

Internship Application

Dear Internship Applicant,

Enclosed you will find important information that will be helpful to you as you apply for an internship. Please read the material and utilize the suggestions to make the most of your internship experience. **You will be responsible for finding an internship sponsor**, if you have exhausted all options and cannot find a sponsor, we can meet to discuss this.

- ☐ There are three components to completing an internship (project, portfolio, and work experience) with each having a grading rubric.
- ☐ Your portfolio will include things such as journal entries, progress reports, timesheets, etc.
- ☐ You will meet with the internship supervisor, Mrs. Gates, to discuss your project for the semester, you will complete this during your time at the internship. (This can be something such as organizing an event, starting a system, etc.)
- ☐ You are required to complete 120 hours, which is noted for work experience.
- ☐ Your presentation will include your sponsor, administration, community business members, and more. You will be expected to present information on your project and what you learned throughout the internship.

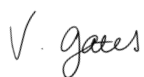
Please see the attached papers for more in-depth information regarding the internship, specifically the Internship Overview and Prerequisites for an Internship.

Please complete the following items and return to Mrs. Gates to apply for the internship:

1. A resume
2. Two Teacher Recommendations (See attached forms)
3. Prerequisites for an internship (See attached form)
4. Internship Application (See attached form)

The positive impression you make will be helpful to you in the future when you are seeking a reference or a permanent position. Recognize that through your job performance you are representing Willow Spring High School. If you have any other questions or concerns, please feel free to contact me.

Sincerely,



Victoria P. Gates
Career Development Coordinator

WCPSS School to Career Internship Program

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 120 hours. Students will earn a credit (1) for the internship.

Internship Requirements:

- ✓ Students must have begun the 11th or 12th grade.
- ✓ Students must determine their internship interest area and seek out a business who may be willing to allow the student to complete the internship (check with family friends, etc. for contacts with companies that may consider allowing a student to intern).
- ✓ The internship can be paid or unpaid. Most are unpaid.
- ✓ Students cannot intern with their parent/guardian or family business.
- ✓ Students may not intern in a job in which they are currently employed.
- ✓ Wake County Public Schools maintains liability insurance for all students who participate in an approved internship.
- ✓ Internships may be taken in place of a class at school if the student is on track to graduate. Internships are usually taken during 4th period.
- ✓ The internship includes completion of 120 hours of work-based experiences for one high school credit on a graded basis.
- ✓ A maximum of two WCPSS internships are allowed per student.

Pre-Approval

- ✓ Students should schedule a conference with Internship Coordinator, Mrs. Gates
- ✓ Students complete the following application forms and return them to the internship coordinator before the internship deadline:
 - o Internship Application
 - o Code of Conduct form
 - o Prerequisites for an Internship form
 - o Two teacher recommendations ([use this form](#))
 - o Resume
 - o Internship Agreement for site placement
- ✓ Students must arrange their own transportation for the internship
- ✓ Internship placement must be off campus

During the Internship

- ✓ Complete Project Proposal with the business sponsor
- ✓ Student must regularly check and use their WCPSS email address for communication with the Internship Coordinator
- ✓ Track and complete a minimum of 120 contact hours using the Timesheet form
- ✓ Complete a portfolio
- ✓ Complete progress reports
- ✓ Maintain scheduled visits with the Internship Coordinator
- ✓ Attend site visit with the Internship Coordinator
- ✓ If taking an internship for honors credit, complete 2 of the 7 honors enhancement projects.

Post-Internship

- ✓ Develop summary of project/presentation per the presentation guidelines (Student choice of PowerPoint presentation, Prezi, video, trifold board)
- ✓ Present orally to a class
- ✓ Complete Student Evaluation
- ✓ Turn in the Work Experience Rubric (Internship Supervisor's Evaluation)
- ✓ Complete thank you card for the Internship Supervisor
- ✓ Receive final grade from Internship Coordinator for a high school 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.

WCPSS School to Career Internship Program

PREREQUISITES FOR AN INTERNSHIP

1. Excellent attendance and punctuality
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 interviews, meetings, etc. (Failure to follow through or keep appointments will result in removal from the 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 Fuquay-Varina High School. I understand that ultimately it is my responsibility to secure the internship.

Student name, printed	
Student signature	Date
Witnessed by, parent signature	Date

WCPSS School to Career Internship Program

INTERNSHIP APPLICATION

An internship is permitted for students in 11th and 12th grade. The internship should align with the student's college and career goals

Last Name	First Name	MI
Student ID	Current Grade	
Counselor		
Street Address		
City	State	Zip
Student Phone No	WCPSS email	
Parent/Guardian (1) Name		
Phone (C)	(W)	Email
Parent/Guardian (2) Name		
Phone (C)	(W)	Email
Career Objective		
Please explain the reasons for wanting to participate in the internship program and what your plans are after graduating from high school.		
List courses you have taken or are currently taking that are directly related to the internship and your career goals.		

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I would like to intern: <input type="checkbox"/> Fall semester <input type="checkbox"/> Spring semester <input type="checkbox"/> Summer
I would like my internship to be: <input type="checkbox"/> Traditional <input type="checkbox"/> Honors
I would like my internship to be scheduled: <input type="checkbox"/> 3rd or 4th block <input type="checkbox"/> After school <input type="checkbox"/> Other _____
Internship Coordinator's Coordinators Comments & Signature

Do you have an Internship Sponsor/Mentor lined up to intern with? ☐ Yes | ☐ No

Sponsoring Business Information	
Business	
Site address	
Site phone number	
Supervisor's Name	
Position	
Email	Phone

I hereby certify that the information on this application is true and accurate to the best of my knowledge.	
Student signature	Date
Parent/Guardian signature	Date

If you are selected for this internship, what class would you like to replace on your course registrations (example: I signed up for Team Sports, Marketing, and Art I was accepted for my internship and would like to replace art with my internship) Class:



WSHS 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 Mrs. Gates, Internship Coordinator. Thank you!

Student Name:				
Teacher Name:			Email:	
Phone:				
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:				
Student Areas for Improvement:				
Other Comments:				



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Student Areas for Improvement:				
Other Comments:				

