

## INTERNSHIP PROGRAM ENROLLMENT



The **Internship Program Application** is an agreement between the student, his/her parent(s) and the school to participate in the Internship Program. Along with pertinent contact information, the application form should include the following: current work experience, career interests and goals and a preferred worksite.

Once the student's application has been approved and a worksite identified, an **Internship Agreement Form** is signed by the student, parent, and Academy Career Partner (ACP). The Agreement form identifies the roles and responsibilities of all parties.

The **Confidentiality Form** is signed by the student prior to beginning the worksite experience. The student acknowledges that he/she may come in contact with privileged information at the worksite and they will not divulge this information.

An **Acceptance Letter** should be sent to the student informing them of their acceptance into the Program. The **Letter to Parents** spells out the specific requirements for students enrolled in the Internship Program and provides Coordinator contact information.

## ENROLLMENT CRITERIA AND PROCESS

**Program Goal:** To afford opportunities to students to learn job skills and explore career options.

### **Enrollment Criteria:**

1. Student must submit completed internship application into the Internship Coordinator.
2. Completed Resume and Cover Letter
3. Completed and Comprehensive Portfolio
4. Student must obtain Work Permit application from Internship Coordinator.

### **Process:**

1. Student submits Internship Program Application to Coordinator.
  2. Acceptance to an Internship position will meet the following criteria:
    - Student must not be related to the employer.
    - Student must have no previous work experience in that position with that employer.
    - Exceptions to the above statements may be approved at the discretion of the Coordinator.
  3. Student completes Student's Internship Contract. Signatures from a parent and high school counselor are required prior to obtaining the Coordinator's signature and completing the application process.
  4. Student attends a one-hour Internship Prep class with Coordinator. TBD
  5. Samueli Academy Career Partner completes SACP's Internship Contract.
- SACP/Coordinator determines if internship is a paid or unpaid position.
- a. Academy Career Partner (ACP) and intern agrees on a schedule of hours, minimum of 45 hrs to learn specific skills (not to exceed 20 hours per competency area) and will not replace or take the place of potential hires.
6. Student writes final reflective paper after 45 hours.  
Content should include the following items:
    - a. What the student learned from entire Internship experience.
    - b. How the student applied what was learned in class to worksite experience.
    - c. How employer continued to train student throughout internship.
    - d. Student's decision to continue pursuing this field of work or not, and how the Internship experience helped the student make that decision.
  7. SACP completes evaluation and hours worked forms. These forms are submitted to the Coordinator according to timelines.
  8. Student prepares a presentation on the Internship experience and presents it to the Student Community. Parents and SACP's are encouraged to attend.

Program Facilitator:

Ms. Nyree Tramble

NTramble@samueliacademy.org

## Internship Deadlines and Process 2015-2016

\_\_\_\_\_ Student submits Cover Letter and Resume approved by Advisor

\_\_\_\_\_ Student completes and has Portfolio approved for priority interviews.

\_\_\_\_\_ Student submits Internship Program Application (turned-in in person to Ms.Nyree)

**Priority: November 13th, 2015**

**Regular: December 11th, 2015**

\_\_\_\_\_ Student meets with Coordinator to discuss internship opportunities. (Anytime)

\_\_\_\_\_ Student interviews with potential internship sites.

**Interviews: Ignition Conference TBA 2016**

\_\_\_\_\_ Coordinator sends student Acceptance Letter.

\_\_\_\_\_ Student submits Internship Agreement completed and signed by all parties.

**April 29th, 2016**

\_\_\_\_\_ Student attends one-hour Internship Prep class.

\_\_\_\_\_ Coordinator visits intern at least 1 time during internship.

\_\_\_\_\_ ACP submits evaluation and hours worked form to Coordinator at completion of internship.

\_\_\_\_\_ Student meets with Coordinator to discuss Reflection paper and Oral presentation requirements.

\_\_\_\_\_ Student writes a Reflection paper

**August/September 2016**

\_\_\_\_\_ Student gives oral presentation at the Internship Fair in the Fall.

**August/September 2016**

\_\_\_\_\_ Coordinator will sign an "Internship Certificate" after successful completion of all required paperwork and presentation are completed.

**August/September 2016**