



# Internship Program

## Host Intern Responsibilities

### Before Internship

- Complete the Business Partner Intern Intent Form
- Interview student applicants and choose your intern
- Schedule a time for the student to come to the business site

### During Internship

- Develop the summer work experience tasks for the student, provide training and monitor work performance
- Submit student timesheets at the end of each week

### After Internship

- Review the student's summary PowerPoint to be sure the information is accurate and does not share confidential information
- Complete a survey at the end of the internship to help improve the program in future years

## Program Details

A Career Academy is a program of study offered at the St. Johns County School District high schools designed in a specialized career area. An important aspect of the Career Academy program is to provide summer internships that relate to the Career Academy focus to interested students after their junior year of high school.

- Offered to current **high school juniors**
- Students must apply for an internship experience, complete Career Skills training, prepare a resume and be interviewed and selected by the prospective business partner
- Internship schedules can be tailored to fit your business needs
- Ideally, students will intern **20 hours** a week for 6 weeks
- Businesses can host an **unpaid** internship or may offer students a **paid** position

## FOR MORE INFORMATION CONTACT:

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Scan here to fill  
out our Business  
Partner Intent  
Form -->

