

# FLHS Senior Internship Program (SIP)

## Class of 2015

### FLHS INTERNSHIP PROGRAM MISSION:

- ❖ To provide our students with the skills, attitudes and talents needed to succeed in today's working environment.
- ❖ To expose students to areas of interest outside the constructs of their formal educational program.

### FLHS INTERNSHIP PROGRAM OVERVIEW:

- ❖ Interns spend approximately 3 - 4 weeks working for **30 hours per week *without pay*** at an internship site.
- ❖ Selected seniors will be released from their classes and will attend their internship during normal working hours.
- ❖ Each student will ask a faculty member to mentor them and serve as their liaison with the job sites.
- ❖ Students working in a school setting must work the entire school day.

### FLHS INTERN ELIGIBILITY REQUIREMENTS:

- ❖ A minimum cumulative grade point average of 2.0.
- ❖ No grade of F during **any** marking period senior year for semester and full year courses.
- ❖ A passing grade ***in every marking period*** for all PE, Computer Information Systems and Health courses taken
- ❖ Loss of Credit must be reinstated by Senior Appeals Board.
- ❖ Successfully meeting graduation requirements (including CAPT).
- ❖ Completion of application and all other requirements ***on or before the deadline.***
- ❖ Meeting the civil and social expectations of FLHS:
  - No suspensions
  - Not more than one Saturday detention during junior or senior year
  - No excessive disciplinary actions during junior or senior year

### PLEASE NOTE:

- ❖ Students taking a UCONN ECE course will need to make arrangements to take the final exam during their internship.
- ❖ Internships are not allowed at the student's present place of employment or with an immediate family member.
- ❖ Internships must be located between Stamford and New Haven (*NYC is not allowed*). Students must provide their own transportation to and from the site. **Students should discuss all transportation arrangements with their parents prior to submitting their application.**
- ❖ Interns are expected to commit to the entire internship experience--no vacations or time off is allowed.
- ❖ Students are encouraged to discuss this program with any coaches, club advisors or employers to make sure their internship hours do not conflict with sports, jobs or other after-school activities.
- ❖ Failure to comply with any of the above eligibility requirements may result in withdrawal from the internship program at any given time during the program.

### APPLICATION TIPS:

- ❖ **DEADLINES MATTER!** Make sure all timelines are met – failure to meet deadlines will result in withdrawal from the program at any time.
- ❖ An **employment resume** must be submitted with your application
- ❖ **Review your Do What You Are (DWYA) profile on Naviance**
  - Incorporate DWYA skills into 250 word essay: Tell us why you want it and why you're the best fit
  - If you are not sure what field or position to choose, see your counselor to review DWYA results or
  - See Mrs. Gorman for specific sites and position details
  - To access your DWYA profile: (Naviance... About Me... Interesting Things About Me... Personality Profile)

## ❖ TWO STEP APPLICATION PROCESS:

### ➤ **Step 1: Registration...December 15, 2014 – January 9, 2015**

- Register at: <http://flhs-internship.org>
- Submit your Employment Resume
  - Download the sample at: <http://flhs-internship.org> (*Resources & Links...Sample Resume*) to use as your template.
  - Resumes that do not follow the sample format will not be accepted.
  - See Mrs. Gorman if you have questions or would like your resume critiqued
- Submit your signed Parent/Intern Contract on the website
- Choose three interest areas
- Submit your essay
- *All* information must be completed and all documents uploaded in order to move to Step 2

### ➤ **Step 2: Review Your Options & Request Your Preferences...January 12 – January 30, 2015**

- Review *all* of the posted job descriptions – you may discover a unique and interesting opportunity.
- If you don't know what internship you would like to do, see your counselor or Mrs. Gorman for help
- Please be aware – you may not get any of your initial choices.
  - However to date, **ALL eligible students have been able to do an internship.**
  - You will need to work closely with Mrs. Gorman if you do not receive one of your choices.

## ❖ You may **Design Your Own Site**. You will need to:

- Make sure the site is not already registered for SIP
- Contact the site and ask if they would be willing to sponsor you
- Have your site register for SIP at: <http://flhs-internship.org> **by January 30**
  - When the site registers, they will be contacted and confirmed
  - Once confirmed, you will be placed and notified

## ❖ If you would like to work in the **Fairfield Public Schools**:

- You will be expected to work the entire school day.
- Please indicate your preferred grade levels (and/or subject/specialty area)
- You may request a specific school; you will be accommodated ***if possible*** (but not guaranteed).
- You may design your own site by asking a teacher you know to sponsor you (see **Design Your Own Site** above).

## ❖ Students will be placed at an internship site based on the following criteria:

- Ability to follow directions and meet all deadlines
- “Best Fit” with the internship site
- Following the given format for your employment resume (sample in packet and on SIP website)
- Thoroughness and thoughtfulness of your application responses, ***especially the essay***
- Matching your interests and experiences with your requests
- Your school record
- The timeliness of your registration and site preference request

## MISCELLANEOUS INFORMATION:

- ❖ You can log in to your account via Facebook
- ❖ All interns will be required to attend a meeting regarding work behaviors and etiquette (Spring)
- ❖ Some internships will require an interview with the Site Supervisor... and they may say ‘no’
- ❖ Most teachers give final exams prior to the start of internships
- ❖ **All communication will be done via the website AND email...please check BOTH *regularly!***
- ❖ If you have ANY questions or concerns about the SIP, please see Mrs. Gorman in the CCC, Rm. 360