

Information that goes in the Internship PowerPoint

(No minimum required number of slides, but 7-8 is the average.)

(Please do not submit a Prezi or video. The photos from the PowerPoint are used for future marketing purposes.)

Email to Katie maltby at katie.maltby@stjohns.k12.fl.us by August 3rd.

This should be reviewed with your intern supervisor before being submitted to be sure the information is correct and that confidential information has not been shared. Mrs. Maltby will then send it to your Career Academy teacher and Career Specialist. You will be asked to share it with next year's juniors at some point during next school year to encourage them to apply for summer internships.

All Career Academy Interns MUST complete the **Intern PowerPoint** as their final internship task. Once the PowerPoint and all timesheets have been received, those in unpaid internships will be emailed a letter indicating the total number of hours the student interned. Then, the student would submit this letter to their Guidance Counselor to post to the student's transcript to count toward Bright Future Community Service Hours. Students in paid internships will have earned a salary and so are not able to obtain community service hours.

Slide content –

Student Name

Career Academy Name

School Name

Photo of yourself working

Business site where you interned

Photo of yourself and your supervisor in front of the business sign

Purpose or mission of the business

Tasks you did during the internship

Include a photo or two of yourself doing various tasks

Skills that you learned in their Career Academy class that you were able to apply on the job

New skills that you learned during the internship

Post-secondary education and career plans after high school

Did this internship affect/change those plans in any way?

Thank the supervisor and job site for giving you this opportunity.