



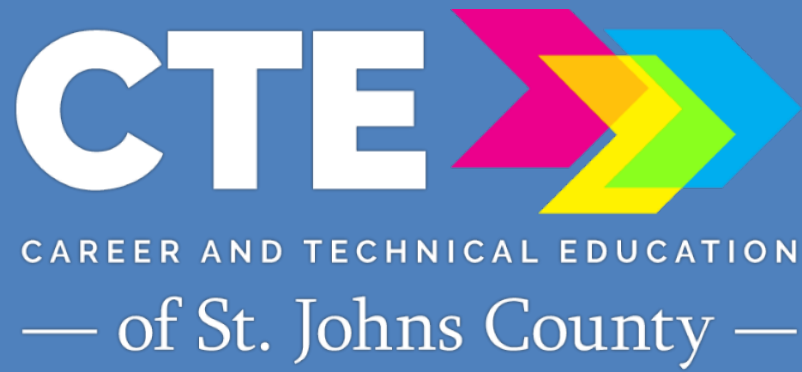
CAREER AND TECHNICAL EDUCATION
— of St. Johns County —

Summer Internships

Presented by

Ashley Wimpelberg, Work-Based Learning Coordinator

Katie Maltby, Program Specialist



Career & Technical Education of St. Johns County empowers students with the professional and technical training necessary to succeed in future careers.



Currently, we have 29 Career Academies and 42 Programs of Study across nine high schools in St. Johns County.



In the summer of 2024, we had 255 student interns at 87 businesses in Northeast Florida.



<https://cte.stjohns.k12.fl.us/>



SUMMER INTERNSHIPS

WHAT ARE THEY? WHO QUALIFIES?

St. Johns County Career Academy programs offer summer internships related to the specific Career Academy focus.

- Unpaid, 6 weeks long, 120 hours
- Paid, could be the whole summer, employers' decision
- Student provides own transportation to the workplace

The initial requirements to apply for a summer internship are:

- Currently enrolled in a St. Johns County Career Academy
- Current Junior
- Has a good attendance record, GPA and discipline history



INTERNSHIP BENEFITS TO STUDENTS

Use What You Learn:

Apply your classroom knowledge and certifications in real-world settings.

Get Business Experience:

Dive into exciting educational experiences in the business world and boost your resume.

See Pros in Action:

Participate in job shadows to see professionals at work and learn the latest workplace practices and technologies.

Boost Your Skills:

Improve teamwork, professionalism, ethics, time management, problem-solving, and communication skills.

Prepare for Your Future:

Build a strong foundation for any career with practical experience and skills.

THINGS TO CONSIDER!



1. Financial Considerations: Consider the financial aspects, such as whether the internship is paid or unpaid. Think about how an unpaid internship might affect your ability to participate in family activities or if you need to cover any costs associated with the internship (work clothes, gas). If saving for college is a priority, a paid internship might not be a substitute for a summer job that provides more income opportunities.



2. Location and Logistics: Consider the possible locations of the internship and how it fits into your daily life. Do you have reliable transportation to an internship site? Think about commute times!

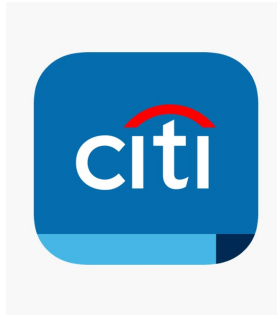


3. Workload and Schedule: Ensure the internship schedule is manageable alongside your other commitments. Are you taking a class this summer? Do you play a summer travel sport? Do you need to watch your younger siblings at home? Note that some paid internships may require a commitment for the entire summer, so make sure this fits with your plans.



4. Vacation Plans: Discuss any pre-planned family vacations with your student. If you travel a lot, then an internship might not be a good option. Some companies may be flexible and allow you to take a day or two off, especially if you inform them well in advance. However, taking a whole week off during an internship is generally discouraged, as it can disrupt your learning experience and responsibilities.

INTERNSHIP PARTNERS EXAMPLES



This is a small sample of business partners who provided internship opportunities in the summer of 2024!

FORMER INTERNSHIP STUDENTS

WHAT DID THEY DO?

WHERE DID THEY WORK?



Biomedical
Encompass Health



Information Technology
Anastasia Mosquito Control



International Business and
Marketing
Cabana Life



Engineering
Haskell



Interior Design
Byron Chandler Interiors



BIOMEDICAL ACADEMY

ENCOMPASS HEALTH REHABILITATION HOSPITAL OF ST. AUGUSTINE

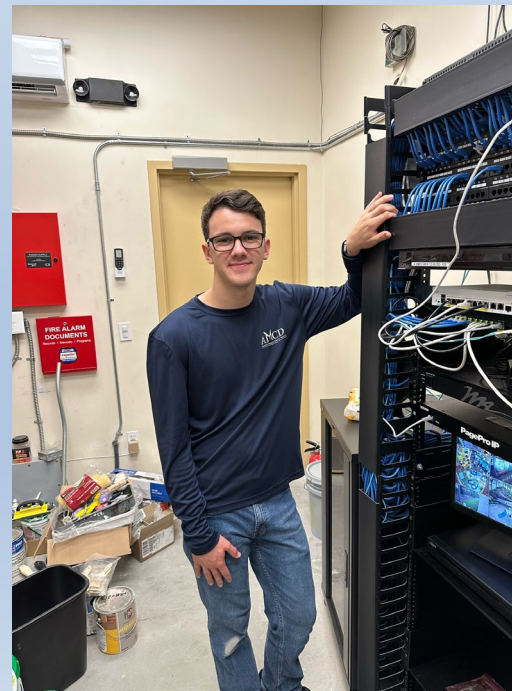
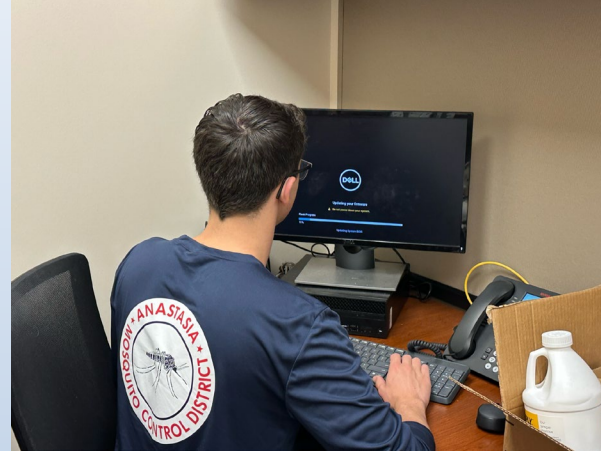


- Physical Therapy
- Occupational Therapy
- Hospital Educator
- CEO
- Respiratory Therapy
- Wound Care Coordinator
- Nurse
- Case Management
- Housekeeping, Kitchen, and HIMS/Quality
- Dietitian
- Plant Operation
- Pharmacy
- Speech Therapy

INFORMATION TECHNOLOGY

Anastasia Mosquito Control

- Updating computers
- Assisted staff with IT concerns
- IT Helpdesk
- Server cleaning
- A/V equipment in Museum of Disease Vectors
- 3D Printer set-up and configuration
- Ride alongs with surveillance and technicians



INTERNATIONAL BUSINESS AND MARKETING

CABANA LIFE



- Data Entry and Analyzation

Analyzed customer Return on Investment (ROI)

Input data on the status of different styles and prints for the upcoming season

Update package returns and input new merchandise into the system

- Research on branding and promotional advertising

Researched different ways to promote several events Cabana Life holds

Acquired the contact information of several local influencers

Researched different dermatologists all around the country to promote the brand

ENGINEERING HASKELL

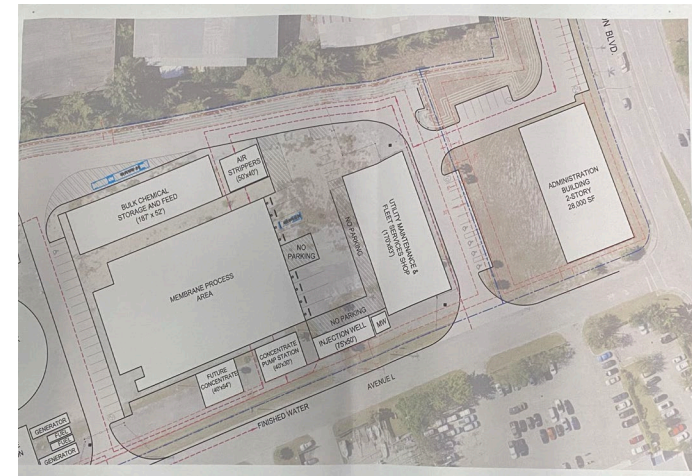


Shadowing Professionals

Site Visits

Project Manager Development

Professional Interviews

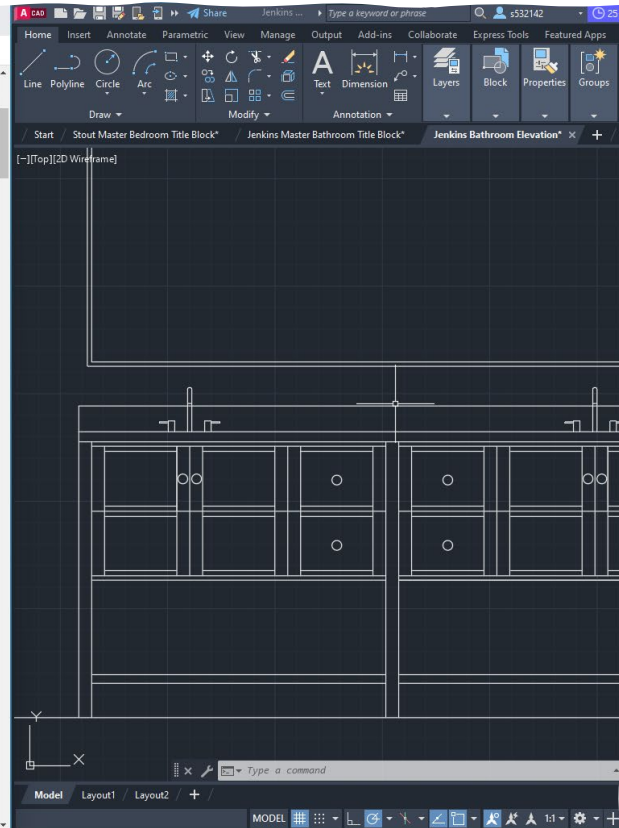


Kennedy Setser - 2nd
Design Associate - Electrical



INTERIOR DESIGN

BYRON CHANDLER INTERIORS



- Through this internship, I was able to:
 - Hand-draw floorplans
 - Create floorplans, wall sections, and elevations in AutoCAD
 - Work with real-life clients to create a floorplan suitable for their home
 - Convert online furniture into AutoCAD blocks
 - Make a presentation of Architecture from other countries

WHAT IS THE PROCESS?

TIMELINE

This process is conducted by the school's career specialist.

1

Phase 1: January

A digital link for the Career Academy Student Internship Application and Agreement Form will be made available by your student's Career Specialist.

The deadline for the Microsoft form application to be completed is **January 31st**.

2

Phase 2: February

Applicants receive training on Writing Resumés & Cover Letters. Resumes should be updated in Xello.

Applicants will start Florida Ready to Work soft skills online training and upload certification to Xello.

3

Phase 3: March

Applicants receive training on Interviewing Skills during the month of March. Interviewing skills lesson to be completed in Xello.

Students who complete intern applications must participate in Mock Interviews.

4

Phase 4: April

Applicants will have interviews with internship supervisors in April.

Final intern selections are determined, and both the intern and employer are informed.

NOT EVERYONE WILL RECEIVE AN INTERNSHIP OFFER.

5

Phase 5: May

Interns will contact the business to establish a date and time at the business site for an orientation meeting.

Orientation Form and Training Agreement should be completed before the internship starts.

PHASE 6: JUNE-JULY

This phase is monitored by Career and Technical Education Work-Based Learning Coordinator, Ashley Wimpelberg.



Interns complete 120 hours over 6 weeks, preferably from June 2 – July 11, 2025.

If it is a paid position, then the internship could last the whole summer.



Students submit a weekly Timesheet and Progress Evaluation Form via the Jobready WBL app located in Clever.



Students submit a final Internship Summary PowerPoint by August 1st (minimum of 5 slides with 3 student photos).

SUMMARY

- Summer Internships are for Career Academy Juniors, summer prior to Senior year.
- The application process goes through Career Specialist from January to May.
- There is no guarantee that a student will receive an internship. We always have more applications than availability.



NEXT STEPS

Contact your career specialist with questions during the process:

HIGH SCHOOL

Beachside High School
Bartram Trail High School
Creekside High School
Nease High School
Pedro Menendez High School
Ponte Vedra High School
St. Augustine High School
St. Johns Technical High School
Tocoi Creek High School

CAREER AND TECHNICAL EDUCATION

CAREER SPECIALIST

Kendra Stone
Chris Force
Lynda Kelly
Jaime Combs
Kristina Bransford
Marisa Leonard
Rob Raimann
Andrea Armstrong
Kristina Dulaney- Johnson

Ashley Wimpelberg

EMAIL

kendra.stone@stjohns.k12.fl.us
chris.force@fctc.edu
lynda.kelly@stjohns.k12.fl.us
jaime.combs@stjohns.k12.fl.us
kristina.bransford@stjohns.k12.fl.us
marisa.leonard@stjohns.k12.fl.us
robert.raimann@stjohns.k12.fl.us
andrea.williamsonarmstrong@stjohns.k12.fl.us
kristina.dulaney-johnson@stjohns.k12.fl.us

ashley.wimpelberg@stjohns.k12.fl.us

Website: <https://cte.stjohns.k12.fl.us/internships/>