

# Businesses, Please consider providing a **Summer Internship Experience** to an Academy Student

*Sign up to help students prepare for the business world!*

With your help, St. Johns County School District students pursuing career training in an academy related to your business will be able to have a work experience. The internship experience is perhaps the most memorable and critical component of participation in the Career Academy, as many of these students have not had prior work experience. Students gain significantly by applying skills learned in class to a real-work setting.

## **A successful Career Academy work experience:**

- Allows students to apply classroom instruction and specific skills in a work environment.
- Exposes students to broad, relevant, enriching educational experiences in business.
- Allows students to observe and use current workplace practices and technologies.
- Enhances students' core workplace skills: teamwork, decorum, ethics, time management, problem solving, written and oral communications skills, etc.
- Provides the student with a valuable foundation for any future career.

## **Details of program:**

- Current **high school juniors** will be selected from a Career Academy related to your business.
- To be selected, students must apply for an internship experience, complete Career Skills training, prepare a resume and be interviewed and selected by the prospective business partner.
- Students will intern 20 hours per week from preferably from June 1 – July 10, 2020. (Other times can be arranged if business or student needs require it.)
- Businesses may offer students a paid position at minimum wage or better. Otherwise, these students understand that these internships are unpaid.
- When students are not paid by the business, there is not an employer/employee liability responsibility for the business. This means that the student is covered by the liability insurance of the St. Johns School District versus the employer's Workman's Compensation.

## **Your responsibilities as an intern host:**

- Register on the back of this form to have a Career Academy student intern(s).
- Review the program requirements, which will be sent to you.
- Conduct an orientation for the student(s), so they will know what to expect during the internship.
- Develop the summer work experience plan for the student(s), provide training, and then monitor their work performance.
- Submit student progress evaluations and timesheets as directed.
- Submit a reference letter at the end of the internship to deserving students.
- Complete a survey at the end of the internship to help us improve the program in future years.

Don't miss this opportunity! For more information, contact the Career Specialist at the high school with which you are associated, email Katie Maltby at [katie.maltby@stjohns.k12.fl.us](mailto:katie.maltby@stjohns.k12.fl.us) or call (904) 547-4872.

# Summer 2020 Internship Registration Form For Business Partners



Fax form to 904-547-4865

## Work & Business Description:

Company Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Number of Available Positions: \_\_\_\_\_ Minimum Age Requirement (if any): \_\_\_\_\_

Description of duties related to the job: \_\_\_\_\_

Type of Experience/Skills Required: \_\_\_\_\_

Work Schedule: (20 hours per week)

Mon. \_\_\_\_\_

Fri. \_\_\_\_\_

Tues. \_\_\_\_\_

Sat. \_\_\_\_\_

Wed. \_\_\_\_\_

Sun. \_\_\_\_\_

Thurs. \_\_\_\_\_

I would prefer to interview the candidate(s)  I would prefer that the school determine the placement(s).

## Contact Information

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work Experience Site (if different from address above): \_\_\_\_\_

I understand that this work experience is for 20 hours per week from June 1 – July 10, 2020. Student performance of the internship will be based on their job performance, attendance/punctuality, attire/grooming and attitude/behavior as reflected on the intern's evaluation/timesheet.

## Person Placing Request

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to a high school Career Specialist or to Katie Maltby via the following:

FAX: (904) 547-4865 E-MAIL: [katie.maltby@stjohns.k12.fl.us](mailto:katie.maltby@stjohns.k12.fl.us)

Questions? Call Katie Maltby at 904-547-4872

**Note: Students paid by the employer are covered by Workman's Compensation for any work-related injuries. Students who accept an unpaid position are covered by the St. Johns County School District Liability Insurance.**