

## WCPSS School to Career Internship Program

### PREREQUISITES FOR AN INTERNSHIP

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1. Excellent attendance and punctuality – no more than five absences per term
2. A minimum overall GPA of 2.5. If students do not have an overall GPA of 2.5, they must submit a written request for an internship, including bulleted reasons why the student should be awarded an internship
3. Two (2) teacher recommendation letters.
4. Satisfactory performance on the preliminary practice interview conducted at the school, by School Staff or business representative if applicable
5. Submission of an acceptable résumé
6. Availability to work a minimum of 120 hours either full time in the summer or part time in the junior/senior year
7. Declaration of academic or honors internship credit before starting internship.
8. Personal possession of requisite documents (social security card, green card, working papers, etc. if a paid internship)
9. Proper business attire and careful grooming for all interviews
10. Punctuality at internship interview, meetings, etc. (Failure to follow through or keep appointments will result in removal from internship pool)
11. Attendance at the pre-internship meeting
12. Communication with Internship Coordinator regarding any problem related to placement
13. Compliance with any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.
14. Ability to provide own transportation

**I have read the above and understand that these criteria must be met before I will be eligible for an internship placement through North Wake College & Career Academy. I understand that ultimately it is my responsibility to secure the internship.**

*Student Name (printed)* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Witnessed by (Parent Signature)* \_\_\_\_\_