



Regional Apprenticeship/Internship Program Timeline

	Summer Internships	School Year Internships
Oct. - Dec.	Students choose classes for the following school year	
Nov. - Dec.	Program Applications will be shared with students/families Summer Internship Interest Survey (10th/11th Grade)	
Jan. 17th, 2025		<ul style="list-style-type: none"> • Applications DUE • Applications must include a copy of the SchoolLinks Interest Survey • Research piece about the top company they would want to apprentice/intern for (from list)
Feb. 14th, 2025	<ul style="list-style-type: none"> • Applications DUE • Applications must include a copy of the SchoolLinks Interest Survey • Research piece about the top company they would want to apprentice/intern for (from list) 	
April	Students notified of acceptance into program	
Jan. - May	Skills workshop (These sessions would be conducted by EFE staff and/or business partners.) conducted in CTE classrooms on the following topics: <ul style="list-style-type: none"> • Interpersonal skills and Diversity - 1 sessions • Communications - 2 sessions <ul style="list-style-type: none"> ○ Professional email addresses ○ Listening skills ○ Digital Footprint • Resume building - 1 sessions 	

	<ul style="list-style-type: none"> • Cover Letters - 1 session • Time Management - 1 session • Interview skills - 1 sessions 	
March/ April	Interviews with internship hosting companies	Students/Schools notified of placement for the following fall.
April/May	Notify students of Apprenticeship/Internship <ul style="list-style-type: none"> • Company Placement • Dates of Placement • Hours of Placement 	
May	Meetings with Students and Parents on required documents and expectations.	
June/July/ August	Apprenticeship/Internship students start	