



Academy Juniors wanting to consider a - 2020 Summer Internship Experience

A successful Career Academy internship:

- Allows students to apply classroom instruction and specific skills in a business setting
- Allows students to observe and use current workplace practices and technologies
- Enhances student's core workplace skills: teamwork, time management, problem solving, communication skills, etc.
- Provides students with a valuable foundation for any future career or college experience
- Enables students to earn a course credit or community service hours

Qualifications to be in the program:

- ☐ Be a registered academy junior and plan to continue in the Career Academy your senior year
(Students taking an academy course as an elective are not eligible)
- ☐ Be 16 years of age or older
- ☐ Have an unweighted GPA of 2.5 or better as of the end of fall semester of your junior year
- ☐ Have a social security card or other forms indicating you are able to work in the United States
- ☐ Have reliable transportation to get to an internship site
- ☐ Have a referral from your CTE teacher indicating you have good attendance and behavior and have sufficient skills for an internship.

Matching you to the right internship experience:

- Your Career Specialist will have several worksites for you to consider
- You may also seek your own internship worksite with the permission of the Career Specialist

Paid or unpaid:

In 2019, the school district placed 186 interns. Some were paid, most were unpaid. Funding, if available, comes from the employers. Unpaid interns earn community service hours. Paid interns do not earn community service hours.

Internship Timeframe:

- Internships average 20 hours per week for 6 weeks for a total of 120 hours.
- Most internships will be from **June 1 – July 10, 2020**, though the weeks can stagger to accommodate vacations, camps, etc.
- Most businesses are willing to arrange the internship times around other paid summer jobs you may have.
- Most summer internships are for 3 days a week, but this is flexible based on the needs of the student and business.

What to do if interested in being considered for an internship?

- ☐ Discuss this with your family to be sure you meet the qualifications, will be available to intern in the summer for six weeks and that you have reliable transportation to get to an internship site.
- ☐ Complete the **Academy Student Intern Request Form and Internship Agreement Form**, obtain the original signatures necessary and give it to your Career Specialist by **February 14, 2020**.
- ☐ Submit a **Cover Letter** and **Resume** to your Career Specialist by **March 6, 2020**.
- ☐ Interviews will be arranged by the Career Specialist in April or May. If you are not informed about this, contact your Career Specialist to see when your school's dates will be.
- ☐ Though we will do our best, we cannot ensure that all students wanting an internship will be able to get one through us or whether they will be paid or unpaid. Be proactive and work on getting one yourself, if you are able.

Responsibilities if you obtain an internship:

- Fulfill the tasks of the internship in a professional manner following all rules and regulations of the worksite.
- **Katie Maltby, District Career Specialist, will be your contact during the summer should any issues or questions arise.**
katie.maltby@stjohns.k12.fl.us, W (904) 547-4872 F (904) 547-4865
- You and your intern supervisor will complete and send a weekly **Timesheet/Evaluation** to Mrs. Maltby.
- You will complete an **Intern Report** with at least 3 photos in a Word document or PowerPoint about your internship experience. Due by **August 3, 2020** to Katie Maltby and your Career Specialist. For those in unpaid internships, you will not receive your community service hours if you **do not** submit your Intern PowerPoint Report and Timesheets/evaluations by **August 3, 2020**.



2020 Summer Internship Timeline

Phase 6: June-July

Interns complete 120 hours over 6 weeks, preferably from June 1-July 10, 2020, though this is flexible. Students complete a final **Intern PowerPoint** with photos by August 3rd and submit it to Katie Maltby. Students who are in unpaid internships will then receive a letter documenting their community service hours.

Phase 5: April - May

Interns will then contact the business to establish a date and time at the business site for an orientation meeting and complete and submit the **Intern Orientation Form** to Katie Maltby at Katie.Maltby@stjohns.k12.fl.us by May 22nd.

Phase 4: April

Intern applicants have **Real Interviews** with employers in April. Final intern selections are determined and both the intern and employer are informed.

Phase 3: March

All CA juniors receive training on **Interviewing Skills** by March 13th. Only students who complete intern applications may participate in **Mock Interviews** in late March.

Phase 2: February

All CA juniors receive training on **Writing Resumes & Cover Letters** by Feb. 21st. Intern applicants must submit **Resumes** and **Cover Letters** to their Career Specialists by March 6th. The Career Specialists will forward them to the District CTE Office.

Phase 1: January-February

All CA juniors attend a **Summer Internship Orientation Workshop** by the end of January. **Application** and **Internship Agreement Forms** will be distributed. Deadline for the forms to be turned into the school's Career Specialist is February 14th.



Academy Student Intern Request Form

Dear Academy Juniors and Parents,

We are in the process of developing our internship sites for Summer 2020. All interested, eligible students who want to have an internship related to their academy field of study should complete this form. Internships help students to:

1. Refine career interests and aptitudes.
2. Be accepted into college.
3. Obtain a job in the future.
4. Spend the summer in an interesting and constructive way.

The internships will be for 20 hours a week for six weeks from June 1 – July 10, 2020. We will do our best to work the times and days around any paid jobs that you may have but your employers should agree to this. Traditionally, about ½ our internships are paid and ½ are unpaid. Unpaid interns earn community service hours that count toward their Bright Future scholarships.

To be considered for an internship, please complete this form and return it to your Career Specialist by **February 14, 2020**.

Please print or type unless a signature is requested. * Intern eligibility requirements.

Your name: _____

School: _____

Personal E-mail address: _____

Academy name _____

Are you a junior now? (*Only juniors are eligible) Yes ☐ No ☐ Age as of June 1, 2020 (Must be 16 or older) _____

Number of absences during fall semester 2019? * _____

Number of tardies during fall semester 2019* _____

Number of disciplinary actions during fall semester 2019? * _____

Last 4 digits of Social Security number _____

Unweighted GPA as of fall 2019 (Must be 2.5 or higher)* _____
(Found on your report card for fall semester 2019.)

Industry Certifications earned _____

Do you have reliable transportation to get to your internship? Yes ☐ No ☐

What is the longest time you are willing to drive to your internship site? _____

Job titles related to your academy field for which you want to be considered? _____

Employers related to your academy field for which you want to be considered? _____

Specific skills you have that relate to your internship interests (Ex. Microsoft, AutoCAD, etc.) _____

You are able to intern 20 hrs. weekly for six weeks in summer 2020? Yes ☐ No ☐

Student signature indicates you wish to be considered for an internship and the information on this form is factual.

Parent signature indicates that you support your child's desire for an internship and that they will be available to intern for 6 weeks.

Academy Teacher signature indicates you feel this student is ready for the job titles indicated and that the information shared is accurate

*Guidance Counselor signature indicates the GPA, attendance, disciplinary and tardiness information is accurate.

Disclaimer: The School District will do its best to obtain internships for all eligible students who want an internship, but it is ultimately the employers who will decide whom they want, so we cannot promise an internship to any particular student. (A)



Summer Student Internship Agreement

Instructions:

1. Review this agreement

2. Initial understanding next to each statement

3. You and a parent must sign & date this form

During the application phase, I will: (Initial each line indicating you will complete the application process.)

- _____ View the **Summer Intern Overview** video by January 31, 2020.
- _____ Submit the **Internship Application** and **Agreement Forms** to your Career Specialist by February 14, 2020.
- _____ View the **Writing Resumes and Cover Letters** training by February 21, 2020.
- _____ Submit your **Resume** and **Cover Letter** to your Career Specialist by March 6, 2020.
- _____ View the **Interviewing Skills** training by March 13, 2020.
- _____ Participate in a **Mock Interview** in late March.
- _____ Participate in one or more **Real Interviews** with potential intern supervisors in April.
- _____ Schedule a meeting with your Intern Supervisor at the worksite and complete the **Intern Orientation Form**.
- _____ Submit the completed form to your Career Specialist by May 22, 2020.

Guidelines and Rules for During the Internship Phase: (Please initial @ line to communicate understanding.)

- _____ I will notify the internship site supervisor if I am unable to attend a previously scheduled meeting or workday or if I must terminate my internship position for any reason.
- _____ I understand that the internship faculty reserves the right to terminate my internship at any time if I violate any of the policies of this agreement.
- _____ I understand that it is my responsibility and not the responsibility of my parent(s) and/or guardian to contact the internship faculty regarding any challenges or concerns I have during my internship.
- _____ I will dress appropriately for work and behave in a positive manner.
- _____ I will follow the work schedule established by my internship supervisor, completing 120 hours/six weeks.
- _____ I understand that my weekly evaluation by my intern supervisor will impact my community service hours acknowledged at the end of the internship if in an unpaid work internship. This will include work performance, behavior, attire, attendance and punctuality.
- _____ I am responsible for completing my **Timesheet/Evaluation Form**, obtaining my supervisor's signature daily or weekly and being sure this form is faxed or scanned and emailed at the end of each week to Katie Maltby, District Career Education Office. E Katie.Maltby@stjohns.k12.fl.us F (904) 547-4865
- _____ I give permission to the St. Johns School District and my internship site to use my name, photographic and video likeness and information about my internship experience for marketing purposes about the Career Academy Internship Program.
- _____ I understand that should I be injured on the job, health care costs will fall under Workman's Compensation Insurance if I am paid by the employer and the employer has Workman's Compensation coverage. These costs will fall under my family health insurance and the St. Johns School District Liability Insurance, if I am not paid by the employer.
- _____ I agree to submit a summary **Internship Report** describing my internship experience and include at least 3 digital photos. This will be sent to Katie Maltby and the Career Specialist by August 3, 2020. Community Service hours will not be awarded to unpaid interns unless the Timesheets/Evaluations and Internship Report are received by August 3, 2020.

Student Signature

Date

Parent Signature

Date

(Make a copy of this form for your records and return the original to your Career Specialist by February 14, 2020.)