

Career Academy

2021 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 community service hours if internship is unpaid, which may be applied toward Bright Future applications)

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 by the first day of the internship
- ☐ 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 eligible 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:

Internships can be paid or unpaid. Funding, if available, comes from the employers. Unpaid interns earn community service hours. Paid interns do not earn community service hours. Community hours may be desirable if applying them toward a Bright Futures Scholarship application. All successful internships whether paid or unpaid are resumé builders.

Internship Timeframe:

- Internships average 20 hours per week for 6 weeks for a total of 120 hours.
- Most internships will be from **June 14 – July 23, 2021**, 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 **Career Academy Student Internship Application** and **Internship Agreement Form**, obtain the original signatures necessary and give it to your Career Specialist by **March 1, 2021**.
- ☐ Submit a **Resumé** to your Career Specialist by **March 22, 2021**.
- ☐ 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.

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, concerns or questions arise, it is your responsibility to communicate these in a timely manner to:
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 **Internship Summary PowerPoint** containing at least 3 photos about your internship experience. The PowerPoint is due by **August 6, 2021** 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 Internship Summary PowerPoint and all Timesheets/Evaluations by **August 6, 2021**.
- Most students will provide a presentation about their internship experience at an advisory board meeting during the following school year, so be sure to include relevant details that highlight the overall experience.



2021 Summer Internship Timeline

Phase 6: June-July

Interns complete 120 hours over 6 weeks, preferably from June 14 – July 23, 2021, though this is flexible. Students complete a final **Internship Summary PowerPoint** with photos by **August 6th** and submit it to Katie Maltby. Students who are in unpaid internships will then receive a letter documenting their community service hours.

Phase 5: May-June

Interns will 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 **June 10th**.

Phase 4: April-May

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

Phase 3: March-April

All CA juniors receive training on **Interviewing Skills** by **April 9th**. Students who complete intern applications must participate in **Mock Interviews** in April.

Phase 2: February

All CA juniors receive training on **Writing Resumés & Cover Letters** by **March 12th**. Intern applicants must submit **Resumés** and **Cover Letters** to their Career Specialists by **March 22nd**. The Career Specialists will forward them to the District CTE Office.

Phase 1: January-February

All CA juniors complete a **Summer Internship Overview** by **February 15th**. **Application** and **Internship Agreement Forms** will be distributed. Deadline for the forms to be turned into the school's Career Specialist is **March 1st**.



Career Academy Student Internship Application

Dear Academy Juniors and Parents,

We are in the process of developing our internship sites for Summer 2021. 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 approximately June 14 – July 23, 2021. 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 can count toward their Bright Future scholarship application.

To be considered for an internship, please complete this form and return it to your Career Specialist by **March 1, 2021**.

Please type unless a signature is requested

Your Name: _____ School: _____

E-mail Address: _____ Academy Name: _____

Are you currently a junior? (*Only juniors are eligible) Yes ☐ No ☐ Age as of June 14, 2021 (Must be 16 or older) _____

Number of absences during fall semester 2020: _____ Number of tardies during fall semester 2020: _____

Number of disciplinary actions during fall semester 2020: _____ Unweighted GPA as of fall 2020: (Must be 2.5 or higher) _____
(Found on your report card for fall semester 2020)

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 an internship placement: _____

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: _____

Are you able to intern 20 hrs. weekly for six weeks in summer 2021? 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 an internship 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.



Summer Student Internship Agreement

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

- ☐ View the **Summer Intern Overview** video by February 15, 2021.
- ☐ Submit the **Internship Application and Agreement Forms** to your Career Specialist by March 1, 2021.
- ☐ View the **Writing Resumés and Cover Letters** training by March 12, 2021.
- ☐ Submit your **Resumé** to your Career Specialist by March 22, 2021.
- ☐ View the **Interviewing Skills** training by April 9, 2021.
- ☐ Participate in a **Mock Interview** in April.
- ☐ Participate in one or more **Real Interviews** with potential intern supervisors in April and May.
- ☐ Schedule a meeting with your Intern Supervisor at the worksite and complete the **Intern Orientation Form**.
Submit the completed form to Katie.Maltby@stjohns.k12.fl.us by June 10, 2021.

Guidelines and Rules for During the Internship Phase: (Initial each 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, or hours agreed upon.
- _____ 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, scanned, or emailed at the end of each week to Katie Maltby, District Career and Technical 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, healthcare costs will fall under Workers' Compensation Insurance if I am paid by the employer. If I am participating in an unpaid internship and not paid by the sponsoring internship business, costs associated with any internship work-related injury must be covered under my family's health insurance policy and/or student accident insurance. I have been provided with the Student Accident Insurance Packet.
- _____ I agree to submit an **Internship Summary PowerPoint** describing my internship experience and include at least 3 digital photos. This will be sent to Katie Maltby and the Career Specialist by August 6, 2021. Community Service hours will not be awarded to unpaid interns unless the Timesheets/Evaluations and Internship Summary are received by August 6, 2021.

Student Signature

Date

Parent Signature

Date

(Make a copy of this form for your records and return the original to your Career Specialist by March 1, 2021.)