

**\_\_\_\_\_\_\_\_\_ School District**

**Career Internship Program**

**20\_\_-20\_\_**

The \_\_\_\_\_\_\_\_\_\_\_ School District Internship Program was developed to help students investigate career choices and participate in on-site career training, and to help with successful transitions from school to careers and/or further education.

Internships create a unique learning opportunity that goes well beyond the scope of the traditional classroom setting. The program offers students an opportunity to gain awareness of a specific career by working with professionals in their area of interest. Because this opportunity is unique**, the expectation of students is above and beyond what is required in the classroom.**

The internship program depends on a partnership relationship between the student, the school, and the community. Participating community organizations may include corporations, small businesses, medical facilities, nonprofit organizations, and cultural and governmental institutions. **Student interns directly affect these partnerships, and expectations are set high so that relationships are enhanced.**

# Internship Program Goals

* Provide opportunities for students to further investigate career choices they would like to pursue (job shadows may be utilized for the initial stages of career exploration).
* Demonstrate the link between high school education and future careers.
* Enable students to develop critical skills and be workforce ready upon completion of formal education/training. Internships provide a “hands-on” or observatory experience that effectively teaches the use of these skills.
* Motivate and challenge students to excel in their studies and become responsible, reliable individuals.
* Connect students with potential employers and organizations in their selected field of study.

**Internship Specifics**

**The internship program is implemented as if a student were applying for a job.** The program demands that students show initiative, follow through, and a high level of professional behavior. When considering whether to apply, the student should keep in mind that:

* The internship is linked to a related CTE class in his/her schedule. It is the practical application of that curriculum.
* The internship is in a career field related to the student’s **CCRP** (College and Career Readiness Plan).
* The internship class awards .50 credits per semester.
* Internships are usually unpaid.

# The Internship Process

1. The student meets with his/her counselor in a CCRP conference to discuss college and career goals and progress toward graduation.
2. The student intern must have a related CTE class the semester of or prior to the internship.
3. A job shadow may be available for any junior or senior students considering an internship. Contact your Work Based Learning Coordinator to arrange the job shadow.

# Credit

Students are expected to meet district requirements. Citizenship credit will also be earned during the internship experience.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_, Work-Based Learning Coordinator, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by e-mail at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or phone \_\_\_\_\_\_\_\_\_\_\_\_.

If interested in the internship program, sign below and return this form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have read, understand, and agree to follow the internship requirements needed for high school credit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Please print) Student Intern Name (Please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date Student Intern Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern E-mail Student Intern Phone #

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent E-mail Parent Phone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.