

2019 FLHS Senior Internship Program (SIP)

FLHS INTERN ELIGIBILITY REQUIREMENTS:

- ❖ A minimum cumulative grade point average of 2.0.
- ❖ No grade of F during **any** term 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.
- ❖ 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 TO APPLY:

- ❖ **Follow the time-line calendar (attached)**
- ❖ Student registers at: <https://goo.gl/forms/RrGNoc7aVjzGp5cA2> (Jan 14 – 29)
- ❖ Student requests internships at: <https://flhs-internship.org> (Jan 30 – Feb 13)
- ❖ Two ways to secure an internship:
 - Request choices from previous FLHS internship sites listed on website **OR**
 - Create your own (Self-design). **See Mrs. Gorman prior to securing a position!**
- ❖ **Must ALSO submit by Feb. 13** (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

HOW PLACEMENTS ARE DETERMINED:

- ❖ "Best Fit" with internship site:
 - Number of applicants for each site
 - Interests, experiences, career goals of student
 - Qualifications requested by internship 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

WHAT YOU NEED TO DO:

- ❖ Once accepted, student attends one **Mandatory Orientation Meeting** (between March 18 -- 20)
- ❖ Student asks faculty member to mentor them and serve as liaison with the job site (March 18 – April 5)
- ❖ Student and faculty member meet with site supervisor before internship starts (April 5 – May 10)
- ❖ Student completes on-line Workplace Safety Training (April 5 – May 10)
- ❖ Submit UELP and Site Meeting Confirmation forms to CCC (by May 10)
- ❖ Complete academic classes and submit Grade Verification Form to House Office (May 21; **tentative date**)
- ❖ Student reports to Site Supervisor at internship (May 22; **tentative date**)
- ❖ Work 3 weeks for **30 hours per week *without pay*** at internship site (May 22 – June 13; **tentative dates**)
- ❖ Submit at-work photo for reception slide show (May 22 – June 5)
- ❖ May 27 - Memorial Day Holiday – No internship
- ❖ May 28 - Internship work day
- ❖ Submit weekly reflections and communicate with Faculty Mentor
- ❖ Students working in a school setting must work the entire school day
- ❖ Student attends Senior Internship Reception at FLHS

FYI:

- ❖ **DEADLINES MATTER!** ANY Missed deadlines = Removal from internship program
- ❖ Students will be notified by School Administration if they are not eligible to participate in the Internship Program due to grades, or other reasons.
- ❖ If you know you have conflicts, see Mrs. Gorman before deadlines
- ❖ ALL communication is done via email...so CHECK IT REGULARLY!
- ❖ **All information will be posted on 2019 Sr. Internship google classroom, FLHS Counseling website, SIP website**
- ❖ When requesting your internship sites, review the 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**
- ❖ Most teachers give final exams prior to the start of internships
- ❖ **ANY questions or concerns** about the Senior Internship Program, please see Mrs. Gorman in the College & Career Center, Rm. 360; agorman@fairfieldschools.org ; 203-255-723

DUE DATES:

Jan 29	Registration
Feb 13	Selection of Internship Choices Resume, Parent Contract & Essay submitted
Mar 18 – 21	Attend Orientation
April 5	Faculty Mentor confirmation
May 10	Site Supervisor meeting completed UEL P forms Workplace Safety Training completed
May 21	ALL school work completed Grade verification forms completed
May 22 – TBD	Weekly reflections completed
TBD	Attend Internship Reception

2018-19 Tentative Senior Internship Timeline

Jan 14 - 29	Internship Registration: https://goo.gl/forms/RrGNoc7aVjzGp5cA2
Jan 30- Feb 13	Internship Selection: http://flhs-internship.org <ul style="list-style-type: none">Registered seniors request their preferred posted internships from the SIP website ORSecure their own “Self-Designed” position<ul style="list-style-type: none">YOU MUST see Mrs. Gorman BEFORE you approach an internship siteAll “Self-Designed” internships must be registered with the CCC by Feb. 13Some existing internship sites require students to interview prior to their selection for that position; these sites are listed as “self-design” sites on the SIP websiteA hard copy of the student resume, parent contract and brief essay must also be submitted to the CCCStudent resume must also be uploaded to the SIP website
March 18 – 21	MANDATORY Intern Orientation (student must attend one of the sessions). <ul style="list-style-type: none">Failure to attend one meeting will result in withdrawal from the Sr. Internship Program.
March 18 – April 5	Faculty Mentor Assignment and Registration: <ul style="list-style-type: none">Student recruits Faculty Mentor and registers him/her at http://flhs-internship.orgSubmit the Faculty Mentor Agreement Form to the CCC by April 5
Late March	Internship Notification: Conditional notification with internship placement will be sent
Late March – May 10	Meeting with Faculty Mentor, Site Supervisor and Student: <ul style="list-style-type: none">Student arranges introduction of Faculty Mentor to Site Supervisor at Site.<i>Meeting with Student, Faculty Mentor and Site AND Unpaid Experiential Learning Program (UELP) paperwork <u>must be completed and submitted to CCC by May 10.</u></i><i><u>Please note:</u> 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 schedule and meet—PLAN ACCORDINGLY!</i>
April 15 – 19	Spring Break...NO SCHOOL
May 10	UELP & Site Meeting Confirmation forms due to CCC
May 21 (Tentative)	Internship Sign Out: Final Grade Verification Form due to House Office
May 22 - TBD (Tent.)	Internship Start Date: Depends on final calendar set by BOE in April On-the-Job and Required Assignments: <ul style="list-style-type: none">Intern works 30 hours per weekStudent 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 27	Memorial Day Holiday - No internship
May 28	Internship work day (no school)
TBD	Last Day at Work for Interns: General guideline - 2 days before graduation day
TBD	Reception: General guideline - 1 day before graduation day

*****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!

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
Diploma expected
GPA – 3.0

Fairfield, CT
June 2019

Coursework includes: AP Modern European History; Honors Biology and College Prep courses. Spanish (5 yrs.). Early Childhood Education classes. Computer Information Systems. Proficient in MS Office.

HONORS & ACHIEVEMENTS:

Honor Roll - 5 semesters
FLHS Coach's Award – Varsity Soccer, 2019; JV Soccer, 2017
Falcon of the Month – Awarded to FLHS students selected by Administration & Staff who best fulfill 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
Key Club - Volunteer

Fairfield, CT
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

2018 - Present

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.

Columnist - The Prospect

2016 – 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.

Ludlowe Leader

2017 - 2018

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

Stop & Shop

Fairfield, CT

Cashier

2017 – Present

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

Child Care

Fairfield, CT

Babysitter

2015 – Present

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

ACTIVITIES:

FLHS - Varsity Soccer - 2018, 2017; JV Soccer - 2016; Freshman Soccer – 2015