**2018 FLHS Senior Internship Program (SIP)**

**FLHS INTERN ELIGIBILITY REQUIREMENTS:**

* A minimum cumulative grade point average of 2.0.
* No grade of F during ***any*** marking period or semester senior year for quarter, semester and full year courses including all PE, Computer Information Systems and Health courses taken.
* Loss of Credit must be reinstated by Senior Appeals Board.
* Successfully meeting graduation requirements (including Science CAPT).
* Able to independently assume all the duties and responsibilities of the requested internship site.
* Completion of application and all other requirements ***on or before the deadline***.
* Meeting the civil and social expectations of FLHS:
  + No suspensions junior or senior year; other disciplinary infractions may be considered for ineligibility
  + Not more than one Saturday detention during junior or senior year
  + No excessive disciplinary actions during junior or senior year
  + No infractions for academic integrity violations 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 should be located between Stamford and New Haven. 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. During the internship, violations of the Student Handbook policies or the internship contract could result in the removal from participation in the graduation ceremony.

**HOW IT WORKS:**

* Student attends one of the **Mandatory Orientation Meetings**  (between March 19 -- 21)
* Student will ask a faculty member to mentor them and serve as liaison with the job site (March 19 – April 6)
* Student and faculty member will meet once with site supervisor before internship starts (April 16 – May 11)
* Submit UELP paperwork to College and Career Center ( by May 11)
* Complete academic classes on May 18, 2018 (**tentative date**)
* Submit Grade Verification Form to House Office May 18 (**tentative date**)
* Student reports to Site Supervisor at internship May 21 (**tentative date**)
* Work 3 weeks for **30 hours per week *without pay*** at internship site May 21 – June 11 (**tentative dates**)
* Students working in a school setting must work the entire school day
* Student attends Senior Internship Reception at FLHS

**HOW TO APPLY:**

* **Follow the time-line calendar (attached)**
* Go to website: [http://flhs-internship.org](http://flhs-internship.org/) **Site will be open on December 18, 2017**
* Two Step Process: Must complete Step 1 to move on to Step 2
* Step 1 - Registration: Dec. 18 – Jan. 23, 2018
  + Step 2 - Requesting Your Sites: Jan. 24 – Feb. 11
* **Must ALSO submit by Feb. 11** (staple and submit hard copies to the College & Career Center, Rm 360):
  + Employment Resume (sample attached; may also download from website)
  + Student/Parent Internship Contract
  + Brief Essay
* Two ways to secure an internship:
  + Request choices from previous FLHS internship sites listed on website **OR**
  + Self-design your own internship (Get site information form from College & Career Center, Rm 360)

**HOW PLACEMENTS ARE DETERMINED:**

* “Best Fit” with internship site:
  + Interests, experiences, career goals of student
  + Qualifications requested by internship site
  + Number of applicants for each site
* Ability to follow directions and meet deadlines
* Resume: Use the sample format
* Brief Essay: Use your DWYA to make it thorough and thoughtful
* School record

**WORKPLACE REQUIREMENTS:**

* Work 30 hours per week
* Submit weekly reflections
* Communicate weekly with Faculty Mentor
* Submit “on-the-job” photo
* Attend internship reception at FLHS

**INTERNSHIP PROGRAM ADVICE:**

* **Follow the attached time-line calendar…DEADLINES MATTER!**
* **CHECK EMAIL REGULARLY…ALL COMMUNICATION DONE VIA EMAIL AND WEBSITE**
* Review internship job descriptions carefully
  + Request at least four to five jobs that interest you…choices NOT guaranteed
  + Prioritize your requests on the website
  + **Once placed…no changing internship sites**
* Must attend ***mandatory*** Orientation and Etiquette Training in spring
* You can log in to your account via Facebook
* Most teachers give final exams prior to the start of internships
* ANY questions or concerns about the Senior Internship Program (SIP), please see

Mrs. Gorman or Mrs. Dwyer in the College & Career Center, Rm. 360

**\*\*\*You must use this sample format for Your Sr. Internship Resume\*\*\***

**\*\*You may download this from the website and use as a template\*\***

**\*RESUME SHOULD BE ONE PAGE ONLY!\***

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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 2018

GPA – 3.0

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

**HONORS & ACHIEVEMENTS:**

Honor Roll - 5 semesters

FLHS Coach’s Award – Varsity Soccer, 2017; JV Soccer, 2015

Falcon of the Month – A FLHS student selected by Administration & Staff who best fulfills our mission.

**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* 2015 – 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.

*Pre-School Student Teacher* 2017 - 2018

Create two lesson plans for pre-school children each semester. Design age-appropriate, multi-disciplinary educational activities for 10 three-year-old children. Assist other student teachers with implementation of their lesson plans throughout the semester.

*Ludlowe Leader* 2016 - 2017

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

*Columnist - The Prospect* 2015 – Present

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* 2016 – Present

Work 10 – 15 hours per week during the school year. Developed customer service and time management skills.

Child Care Fairfield, CT

Babysitter 2014 – Present

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

**ACTIVITIES:**

FLHS - Varsity Soccer - 2017, 2016; JV Soccer - 2015; Freshman Soccer – 2014