



2019 Sr. Internship Program

Eligibility Requirements...

- ▶ 2.0 GPA
- ▶ No Fs during senior year
- ▶ Loss of Credit must be reinstated by Appeals Board
- ▶ Meet graduation requirements
- ▶ Independently assume all site responsibilities
- ▶ **MEET DEADLINES**
- ▶ Civil and social expectations of FLHS:
 - ❖ No suspensions junior or senior year; other disciplinary infractions may be considered
 - ❖ 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

How it works...

- ▶ Academic classes end May 21 (tentative)
- ▶ Work 30 hours per week
- ▶ Work with a Faculty Mentor
- ▶ Work with a Site Supervisor

How to Apply...

- ▶ Registration: <https://goo.gl/forms/RrGNoc7aVjzGp5cA2> ... Jan 14 – 29
- ▶ Requesting Sites: <https://flhs-internship.org> ... Jan 30 – Feb 13
- ▶ Two ways to secure an internship:
 - ❖ Request from previous internship sites
 - ❖ Self-design
- ▶ Must ALSO submit by Feb 13:
 - ❖ Employment Resume
 - ❖ Parent/Student Contract
 - ❖ Brief Essay
 - ❖ Job Description (for Self-Design ONLY)

How Placements Are Determined...

- ▶ “Best Fit” with site:
 - ❖ Number of applicants per site
 - ❖ Interests, experiences, career goals
 - ❖ Qualifications requested by site
- ▶ Ability to follow directions and meet deadlines
- ▶ Resume: Format
- ▶ Brief Essay: DWYA
- ▶ School record
- ▶ Positions available

Workplace Requirements...

▶ Behavior:

- ❖ Appropriate attire
- ❖ Be on time
- ❖ “Can Do” attitude
- ❖ Expect menial work

▶ Academics:

- ❖ Weekly reflections
- ❖ Communicate weekly with FM
- ❖ “On-the-job” photo
- ❖ Internship reception

Internship Program Advice...

- ▶ **DEADLINES MATTER!!!**
- ▶ Follow the timeline
- ▶ READ job descriptions
 - ❖ Choose several...choices NOT guaranteed
 - ❖ May not work with family or current employer
 - ❖ No changes
- ▶ Transportation
- ▶ Coaches, employers, activities

Due Dates...

- ▶ Jan 29 Registration
- ▶ Feb 13 Selection of Internship Choices
Resume, Parent/Student Contract/Essay Submitted
- ▶ Mar 18 – 21 Attend Orientation
- ▶ April 5 Faculty Mentor Confirmation
- ▶ May 10 Site Supervisor Meeting Completed
UELP 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

Last but not least...

- ▶ Check Email & Website regularly
- ▶ UCONN ECE courses
- ▶ Final exams
- ▶ No vacations/time off (incl. Tue, 5-28)
- ▶ Confused??? See Mrs. Gorman