



CAREER ACADEMIES

of St Johns

Experience. The Difference.

## 2019 Summer Internship Process

### *Phase 6: June-July*

Interns complete 120 hours over 6 weeks, preferably from June 3-July 12, 2019, though this is flexible. Students complete a final **Intern Powerpoint** with photos by July 26 and submit it to [Theresa.Dodd@stjohns.k12.fl.us](mailto:Theresa.Dodd@stjohns.k12.fl.us). Students who are in unpaid internships will then receive a letter documenting their community service hours.

### *Phase 5: April - May*

Interns read **A Guide to a Successful Internship Experience**. Interns will then contact the business to establish a date and time at the business site for the **Intern Success Form** and complete and submit the Intern Orientation Form to Kathy Mignerey at [Kathy.mignerey@stjohns.k12.fl.us](mailto:Kathy.mignerey@stjohns.k12.fl.us) by May 24.

### *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 8. 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. 22. Intern applicants must submit **Resumes** and **Cover Letters** to their Career Specialists by March 8. The Career Specialists will forward them to Kathy Mignerey by March 15.

### *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 15.