**\*\*\*Sr. Internship Meeting for Students: Monday, December 11 @ 9:45 AM in the Auditorium\*\*\***

**\*\*\*Sr. Internship Meeting for Parents: Monday, December 11 @ 6 PM in the Cafeteria\*\*\***

**\*\*\*See timeline below for more details\*\*\***

December 6, 2017

This letter is an invitation to participate in the 2018 Senior Internship Program. Last year, almost 300 Ludlowe seniors were interns with the town, hospitals, public schools, and many local businesses.

The purpose of the Senior Internship Program is to give seniors who meet the eligibility requirements the opportunity to explore a career field of interest and to develop some of the soft skills necessary to succeed in today’s workplace.

The internship program will run from mid-May until mid-June. Students who participate will finish their classes and go to their internship sites full-time (30 hours per week) instead of attending school for the last few weeks of the academic year. Internships are UNPAID and will be supervised by a Ludlowe faculty or staff member who acts as their internship mentor.

**To participate in the Senior Internship Program, students must meet the following 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.
* Be able to independently assume all the duties and responsibilities of the requested internship site.
* Successfully meet graduation requirements (including Science CAPT).
* Complete the application and all other requirements ***on or before the deadlines***.
* Meet 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:**

1. Students taking a UCONN ECE course will need to make arrangements and take the final exam during the internship timeframe.
2. Internships are not allowed at the student’s present place of employment or with a family member.
3. Transportation:
	* Students must provide their own transportation to and from the site*.*
	* ***Parents and students should discuss transportation arrangements prior to the application submission.***
	* Internships must be located between Stamford and New Haven.
4. Interns are expected to commit to the entire internship experience--no vacations or time off is allowed.
5. Participation in the Sr. Internship Program is a privilege as well as an educational opportunity. The intern represents the students and staff of FLHS to the members of our community. A professional attitude, mature behavior, appropriate work attire and completion of all requirements on or before the posted deadlines are required. Failure to comply will result in withdrawal from the internship and a return to school at any time during the program. During the internship, violations of the Student Handbook policies or internship contract could result in removal from participation in the graduation ceremony.

FLHS uses an on-line system for managing the Senior Internship Program. *Students can log in on* ***Monday December 18*** at [www.flhs-internship.org](http://www.flhs-internship.org). On the website, students will apply for the program and find more information on the requirements, important forms and helpful links. In order to participate, students will also be required to submit hard copies of: 1. their resume; 2. a brief essay; 3. the Unpaid Experiential Learning Program (UELP) documents; and 4. the internship contract signed by both parent and student. The attached calendar gives a timeline and describes the application process in detail.

**There are two ways to find an internship:**

1. Students may request multiple choices for internships listed on the website from the portfolio of employers who have previously sponsored students and have agreed to participate again this year or
2. Students may “Self-Design” by finding their own, new internship site. Please see Mrs. Gorman for details.

**In March, the program administrators will assign the available internships to students based on the following criteria:**

* “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: Follow the sample format
* Essay: Brief explanations for your top three choices
* School record

While we can’t promise every student will get one of their requested sites, we work as hard as possible to satisfy everyone’s goals. In the end however, the decisions of the program administrators are final—***no internship placements will be changed.***

**There will be an information session for Seniors on Monday, December 11 at 9:45 AM in the Auditorium and for Parents on Monday, December 11 at 6:00 PM in the Cafeteria to review the eligibility requirements, application process and program details.**

In the meantime, if you have any questions please contact me in the CCC; 203-255-7230 or agorman@fairfieldschools.org .

Alice Gorman

College & Career Center Coordinator

**Tentative Sr. Internship Timeline**

\*\*\*Dates subject to change depending on snow days and final calendar set by Board of Ed\*\*\*

**Dec 11 Sr. Internship Meeting for Students @ 9:45 AM in the Auditorium**

**Dec 11 Sr. Internship Meeting for Parents 11 @ 6 PM in the Cafeteria**

**Dec 18 – Jan. 23** **Internship Application Step 1 --** **Registration:**

Interested seniors register for SIP at: <http://flhs-internship.org>

* There are two steps in the application process
* Students may apply for existing sites through the SIP by completing the application on-line
* Students may find their own internship site as a “Self-Designed” position; *please see Mrs. Gorman in the College & Career Center (CCC) if you plan to find your own internship*
* Some internship sites require students to interview prior to their selection for that position; these sites are listed in the CCC as “self-design” sites on website
* **Students must complete Step 1 in order to move to Step 2**

**Jan 23, 2018 Internship Application Step 1 Closes**

* **Registration for Sr. Internship ends--must complete Step 1 in order to move to Step 2**

**Jan 24 – Feb 11** **Internship Application Step 2 – Requesting Your Sites:**

* Registered seniors select and submit their preferred SIP posted sites on website **OR** secure their own employer with a job description under the self-designed internship
* Students must have completed Step 1 in order to move on to Step 2.
* **A hard copy of the student resume, parent contract and brief essay must also be submitted to Mrs. Gorman in the CCC by February 11 to complete Step 2 -- Requesting Your Sites.**
* Student resume must also be uploaded to website

**Feb 11**  **Application Step 2 Closes**

* **Student selection process ends**
* Students must have submitted their site preferences or self-designed internship in order to participate in the SIP
* **A hard copy of the student resume, parent contract and brief essay must also be submitted to Mrs. Gorman in the CCC by February 11 to complete Step 2 – Requesting Your Site.**
* Student resume must also be uploaded to website

**Feb 12 CCC Will Start Placing Student Interns at Sites (through March)**

**Late March** **Internship Notification:**

Conditional acceptance email with internship placement will be sent to students after 2nd MP grades

**Ongoing Students will be notified by School Administration if they are not eligible to**

**Participate in the Internship Program due to grades, or other reasons.**

**Mar 19 – 21 MANDATORY** **Intern Orientation** (student must attend one of the sessions).

* **Failure to attend one meeting will result in withdrawal from the Sr. Internship Program.**

**Mar 19 – Apr 6** **Faculty Mentor Assignment and Registration:**

* Student asks a teacher to be their Faculty Mentor and registers him/her at <http://flhs-internship.org>
* Students must initiate and meet with Faculty Mentor to review expectations and procedures
* **Student must register Faculty Mentor by April 6 on the website or will be removed from program.**
* **Submit the Faculty Mentor Agreement Form to the CCC by April 6**

**Apr 7 – 15 Spring Break…NO SCHOOL**

**Apr 16 – May 11** **Meeting with Faculty Mentor, Site Supervisor and Student:**

* Student arranges introduction of Faculty Mentor to Site Supervisor at Site.
* Meeting between Student, Faculty Mentor and Site AND **Unpaid Experiential Learning Program (UELP) paperwork** **must be completed and submitted to CCC by May 11**.
* **Failure to arrange and attend meeting AND submit UELP paperwork by May 11 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 to schedule and meet—PLAN ACCORDINGLY!***

**May 11 UELP Paperwork due to CCC**

* Students submit signed confirmation and UELP paperwork from site, faculty mentor, and parent that they have had their meeting and are compliant with UELP.

**May 18 (Tentative) Internship Sign Out: (Date is tentative depending on snow days, etc.)**

Final Grade Verification Form due to House Office

**May 21 (Tentative)** **Internship Start Date:**

Depends on final calendar set by BOE in April

**May 21 – TBD On-the-Job and Required Assignments:**

* Intern works 30 hours per week
* Student submits weekly reflections and confers weekly with Faculty Mentor.
* Failure to comply will result in withdrawal from the Sr. Internship Program and return to school at any time during the program. During the internship, violations of the Student Handbook policies or the internship contract could result in removal from the participation in the graduation ceremony.

**May 28** **Memorial Day Holiday**

No internship

**TBD**  **Last Day at Work for Interns:** **General guideline - 2 days before graduation day**

**TBD Reception: General guideline - 1 day before graduation day**