WCPSS

School to Career

Internship Application



**Application Check List**

The following items must be completed and submitted before students can be registered and start an internship.

1.\_\_\_\_\_\_\_ Internship Application – Application must be completely filled out to be considered for review.

2.\_\_\_\_\_\_\_ Teacher Recommendations – Must submit 2 teacher recommendations.

3.\_\_\_\_\_\_\_ Internship Agreement – Must be signed by student, parent, and business sponsor.

4.\_\_\_\_\_\_\_ Driving directions from WHS to your Internship site

5.\_\_\_\_\_\_\_ Internship Schedule (days and time you plan to work)

6. Please indicate what course you would like to drop and replace with Internship. You must give a 1st & 2nd choice option.

1st Choice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2ndChoice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Overview**

An internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on what happened while in the workplace. The Internship Program is a supplement to formal classroom instruction. Its intent is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. Internships are for juniors and seniors and must be at least 135 hours. Students will earn a credit (1) for the internship.

**Internship Requirements:**

**Pre-Internship**

* Conference with Internship Coordinator \*\*
* (Transportation, scheduling, counselor approval, expectations, and possible placements – must be off campus)
* Complete internship application
* Complete Code of Conduct
* Complete Internship Agreement

**During the Internship**

* Complete workplace orientation
* Complete learning objectives
* Track and complete a minimum of 135 contact hours
* Complete at least 10 journal entries
* Maintain communication with your Internship Coordinator
* Internship Coordinator will complete a minimum of two site visits \*\*

**Post-Internship**

* Complete electronic summary of experience

(PowerPoint presentation, Prezi, Animoto, Video)

* Participate in final presentation
* Complete student evaluation
* Completed internship supervisor’s evaluation
* Complete thank you cards
* Internship Coordinator will award final credit

**Internship Scheduling:** Internships are a CTE class and correspond with the school calendar. Interested students should work with the Internship Coordinator and their Counselor to begin the application process at least one semester before they are interested in interning. Credit and grades are assigned after the student completes all requirements and submits all work to the Internship Coordinator. Hours can be earned over the summer prior to the school year credit is awarded only if the Internship Coordinator is available to oversee this experience.

\*\*Internship Coordinator: Career Academy Coordinator, Career Development Coordinator or Teacher of Record

**PREREQUISITES FOR AN INTERNSHIP**

1. Excellent attendance and punctuality during your junior year – no more than five absences per term
2. Students applying for an internship should a minimum overall GPA of 2.5

 If you do not have an overall GPA of 2.5, you must submit:

* A written request for an internship, including bulleted reasons why you should be awarded an internship
* Two (2) teacher recommendation letters
1. Satisfactory performance on the preliminary practice interview conducted at the school by School Staff or business representative if applicable
2. Submission of an acceptable résumé
3. Availability for a minimum of 135 hours either full time in the summer or part time in the junior/senior year
4. Personal possession of requisite documents (social security card, green card, working papers, etc.)
5. Proper business attire and careful grooming for all interviews
6. On time for internship interview, meetings, etc. (Failure to follow through or keep appointments will result in removal from internship pool)
7. Attendance at the pre-internship meeting
8. Any problem related to placement must be brought to the immediate attention of the Internship Coordinator
9. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.
10. 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 (name of school). I understand that ultimately it is my responsibility to secure the internship.**

*Student Name (printed)*

*Signature Date*

*Witnessed by (Parent Signature)*

##### Wakefield Badge.jpg

##### **INTERNSHIP APPLICATION**

# *Prerequisite for the Student Intern*

An internship is designed for students in the 11th/12th grade. The internship must align with the student’s college and career goals. Students applying for an internship should have a minimum GPA of 2.5 (under 2.5 GPA, a written request for an internship must be submitted by the student including bulleted reasons why the student should be awarded an internship and two {2} teacher recommendation letters and the student should not have more than 5 absences per term).

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| --- | --- | --- |
| Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Current Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Counselor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parent /Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Career Objective:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Parent e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please explain the reasons for wanting to participate in the Internship Program and what your plans are after graduating from high school. Please be specific. |
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| List courses you have taken or are currently taking that are directly related to the internship and your career goals: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Briefly describe any work, volunteer experience or job shadowing experience you may have had: |
|  |
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|  |
| Please describe any industry tours or site visits you have had and your thoughts on those experiences: Please describe the type of industry or environment you would like to be working in for the internship including the duties/tasks you would like to handle or be exposed to:Please use this space to list your skills or to further explain your interest in this field and future career goals.

|  |
| --- |
| List two high school teachers who can attest to your performance as a student:  |
| Name: | Position: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I want to intern: □ Fall Semester □ Spring Semester □ SummerInternship to be scheduled: □ during 4th Block □ after school □ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Counselor’s Comments:Counselor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do you have a Business Sponsor/Mentor lined up to intern with? □ Yes □ No

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| Internship Site – Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internship Sponsor’s Complete Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internship Site Complete Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internship Site Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I hereby certify that the information on this application is true and accurate to the best of my knowledge.  |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student Signature date Parent Signature date | Parent Signature date |

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**WCPSS School to Career Internship Program**

**INTERNSHIP AGREEMENT**

Student Name:

Organization:

Supervisor Name & Title:

Supervisor Email:

Organization Address, City, Zip:

Organization phone #: FAX #:

Internship start date: Number of weeks: # Hours per week

Internship end date:

Rate of pay (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_per\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Frequency payment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Student Intern agrees to**:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
2. Communicate desired learning objectives to the Internship Supervisor.
3. Consult with the Internship Coordinator bi weekly or as assigned by the Internship Coordinator.
4. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and internship supervisor should accident or illness occur.
5. Conform to the regulations of the organization (dress, conduct, etc.)
6. Understand that dropping the internship will result in a withdrawal/failure.
7. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
8. Complete all WCPSS internship credit requirements.
9. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

**The Internship Coordinator agrees to**:

1. Review the student intern’s learning objectives and internship responsibilities.
2. Monitor the student performance during the internship.
3. Maintain contact with the internship supervisor.
4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information (minimum of 2 times).
5. Assess the student intern using the WCPSS internship rubric.

**The Parents/Guardian agrees to:**

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health and accident insurance for the student.
4. Report any concerns regarding internship to the Internship Coordinator.

**The Internship Supervisor agrees to:**

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with project ideas.
3. Assign a mentor to work with the student intern and evaluate all work products.
4. Confer with student intern to provide feedback on strengths and areas to be improved.
5. Verify student’s hours.
6. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly.

Student Intern Signature date

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

Internship Supervisor Signature date

Parent/Guardian Signature date

Internship Coordinator Signature date

**WCPSS School to Career Internship Program**

**Internship Supervisor: Guidelines for Beginning Internship**

*The student intern should complete the three learning objectives prior to meeting with the supervisor.*

The student should begin the internship by discussing with you the learning objectives and the intern’s responsibilities. The expectation is that the two of you will review these and adjust them to the needs of the internship provider.

Efforts have been made to match the student’s learning objectives with the internship provider. However, the needs of the provider will supersede the original expectations of the student so long as they are related to the school system’s goals of the student’s internship experience.

Intern School Year

Intern’s industry-related Learning Objectives:

1) \_\_\_\_\_\_

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

2) \_\_\_\_\_\_

3)

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Intern’s Responsibilities:

We have discussed the intern’s three Learning Objectives and have listed the intern’s responsibilities with those objectives considered.

Internship provider Supervisor

 Organization

Intern Date

Internship Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­

Teacher Recommendation Form

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to Sarah Joyner, Internship Coordinator. Thank you!

|  |
| --- |
| **Student Name:** |
| **Teacher Name:** |
| **Please rate this student honestly on the characteristics below.** |
|  | **Excellent** | **Above Average** | **Average** | **Needs Improvement** |
| **Attendance/Punctuality** |  |  |  |  |
| **Cooperation/Teamwork** |  |  |  |  |
| **Follows Direction** |  |  |  |  |
| **Solves Problems** |  |  |  |  |
| **Takes Initiative** |  |  |  |  |
| **Responds to Suggestions** |  |  |  |  |
| **Works well with or without supervision** |  |  |  |  |
| **Completes Assignments and tasks on time** |  |  |  |  |
| **Treats others with Respect** |  |  |  |  |
|  |
| **Student Strengths:**  |
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| **Student Areas for Improvement:** |
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| **Other Comments:**  |
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Teacher Recommendation Form

This recommendation is being completed for a student who is applying to participate in the internship program. Each applicant must have two teacher recommendation forms completed and signed. Please rate the student honestly on the characteristics below and return this to Sarah Joyner, Internship Coordinator. Thank you!

|  |
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| **Student Name:** |
| **Teacher Name:** |
| **Please rate this student honestly on the characteristics below.** |
|  | **Excellent** | **Above Average** | **Average** | **Needs Improvement** |
| **Attendance/Punctuality** |  |  |  |  |
| **Cooperation/Teamwork** |  |  |  |  |
| **Follows Direction** |  |  |  |  |
| **Solves Problems** |  |  |  |  |
| **Takes Initiative** |  |  |  |  |
| **Responds to Suggestions** |  |  |  |  |
| **Works well with or without supervision** |  |  |  |  |
| **Completes Assignments and tasks on time** |  |  |  |  |
| **Treats others with Respect** |  |  |  |  |
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| **Student Strengths:**  |
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| **Student Areas for Improvement:** |
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| **Other Comments:**  |
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