

Winters Mill High School Internship Application Packet

Application Checklist:

- Completed Student and Parent Information (with signatures)*
- Student Application Essay
- Resume
- 3 Teacher Recommendations*
- Completed Career Connections Expectations form*
- Job Application*

*** indicate the form is attached.**

Return all parts of the Internship Application Packet to Mrs. Totten

Coordinator Use:

- Packet received _____
- Attendance % _____
- Cumulative GPA _____
- Service Learning Completed _____
- HSA Tests Passed Yes / No
- Resume Completed
- 3 Satisfactory Teacher Recommendations Received
- Job Application Completed

The Process of Receiving an Internship

Step 1

Express interest to Advisor, Guidance Counselor and Career Coordinator.
Meet all requirements for an application to be approved which include:

- o Cumulative GPA of at least 2.5
 - o 94% attendance during the nine weeks prior to placement
 - o Graduation requirements met:
 - Service Learning Completed
 - High School Assessments Passed
 - Four credit requirement met or scheduled (Students must complete 4 credits at their home school in their senior year)
 - Specific graduation course requirements scheduled
 - Course work scheduled or completed within the student's Academy strand.
- Complete an **Internship Application Packet** with your parents and return it along with all necessary information to the Career Coordinator.

Step 2

Receive approval for participation in Career Connections program.
Career Coordinator identifies possible site(s) and makes evaluation visit.

Step 3

Student sets and holds employment interview.
Final school paperwork completed

- o All forms in the **Agreement Packet**
- o **Release Time Form** with verification of graduation requirement status.
- o Complete a work permit.

Meet with coordinator/employer to set objectives and training plan.

Step 4

Internship underway

On-site visits by Career Coordinator for student assessment.

Student completes assignments; work hours chart and weekly journal entries.

Final evaluation completed by the employer.

General Information

Success in our rapidly changing global economy demands more knowledge and skills than ever before. Employers, colleges, universities, and communities require high levels of technical, complex skills

– and tomorrow they will require even more. The best jobs will go to those who are both well educated and highly skilled.

The changing workplace also demands development of other attitudes and skills – a good work ethic, problem solving, critical thinking, leadership, and teamwork. Students need opportunities to develop

these academic and work-readiness skills; Career Connections provides that opportunity.

Work experience or an internship must be related to a students’ career goals and, therefore, his or

her Academy and career strand. Preparation is measured by the courses taken within the students’

Academy and strand.

Career Connections should not be viewed as a ticket out of school. It is not a solution for a senior schedule when “I’ve met all of my requirements and don’t have anything else to take.” Career Connections is a unique way to learn and prepare students for their future. The work-based experience

must allow for the student to expand their knowledge and skill. It is a privilege to represent your school in

the work places of the community. An internship or work experience is the most highly involved Career

Connections experience as students have their own training plan for the workplace and are evaluated on

their on-the-job performance.

Student and Parent Information

Name _____

Address _____

City _____ Zip Code _____

Home Phone # _____ Student ID # _____

Date of Birth _____ Current Age _____ Advisor _____

Social Security Number (if not student ID) _____

(SS# necessary for employment)

Father’s Name _____ Daytime Phone _____

Mother’s Name _____ Daytime Phone _____

Guardian’s Name _____ Daytime Phone _____

Certification

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if selected for the Career Connections Program, falsified statements

may be grounds for removal.

Completion of this packet is an application only and does NOT imply approval. The Career Coordinator will notify you regarding approval or denial.

Student Signature Date Parent Signature Date

Student Essay

A typed essay answering the following questions **must** be submitted with your application packet.

1. What Academy, Career Strand, and Career Focus are you currently studying under at Winters Mill and why did you choose this option?
2. Specifically, what type of an internship are you looking for? Include job responsibilities, potential employers, etc.
3. What are you looking to gain from an internship?
4. What skills do you have to offer a business?
5. What skills do you wish to improve as a result of your internship?
6. Describe any responsibilities or obligations that could interfere with your ability to commit after school to your internship if it should become necessary. (ie. sports, clubs, activities, etc.)
7. When would you like the internship to take place? (Summer 2003, Quarter 1, Quarter 2, Quarter 3, or Quarter 4)

Resume

A typed resume **must** also accompany this application packet. A minimum of the following items should be included on your resume. Please save it to your student drive

so that we may modify it if necessary.

As many work experiences as you have.

Courses that you have completed within your Academy that will aid in evaluating your qualifications.

At least 3 references from outside of the school.

Community Activities including school, church, and community.

Any technical skills that you have.

Teacher Recommendations

Have three different teachers complete a recommendation form. You should provide the teacher with an envelope that they can use it to return the recommendation to the career coordinator.

Career Connections

Expectations Agreement

Activities before the Internship begins (to be completed either independently at home, through brief appointments with the Career Coordinator, and/or during the first

days of the internship if necessary)

Complete a sample job application to be reviewed by the Career Coordinator.

Prepare for the job interview.

All required paperwork must be complete and approved, no exceptions.

During the Internship

Attend work everyday and do your best! You do not take days off for “personal business”.

Maintain accurate work hour records with supervisor signatures.

Complete all Journal Essay assignments and turn them in on time for grading.

Gather materials for possible inclusion in your career portfolio.

To the best of your ability, complete all items on the Training Plan.

Prepare and make a final presentation to the career coordinators, selected teachers,

or a selected class. This presentation will be about what you learned and experienced during the Internship.

After the Internship

Update your resume and Career Portfolio.

Send a thank you letter to your mentor/supervisor.

I have read and understand the above expectations and agree to abide by them.

Student Signature _____ Date _____

Parent Signature _____ Date _____