**FLHS Senior Internship Program (SIP)**

**General Information, 2013-14**

**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 four weeks working for a minimum of **25 - 35 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 have a faculty mentor assigned to them who serves as a 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 required paperwork ***on or before the deadline***.
* Meeting the civil and social expectations of FLHS (***any suspensions, more than one Saturday detention, and/or excessive disciplinary actions during junior or senior year will make you ineligible for an internship***).

**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.
* Participation in sports or any other after school activity will be dependent upon the arrangement the student has made with the internship site. Students are encouraged to discuss this program with any coaches, club advisors or employers.
* 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. Download the sample at: <http://flhs-internship.org> to use as your template. Resumes that do not follow the sample format will not be accepted.
* **TWO STEP APPLICATION PROCESS:**
* ***Step 1: Registration…December 16, 2013 – January 3, 2014***
	+ Register at: <http://flhs-internship.org>
	+ Submit your Employment Resume following the sample format attached and at the SIP website listed above. See Mrs. Gorman if you have questions or would like your resume critiqued.
	+ Submit your signed Parent/Intern Contract.
	+ You will need to complete all information and submit all documents in order to move to Step 2.
* ***Step 2: Review Your Options & Request Your Preferences…January 4 – January 24, 2013***
* Review *all* of the posted job descriptions (book with job descriptions available in the CCC) – 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 in selecting an appropriate position and site.
* You may select up to 4 sites.
* Please be patient – 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**. In order to do so, you will need to:
	+ Get an information packet from Mrs. Gorman which includes a job description and contact information form.
	+ Return the completed form to Mrs. Gorman before January 24.
	+ When the form is returned, the site will be contact 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 the grade levels (and/or subject/specialty area) you would prefer.
* 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.
* Your school record.
* The timeliness of your registration and site preference request

**MISCELLANEOUS INFORMATION:**

* All interns will be required to attend a mandatory meeting regarding work behaviors and etiquette.
* All interns will be required to ask a Faculty Mentor to be their advisor during their internship.
* Most internships will require an interview with the Site Supervisor; and they can say ‘no’.
* Most teachers give final exams prior to the start of internships.
* **All communication will be done via email…PLEASE CHECK YOUR EMAIL REGULARLY!**
* If you have ANY questions or concerns about the SIP, please see Mrs. Gorman in the CCC, Rm. 360.

**2014 TENTATIVE SENIOR INTERNSHIP TIMELINE**

**December 4** Senior class meeting to review Internship Program.

**December 5** Parent Information Session to review Internship Program, 7:00 PM Library Lecture Hall

**December 16** Registration opens for Sr. Internship at: <http://flhs-internship.org>

**January 3** Registration for Sr. Internship closes. Employment resume and parent contract must be submitted in order to complete registration.

**January 4** Selection process opens: registered seniors may begin requesting site preferences or to self-design their own internship.

**January 24** Selection process closes.

**February 28, 2014** Conditional acceptance letter with placement to students (after 3rd MP grades)

**March 10 – 14** Mandatory Student Intern Training Meetings (student must attend one). Failure to attend one meeting will result in withdrawal from the Sr. Internship Program.

**March 17 – April 4** Student arranges and meets with Faculty Mentor to review expectations and procedures. All students must complete the Faculty Mentor Agreement Form.

**March 17 - April 11** Student makes initial contact with site; arranges interview and interviews at site (if required by site). Site interviews must be conducted by April 11. Please note: *Supervisors have busy schedules—it may take a while to reach them and schedule* *an interview. Don’t wait until the last minute to contact your site—PLAN ACCORDINGLY!*

**April 4** Faculty Mentor Agreement Form due to C&CC (signed by student and faculty mentor). Failure to submit the form by the deadline will result in withdrawal from the Sr. Internship Program.

**April 7 – May 9** Student arranges introduction of Faculty Mentor to Site. Meeting between Student, Faculty Mentor and Site must be completed by May 9. Failure to arrange and attend the meeting will result in withdrawal from the Sr. Internship Program. *Please note: Supervisors, Faculty Mentors and students have busy schedules—it may take a while to arrange a mutually convenient time for all to meet. Don’t wait until the last minute to contact your site supervisor and faculty mentor—PLAN ACCORDINGLY!*

**May 20** Completed Notification of Approval form (grade sign-off) due to House Office.

**May 21** Tentative internship start date (depends on calendar set by BOE)

**May 21 – June 10** Intern submits daily journals and confers weekly with Faculty mentor. Failure to comply will result in withdrawal from the Sr. Internship Program and return to school.

**May 26** Memorial Day holiday, no internship

**June 9** Tentative internship completion date (depends on calendar set by BOE)

**June 10** Reception @ FLHS for Interns, Site Supervisors and Faculty Mentors (date tentative depending on calendar set by BOE)

**RESUME WRITING TIPS**

**What is a Resume?**

* It’s a summary of your personal, educational, leadership and work experiences, accomplishments and skills.
* It’s a tool to secure a job interview.

**How to Write a Resume…**

* **Use the attached sample resume as a guide**. Feel free to download this sample to use as your template from the SIP website: <http://flhs-internship.org>
* *Begin statements with action verbs*. Use short phrases and concrete examples, to describe your experiences (e.g., “Supervised camp activities for 30 girls, ages 6-12”).
* *Emphasize results*. Describe the activities and responsibilities involved for the position. Show your accomplishments or the strengths and skills you developed within that situation.
* *Use reverse chronological order*. Detail your background starting most recently and work backwards.
* *Keep it short*. Resumes should be logical, organized and **ONE TYPED PAGE**.
* *Proofread carefully*. **ABSOLUTELY** **NO MISTAKES** (spelling, grammatical, typing).
* *Make it visually appealing*. Be consistent in style and content.
* *Provide accurate information*. Inflating titles and exaggerating responsibilities is unacceptable.
* *Highlight your accomplishments*. Profile all of your talents, skills and experiences.
* *Use your GPA accordingly*. When you exclude it, the reader will assume that it is low.

* *Talk to your references*. After asking their permission, have the names, daytime addresses and phone numbers of references (teachers, counselors, employers, administrators) typed and readily available on a separate page.
* *Have your resume critiqued*. See Mrs. Gorman in the College & Career Center for a review.

**Employers know that you have limited *work* experience…you need to show them through your skills, leadership roles, activities, abilities and courses that you have *related* experience and *the potential* to be a great employee!**

**FRED E. FALCON**

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**OBJECTIVE:**

To obtain a senior internship where hard work, common sense and a willingness

to succeed will be valued.

**EDUCATION:**

Fairfield Ludlowe High School Fairfield, CT

Diploma expected June 2014

 GPA – 3.0

Coursework includes Honors and College Prep courses. Spanish (5 yrs.). Intro to MS Word, Excel, Access and PowerPoint.

**HONORS & ACHIEVEMENTS:**

Honor Roll - 5 semesters

 FLHS Coach’s Award – Varsity Soccer, 2013; JV Soccer, 2012

**SUMMARY:**

Hard working, responsible, trustworthy and conscientious. Team player. Able to follow directions well and willing to take initiative. Take pride in a job well done.

**EXPERIENCE:**

Fairfield Ludlowe High School Fairfield, CT

*Key Club - Volunteer* 2010 - Present

Work on school and community projects and fundraisers for local, national and global programs. Developed excellent communication, time management and organizational skills by working on several projects throughout the year.

 *Ludlowe Leader* 2012 - 2013

Gave incoming students and their parents tours of FLHS. Provided support and information to freshmen as they transitioned to high school.

*Columnist - The Prospect* 2011 – 2012

Created new column for sports section focusing on individual athletes and their personal, academic and athletic accomplishments and goals. Interviewed fans, students, coaches and teachers to gain well rounded perspective of the athlete.

Stop & Shop Fairfield, CT

Cashier 2012 – Present

Work 10 – 15 hours per week during the school year. Developed customer service

and time management skills.

Child Care Fairfield, CT

Babysitter 2010 – Present

Supervise and entertain children ages 0-12 for several local families.

Fairfield Recreation Department Fairfield, CT

Lifeguard Summer 2012

Red Cross Certification.

**ACTIVITIES:**

FLHS - Varsity Soccer, 2012, 2011; JV Soccer, 2010; Freshman Soccer, 2009

**REFERENCES:** Available on request.