

**Kirtland High School  
Career Internship Program**

**PURPOSE:**

To give Juniors an educational opportunity to explore a career area within the area of their own interests and aptitude.

**PROGRAM:**

1. On Thursday, May 30<sup>th</sup>, Friday, May 31<sup>st</sup>, and Monday, June 3<sup>rd</sup>, 2019 (3 days), Juniors will not report to school, but report to a business, public agency, institution, etc. directly related to their career interest. Completed paperwork required for credit in the internship must be submitted no later than Tuesday, June 4<sup>th</sup>, 2019.
2. Students will make contact with potential supervisors, and when a supervisor agrees to sponsor the student, he/she should complete the "Junior Career Internship Site" form identifying where the student will be and what duties the student will be performing. This form is due in the guidance office **NO LATER** than Wednesday, May 1<sup>st</sup>.
3. Students will be expected to spend at least 6 hours daily (ACC students 4) with the supervisor for the three-day period. Follow-up telephone calls will be made to the supervisor by a team of school personnel to ensure that things are going smoothly.
4. Students may not receive remuneration for any services the student may render during the period. They may not spend the time at their regular place of employment.
5. Students will be expected to send a thank-you note to the supervisor in appreciation for their assistance.
6. Students will keep a daily log identifying their activities and immediate reaction to those activities.
7. If the student is ill any time during the three-day experience, the student is expected to contact the "employer" and have their parents notify KHS as usual. Because of the importance of this experience, students will be expected to have perfect attendance unless there is medical urgency to be excused.

8. An evaluation form from the supervisor will be returned to the school either by the student or by mail. This is a REQUIRED form, and the project will not be considered “complete” without it.

**GRADES:**

Educational evaluation of this experience will be in the form of a final grade (Pass/Fail). The grade will not be included in the compilation of a student’s GPA, but will be included on the official transcript from Kirtland High School. **The Junior Career Internship is a graduation requirement.**

The grade will be based on the following criteria:

1. Activity log
2. Two-page summary/reaction paper
3. Supervisor evaluation

**IMPORTANT DATES:**

Research, preparation, site selection	February – May 2019
Internship site form due	May 1 <sup>st</sup> , 2019
Internship period	May 30 <sup>th</sup> – June 3 <sup>rd</sup> , 2019
Internship packet due (to Guidance Office) no later than (Activity Log, Summary, and Supervisor Evaluation)	June 4 <sup>th</sup> , 2019

*\*Employer can mail/fax the evaluation form if they wish  
Due by June 7th, 2019*

# **JUNIOR CAREER INTERNSHIP**

## *SITE FORM*

Name of Student: \_\_\_\_\_

Location of Internship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Projected Activities: \_\_\_\_\_

\_\_\_\_\_

**Return to the Guidance Office**  
No later than Wednesday, May 1<sup>st</sup>, 2019