

# Internship Application Process

## Work Based Learning Credit/East Kentwood High School

<input checked="" type="checkbox"/> Application Process	Comments
<input type="checkbox"/> Pick up an application packet from the School to Careers or CTE Office in Guidance.	You will have <u>one</u> week to complete the application paperwork and return it to Ms. Brothers in the STC Office or Mrs. Buyze at the STC Desk.
<input type="checkbox"/> Return completed packet and set up a time to interview for the Internship class during your lunch period	Be sure you have all the required signatures, an attached EDP, and a letter of recommendation from a staff person.
<input type="checkbox"/> Arrive on time and dressed appropriately for your Internship interview.	During the interview, your related class will be determined; your grade, attendance, and your reasons for wanting to do an internship will be discussed.
<input type="checkbox"/> Find an internship site if you have not already done so. REMEMBER: the internship experience must align with your chosen career pathway on your EDP and you must have an approved related class.	You must have a site lined up by fall registration for the 1st trimester and by the first day of class for the 2nd and 3rd trimester. If you do not find a site by the deadline, you will be removed from the Internship roster and be placed in another class here at EK.

### Internship Guidelines and Student Intern Responsibilities

1. You may be enrolled in only one work-based learning program per trimester; (examples of work-based learning programs; Internship, Career Launch, and Work Experience.)
2. You must have a minimum of a 2.00 GPA, and your attendance must be good.
3. You must be enrolled in a class that relates to the internship experience and one of the chosen Career Pathways on your EDP.
4. Internship is an unpaid experience for credit only.
5. The internship on-site experience must be scheduled during the 5<sup>th</sup> hour class period. You are released from school 5<sup>th</sup> hour *only* to go to your internship site.
6. The student is expected to be at the internship site four days per week, 40-45 hours per trimester. (Medical internship exceptions may apply)
7. If you are absent from school, you may not go to your internship site that day. You must call your site and your supervisor and let them know that you will not be there. If you have a school related activity and can not be at your internship, please let the supervisor know prior to the day you will be absent. Please do not wait until the last minute to inform your supervisor.
8. Students will meet with their teacher/coordinator in class the first and last weeks of the trimester. In addition, students will meet in class one day per week, to be determined by the teacher.
9. You must have or arrange for you own transportation to and from your internship site.
10. Your appearance sends a message; make sure you dress appropriately for the intern site and your designated duties.

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See Ms. Brothers or Mrs. Buyze in the Guidance CTE Office if you have any question.

**Make sure you have an alternate class choice.  
Applying for the Internship class does not guarantee placement.**

# Career Intern Application Form

Today's Date \_\_\_\_\_

Requesting application for \_\_\_1st \_\_\_ 2nd \_\_\_ 3rd Tri \_\_\_ summer

School Year \_\_\_\_\_

Student Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ Graduation Date \_\_\_\_\_

Guidance Counselor \_\_\_\_\_ GPA \_\_\_\_\_

➔ **Counselor's Signature** \_\_\_\_\_

Chosen Career Pathways on your EDP *(please check two)*

- Arts & Communications
- Business Management, Marketing, and Technology
- Engineering/Manufacturing and Industrial Technology
- Health Sciences
- Human Services
- Natural Resources and Agriscience

IDENTIFYING AN INTERN SITE *(check one)*

- I need help finding a place to intern *(log on to [workpaths.com](http://workpaths.com))*
- I have already talked with someone about doing an internship.  
(Fill in business and contact information below.)

INTERN SITE INFORMATION:

***You must have a site by the first day of class!***

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Intern Supervisor \_\_\_\_\_

Supervisor's Job Title \_\_\_\_\_

Supervisor's Work Phone Number \_\_\_\_\_

Best Time to Call \_\_\_\_\_

E-Mail \_\_\_\_\_

## GENERAL INFORMATION

An internship is an opportunity for juniors and seniors to spend 40-45 hours during ten weeks of the trimester with someone at his/her workplace to learn about a specific occupation or career. Students spend the first and last weeks of the trimester in class (preparing for the internship and following up the experience).

## PROCESS

1. Fill out this application and personally deliver it to Ms. Brothers in Guidance.
2. Attach a copy of your EDP. (Signed by you and a parent/guardian.)
3. Schedule a time to discuss your career interests and learn more about the class with Ms. Brothers.
4. During your scheduling appointment, let your Guidance Counselor know you would like to enroll in the Career Intern Class.
5. Please attach a letter of recommendation to your finished application; see form on the last page.
6. **All students interested in a medical internship must complete an additional KISD Medical Internship Application and attend a one-time training session at KISD.**

# Career Intern Application Form

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## CAREER INTERN COORDINATOR CONTACT INFORMATION

Julietta Brothers  
East Kentwood High School  
6230 Kalamazoo Ave SE  
Kentwood, MI 49508  
julietta.brothers@kentwoodps.org  
616-698-6700 x42227

**➡ Explain your reasons for wanting to become a Career Intern.**

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**➡ Will you have any afternoon obligations (part-time work, sports, etc.) during the internship? If so, please explain.**

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**➡ Do you have any health problems that may affect your participation in the program? If so, please explain.**

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## **TRANSPORTATION and DRESS CODE VERIFICATION**

- 1. As a Career Intern, you must provide your own transportation to your intern site.**
- 2. You must dress appropriately according to the needs of the intern site.**

**➡ Please attach a copy of your EDP, signed by you and a Parent/Guardian.**

**Parent/Guardian information**

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**Parental Permission**

I give permission for my son/daughter/ward to participate in the Career Internship Program at East Kentwood High School during the

\_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd trimester of the

\_\_\_\_\_ Academic school year.

I understand that my child will need to have transportation to their internship site.

➡ Parent/Guardian Signature \_\_\_\_\_

**Willingness to meet obligations AND signature of Student Applicant**

I understand that participation in this program requires:

- 1) Regular class attendance
- 2) Regular attendance at my internship site (40-45 hours per trimester)
- 3) Completion of any and all class assignments
- 4) Turning in weekly time sheets on time

If accepted into the internship program, I am prepared to meet these obligations. I also understand that, as a Career Internship Student I will be representing East Kentwood High School in the community.

➡ Students Signature \_\_\_\_\_

➡ Parent/Guardian Signature \_\_\_\_\_

**(Career Intern Application)**

**Recommendation Request Letter  
Career Intern Class**

Staff Member \_\_\_\_\_ Date \_\_\_\_\_

I would appreciate it very much if you would write a letter of recommendation for me to submit as a part of my Career Intern Application. I will pick up the letter at your convenience.

Thank you,

\_\_\_\_\_ (Student Signature)

**Explanation of Career Intern Class at East Kentwood High School**

- Career Intern Class is offered each trimester at East Kentwood, during 5<sup>th</sup> hour.
- The student spends the first and last week of the trimester in the classroom, preparing for the internship and following up the experience. In addition, the class will meet one day per week throughout the trimester.
- Finding an intern site is the student's responsibility.
- The internship will relate to one of the student's chosen career pathways (as indicated on his/her attached EDP) and is an opportunity to explore a potential career.
- The student will be released during 5<sup>th</sup> hour to spend a total of 40-45 hours at the internship site.
- The student is expected to be a positive representative for East Kentwood in the community.
- Included in your letter, please comment on the student's interpersonal communication skills, organizational skills and attendance.
- Any questions or comments can be directed to Ms. Brothers, CTE Director.

**Thank you for helping to make the Career Intern Class a success.**