

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 Mr. Knill.**

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:
 - Cumulative GPA of at least 2.5
 - 94% attendance during the nine weeks prior to placement
 - 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
 - All forms in the **Agreement Packet**
 - **Release Time Form** with verification of graduation requirement status.
 - 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.

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.

Job Application

Complete the sample job application. Return the job application with your Career Connection application packet.

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 _____

Winters Mill High School Career Connections Internship Application Teacher Recommendation Form

* Top portion is to be completed by student before submitting to the teacher. Please PRINT clearly.

Student Name: _____
Academy: _____ Strand: _____
Advisor: _____ Current Grade: _____
Teacher's Name _____

****Recommending teacher must fill in this part.***

Student Qualities	<i>Superior</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
1. Follows directions					
2. Honesty					
3. Leadership					
4. Initiative					
5. Reliability					
6. Trustworthiness					
7. Punctual with assignments					
8. Interacts well with adults					
9. Interacts well with peers					
10. Overall rating					

Recommendation (Please check one):

_____ Recommend enthusiastically

_____ Recommend

_____ Recommend with reservations (Please explain in comment section.)

_____ Not recommended (Please explain in comment section.)

Additional Comments. (Use the back of this paper if additional space is needed.):

Teacher/Staff Signature: _____ Date: _____

Winters Mill High School Career Connections Internship Application Teacher Recommendation Form

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Student Name: _____

Academy: _____ Strand: _____

Advisor: _____ Current Grade: _____

Teacher's Name _____

****Recommending teacher must fill in this part.***

Student Qualities	<i>Superior</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
1. Follows directions					
2. Honesty					
3. Leadership					
4. Initiative					
5. Reliability					
6. Trustworthiness					
7. Punctual with assignments					
8. Interacts well with adults					
9. Interacts well with peers					
10. Overall rating					

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