

## **Concordia Lutheran High School Career Internship Program**

The Career Internship Program is a chance for seniors to "test the waters" of an undecided career choice before going into college. The course may be one semester or two semesters and is designed to provide opportunities for students to explore careers that require additional degrees or certification beyond high school. Students will receive hands on work experience that extends far beyond a day of job shadowing.

Students receive one (1) credit per semester for completing a minimum of 70 hours of workplace experience along with additional classroom requirements. This course is a Core 40 directed elective and can also be used as an Academic Honors elective.

Advantages that the Career Internship Program affords students include the opportunity to explore career interests in an actual job setting. The program also enhances the student's ability to develop a post-high school plan. The Career Internship Program offers specialized learning experiences that could not be provided within the restrictions of a classroom while at the same time allowing classroom-learning experiences to become more relevant and meaningful. An internship is an unpaid position that provides the opportunity for networking and possible employment at the internship site upon graduation.

The following are areas of consideration of Career Internship sites:

Accounting	Architecture	Culinary Arts
Dentistry	Dental Hygiene	Interior Design
Engineering	Entertainment	Fashion Merchandising
Health Careers	Journalism	Law
Marketing	Teaching	Technology
Veterinary/Animal Care		

Complete the Career Internship Program Application and return to Mrs. Erdos, Career Internship Program Coordinator in Room 310. You may contact the Guidance Department or Mrs. Erdos at 260-483-1102, ext. 310 if you need additional information.



# Internship Application

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommended Prerequisites/Guidelines for Acceptance into the Internship Program

Part of the success of this internship program requires careful screening of students before acceptance. The selection is a privilege and honor since the intern is representing him/herself, his/her family, and the high school in an adult career environment. Screening guidelines are determined by individual schools based on the type and level of the internship program. Listed below are the prerequisites being used by Concordia Lutheran High School in the state of Indiana for a senior-level internship such as the Professional Career Internship course.

Student will have

- completed an application and the interview process
- earned all credits for graduation
- completed all Core 40 classes by the end of his/her senior year
- passed ISTEP tests
- excellent attendance
- a clean discipline record
- a minimum of 2.0 GPA on a 4.0 scale
- at least three outstanding recommendations from certified school personnel
- reliable transportation
- a valid driver's license
- requested an internship in a career field in accordance with his/her meaningful future plan
- proof of health insurance

As an intern, you are about to begin an educational experience that will be a significant milestone in the preparation of a satisfying and successful career. Your first responsibility is to read the guidelines and complete the attached application.

Application Guidelines: Please answer the following questions:

- a. Are you currently on track for graduation?
  - b. Is your attendance rate at 95% percent or higher this past semester?
  - c. Are you maintaining a GPA of 2.0 out of 4.0 (scale)?
  - d. Are there three school personnel who would give you an outstanding recommendation?
  - e. Do you have transportation to an internship site?
  - f. Is this application for an internship in accordance to your "meaningful future plan"?
2. When completing the application, please print using black ink.
  3. **A parent/guardian signature is required even if you are 18 years old.**
  4. Complete the Internship Application and return it to Mrs. Erdos, Internship Coordinator.
  5. **If you are able to answer YES to ALL the following questions, please continue completing the internship application.** If not please talk to Mrs. Erdos, Internship Coordinator.



# Internship Application

## Concordia Lutheran High School

Print neatly in blue/black ink

Legal Last Name:	Legal First Name:	Legal Middle Initial:
Street Address:		Gender: M      F
City:	State: INDIANA	ZIP:
Home Phone: (____)____-____	Cell Phone: (____)____-____	Preferred Language:
Email address:	Date of Birth: ____/____/____	Student Test Number: N/A
Grade Level (during IP year): Circle One 9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup>	Class period(s) for PCI: (Circle) 1    2    3    4    5    6    7	Semester: 1    2
Verified Absences (as of beg. of school year)	Verified GPA (as of last term)	Graduation Year:
Father/Guardian  Do you live with this parent/guardian? Y or N		Employed at: Phone at work: Email address:
Mother/Guardian:  Do you live with this parent/guardian? Y or N?		Employed at: Phone at work: Email address:
Extracurricular activities/sports you plan to participate in during your senior year:		When does this activity/sport meet or take place?
Career Area Preference:		Site Preference:
Do you have a contact already? Y or N? If yes, list name, title, address, business and phone number:		
List the experiences you have had in this career field such as job shadowing, work experience, volunteer work, or academic classes.		



What are your post-secondary plans?

<input type="checkbox"/> On-the-job Training	What type or where?
<input type="checkbox"/> Apprenticeship	In what?
<input type="checkbox"/> 2-year Associate Degree	What college?
<input type="checkbox"/> 4-year Bachelor's Degree	What college?
<input type="checkbox"/> Military	What branch?
<input type="checkbox"/> Other	List?

Write a paragraph explaining how participating in the IP will benefit your career plans. (Attach another sheet of paper if necessary).

Provide three school personnel references (teachers, guidance, and/or administrators).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Internship Coordinator has our consent to release a copy of any or all of the following school records to prospective internship sites if requested: transcript of grades, attendance record, teacher references, disciplinary record, grade point average, and verification of birth date.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

It is the policy of Concordia Lutheran High School not to discriminate on the basis of race, color, religion, gender, veteran status, national origin, age, limited English proficiency, or disability in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

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**Students do not write below this line.**

COMMITTEE RECOMMENDATION      Date:

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Denied-Reason:

Committee Reviewing Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

