

STUDENT INTERNSHIP APPLICATION PACKET

Dear Students and Parents:

The Marin County School to Career Partnership is pleased to offer an Internship Program for public high school students in Marin County. The program offers students the opportunity to gain hands-on workplace skills and to test their academic knowledge in a "real world" setting.

Internships may vary depending on the needs of the students, employers, and requirements of the School to Career program. Every effort will be made to find an internship placement for students in one of their top three choices, however some internships are not available at all times and choices are limited in certain industry areas. The School to Career Liaisons, located in the Career Centers, coordinate with students, teachers and employers to ensure that each student has a meaningful learning experience. Most of the internships are unpaid, although there may be some paid opportunities.

Students are generally expected to work a minimum of 48 hours at the internship site during the FALL and SPRING internship periods. Note: some individual schools may require more hours for students to receive academic credit. Check with your School to Career Liaison.

Students are required to work a minimum of 54 hours during the Summer Internship Program.

Students participating in the Summer Internship Program are required to attend the accompanying Summer Internship Career Management Class. This class will meet once a week during the seven-week summer program. Please see your School to Career Liaison for upcoming dates and deadlines.

Included in this packet are the following documents that will explain the program in greater detail and let you know how to enroll if you are interested:

- Frequently Asked Questions
- Student Internship Application
- Student Technology Profile
- Signature Page
- Teacher Recommendation

1. **Please read all of the enclosed materials provided.**
2. **Complete and sign the Student Internship Application, include all required parent/guardian signatures**
3. **Submit a resume with your application.**
4. **Please see your School to Career Liaison in the Career Center with your application.** Your Liaison can assist you with your resume and your application. They will also assist you in finding a suitable internship placement, preparing for your interview and assisting you in succeeding in your internship experience.

If you have any questions, please see your School to Career Liaison or call the Partnership Office at 415-499-5865.

We look forward to your participation!



STUDENT INTERNSHIP APPLICATION

Applying for: ___ Fall/Spring Internship ___ Hospital Internship (*include HospitaAddendum*) ___ Summer

Student ID #: _____

Student Name: _____ Birth Date: _____ Age: _____

How did you hear of this internship program? _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Other Phone: _____ Email: _____

Sex: _____ Ethnicity: (opt.) _____ School Liaison: _____

Name of School: _____ Grade: _____ GPA: _____

What careers are you interested in exploring? Rank your top three choices by numbering 1, 2, and 3. Here are some examples of possible internships - remember that not all internships are available at all times and to keep your options open to exploring many areas of interest:

Agriculture/Gardening, Architecture, Business/Financial Services, Computer Hardware or Software Construction, Education, Engineering, Environmental Sciences, Government, Graphics, Health, Hospitality, Information Technology, Journalism, Law/Legal Services, Multimedia, Nonprofit/ Community Service Organizations, Performing Arts, Public Relations/Marketing, Real Estate, Scientific Research, Social Services, Tourism/ Recreation, Web Page Design, and many others!

1 _____ 2 _____ 3 _____

Have you seen 3 specific internships in the internship binder in your Career Center that particularly interest you?

1 _____ 2 _____ 3 _____

Please answer these questions in full sentences.

1. What do you hope to gain from your participation in the program?
2. What appeals to you about the careers you wish to explore? What have you done to investigate these fields?
3. What are your special skills, especially those that would be an asset in your internship? For example, do you speak a foreign language? Type? Computer skills? Drafting? Lab? Do you have a portfolio?

Availability: List the range of times each day that you are able to work at your internship:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____

4. Transportation: How will you get to and from your internship?

___ Drive own car ___ Parents will drive me ___ Bus ___ Other: _____

SIGNATURE PAGE

Medical Authorization:

Should it become necessary for my child to receive medical attention or treatment while participating in any School to Career or ROP activities, I hereby give permission to school district personnel to use their best judgement in obtaining medical service for my child. I further give the selected physician permission to render whatever medical treatment he/she deems necessary and appropriate.

Family Doctor: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Emergency Contact: (Daytime phone of parent/guardian) _____

Transportation:

As parent/legal guardian, I hereby authorize and give permission for my child, to ride as a passenger in a vehicle driven by a parent, volunteer, internship employer, or Marin County School to Career employee.

I fully acknowledge and understand that the driver is not driving on behalf of or as an agent of either the school district, or the Marin County School to Career Partnership. I fully understand that neither the school district, nor Marin County School to Career Partnership, is responsible, nor assumes liability for any injuries or losses resulting from this transportation. Although School to Career may assist in the coordination of transportation and/or recommended travel time, routes or caravanning to or from this event, I fully understand that such recommendations are not mandatory.

Photography/Video/News Media Release

I grant Marin County School to Career permission to photograph/videotape/interview or use quotes from my child in any School to Career activities, for possible appearance in any of Marin County School to Career's future promotional materials including websites, news releases, video stories and articles written about the Marin School to Career Program. I also release Marin County School to Career Partnership of any liability, claims, demands, or damages, arising from, or connected in any way with the use of the photographs/videotape/interviews. My child will receive no compensation for participation.

Student's Signature: _____ Date: _____

My son/daughter has discussed the School to Career Program activity with me and I am aware of its requirements and responsibilities. My signature acknowledges my consent to all of the above authorizations and consents.

Parent's/Guardian's Signature: _____ Date: _____

STUDENT TECHNOLOGY PROFILE

Student Name: _____

In the appropriate category below, list the software applications with which you are familiar and check the box that best describes your skill level.

Basic: User has a minimum knowledge of application functions and is slow in their use.

Intermediate: User is comfortable with most or all keys features of the application and has good speed.

Advanced: User knows all keys features and has excellent speed.

Please check the final box to identify if you are familiar with the Mac and/or PC version of the applications.

Type of Software Name of Software Basic Intermediate Advanced PC or Mac

Word Processing e.g. MS Word					
Spreadsheet e.g. Excel					
WEB Browser e.g. Netscape Navigator					
Graphics/Publishing e.g. Adobe PageMill, PowerPoint					
CAD/CAM /Multimedia e.g. AutoCAD, 3D Studio					
Programming Languages: HTML, Java, Script					
Programming Software					
Other					
Filing, Xeroxing, Faxing, Phone skills					

TEACHER RECOMMENDATION FORM

To the student: Please fill in your name. PLEASE PRINT

Name of student: _____

To the recommending teacher:

Teacher: _____ Subject: _____ Phone: _____

The internship program offers students the opportunity to “try on” a career. This program offers students the opportunity to gain hands-on workplace skills and test their academic knowledge in a “real world” setting. Your School to Career Liaison is there to support the student and the employer. You will serve as a “second pair of eyes” to keep track of the student’s progress. Issues that arise should be brought to the attention of the STC Liaison. The teacher is not expected to have direct contact with the employer. However, we invite you to get as involved in the internship as your time allows.

Please complete this form and return to the School to Career Liaison in the Career Center. We welcome any additional comments about the student on the back of this form.

How well do you know the applicant? Very well _____ Somewhat _____ Slightly _____

Please classify the applicant in the following categories: (leave blank any for which you have no opinion)

Attributes	Poor	Average	ABOVE AVERAGE	Superior
Time on task				
Self-confidence/Poised				
People skills				
Attitude				
Academic ability				
Leadership skills				
	Rarely	Sometimes	Frequently	Always
Punctual				
Fulfills commitments				
Shows responsibility				
Shows initiative				
Demonstrates common Sense				
Demonstrates maturity				

(Please see next page for additional comments.)

Teacher Recommendation (continued)

STUDENT NAME: _____

What do you consider to be this person's strongest qualities or talents?

Please add additional comments that would help to understand or evaluate this student.
Recommendations for placement and types of support School to Career could offer the student are welcome.

Please note: Not all students are internship ready, nor are all students immediately placed due to lack of internship opportunities in the field.

Teacher Signature _____ Date _____

**Please complete this form and return it to the student or to the School to Career Liaison.
Thank you for your help in connecting this student with an internship opportunity.**