field, the choices made in high school will determine your future options. To best prepare yourself now for the transition to post-high school education, completing an internship is essential. An internship not only provides you training, experience, and professional connections in a field of interest, but it also separates you from the other graduates with which you will be competing for college acceptance or a workforce position. The Distinguished Diploma of Achievement will ensure the best preparation for your future.

Why is an internship important?

The Distinguished Diploma of Achievement opens educational and employment opportunities for you beyond high school. The Distinguished Diploma of Achievement will:

- Ensure you are a more competitive applicant at the most selective colleges and universities
- Provide you more opportunities, more options, and more open doors for your future
- Provide you with exposure to not only the field in which you are interested but the professionals in which you will work closely alongside in the profession
- Allow you the insight to make further decisions based on the understanding and knowledge gained through the real work experience

Distinguished Diploma Requirements

The Distinguished Diploma of Achievement distinguishes graduates from their peers by requiring additional achievements. The Distinguished Diploma of Achievement requires:

- A minimum of five advanced courses in High School. This can include Advanced classes, Advanced Placement classes, Dual Credit classes, and Level III and/or IV of a Foreign Language
- Three years of Foreign Language study, at least two consecutive years of the same language.
- An Application/Commitment Form on file for candidacy (pg 2)
- The completion of a 40-hour Internship in the field you intend to pursue post high school, evidenced by the Internship Completion Signature Form on file (pg 3)
- An After Action Research Paper
- An After Action Project Presentation



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APPLICATION / COMMITMENT FORM

Student Name: _____

Please list the completed advanced courses taken during Grades 9 -11. You may also list the advanced courses you plan to take in Grade 12. These courses can include Advanced classes, Advanced Placement (AP) classes, Dual Credit (DC) classes, and Level III and/or IV of a Foreign Language.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please complete the following information regarding your secured 40-hour Internship.

Name of Organization/Business: _____

Address of Internship Location: _____

Name of Supervisor: _____

Potential Training/Responsibilities: _____

I understand that by signing this form I have committed to the completion of the Distinguished Diploma of Achievement plan.

Student Signature: _____ Date: _____

It is the responsibility of the student to turn in this form to the College Guidance Counselor upon completion.



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INTERNSHIP COMPLETION SIGNATURE FORM

This form is to be completed by your Internship supervisor stating you have completed the required 40 hours of training/responsibilities associated with the Internship position.

Name of Organization/Business: _____

Address of Internship Location: _____

Name of Supervisor: _____

Start Date of Internship (month/year): _____

End Date of Internship (month/year): _____

_____ has successfully completed his/her 40 hour Internship at our Organization/Business. The Internship included the following training/responsibilities:

Signature of Supervisor

Date of Signature

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DISTINGUISHED DIPLOMA OF ACHIEVEMENT AFTER ACTION RESEARCH PAPER INSTRUCTIONS

The after action research paper allows you to deeply reflect on your internship experience, an important step in the process of decision-making and self discovery. Your essay should answer this central prompt: **Describe your internship experience in detail. Analyze your experiences and draw conclusions about what you learned and how this experience will impact your future educational goals.**

Please keep your essay between 700 and 900 words.

Your essay will be graded on the following rubric.

Criteria	Excellent	Meets Expectations	Approaches Expectations	Needs Improvement
Completeness	Clearly and completely answers the assignment prompt. Adheres to required length.	Almost completely answers the assignment prompt. Adheres to required length.	Partially addresses the assignment prompt. Adheres to required length.	Does not address the assignment prompt.
Analysis	Rich, detailed description of the internship, its challenges, benefits, and your evaluation of continuing in that field.	Full description of the internship, its challenges, benefits, and your evaluation of continuing in that field.	Partial description of the internship, its challenges, benefits, and your evaluation of continuing in that field.	No description of the internship, its challenges, benefits, and your evaluation of continuing in that field.
Evidence	Successfully integrates relevant facts, relationships, and the student's self. Includes conclusions based on synthesis of the internship experience.	Clear attempt to integrate relevant facts, relationships, and the student's self.	Slight or unclear attempt to integrate relevant facts, relationships, and the student's self.	No attempt to integrate relevant facts, relationships, and the student's self.
Writing	Impressions plus critical reflection (i.e. exploration and critique of assumptions, values, beliefs, and/or biases; multiple perspectives; alternatives; and the consequences of actions). Includes discussion of how behavior may change based on new insights.	Impressions plus reflection (i.e. attempting to understand or question the case).	Impressions without reflection.	No impressions, reflection or introspection.

Please turn in your completed essay (digitally or printed) to the College Guidance Counselor.



DISTINGUISHED DIPLOMA OF ACHIEVEMENT AFTER ACTION PROJECT PRESENTATION INSTRUCTIONS

The after action project presentation will allow for more reflection on your internship experience while preparing you for college-level presentations or customer interactions. The project presentation should consist of a presentation medium (slideshow, poster board, etc.) and a scripted, rehearsed presentation. A question and answer period will follow the presentation. Please see the presentation rubric below to help you prepare for your presentation. Your presentation should answer the same prompt as the after action essay (page 4).

Your presentation will include the Head of School, Secondary Principal/Assistant Head of School, College Guidance Counselor, and **2 teachers of your choice**. It is your responsibility to invite the teachers ahead of time and communicate to the College Guidance Counselor which teachers you have invited.

Informative Speech Rubric	Possible Points
Introduction	15
Attention Getting Device	5
Thesis statement (Answer the after-action essay prompt)	5
Preview or "Roadmap"	5
Body & Organization	30
Coherent and logical organization	10
At least 3 Major Points (ex. Positive experiences, challenges, and impact on future career/major choice)	9
At least 2 Minor Points for each Major Point	6
Strong, fluid transitions from idea to idea	5
Evidence	20
Examples from internship experience should be vivid and specific	20
Style & Delivery	20
Eye contact	5
Para-linguistics (volume, projection, rate and tone)	5
Body language	5
Articulation and Pronunciation	5
Conclusion	15
Compelling and concise	10
Summary statement	5
Total Points	100