



# ACADEMY OF ARTS & ACADEMICS

## INTERNSHIP APPLICATION

(Please print neatly)

Student's Name: \_\_\_\_\_ Grade Level Status: 11 12 Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

*The J-term internship will begin the first day of J-term. You must be available for an eight hour experience each day in order to participate. Do you have any conflicts scheduled during that time?*

If so, explain: \_\_\_\_\_

Are you interested in taking a college class during J-term if your Internship allows?

Who is your writing group teacher? \_\_\_\_\_

*Write your career interests in order of preference:*

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

***Please answer the following questions so we can match you with the best opportunity:***

Why are you interested in these careers? What classes sin skills in this field?

How is your Internship choice related to your education plan? (Include information about your current and post-high school planning)

What do you expect to gain from participating in the Internship Program?

What skills and abilities do you possess that will help you to be successful in your internship?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Writing Group Teachers Only:***

What qualities does this student possess that will help them show success in an internship? Explain:

What concerns do you have regarding this student participating in an internship? Explain:

# Parent/Student Internship Agreement

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Career Goal \_\_\_\_\_

Work Site \_\_\_\_\_

Work Site Supervisor \_\_\_\_\_

Start Date \_\_\_/\_\_\_/\_\_\_

**Student Responsibilities:** (Failure to comply with any of the following may result in termination.)

\_\_\_ Keep regular attendance at school and the Worksite, notifying the Worksite of any anticipated absences.

\_\_\_ Abide by all state, federal, business site, and school rules and regulations.

\_\_\_ Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.

\_\_\_ Submit verified documentation of hours at the work site to the school coordinator and complete the necessary forms for school credit purposes as required.

\_\_\_ Inform the worksite supervisor and school coordinator of any problems, concerns, accidents/injuries immediately.

\_\_\_ Abide by the dress code of the work site.

**Parent/Guardian Responsibilities:**

\_\_\_ Provide support for the student's active participation, punctuality, and personal growth in the program.

\_\_\_ Assume responsibility and liability for student while traveling to and from work experience.

\_\_\_ Provide transportation when necessary.

\_\_\_ Assume liability for student during a non-paid work experience.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date