



**Cortland Senior High School  
Internship Program  
Information and Application**

**Application due to Mr. Petit or Mrs. Norman  
by February 1<sup>st</sup>**

# **Cortland Senior High School Internship Program**

## **Program Information**

Cortland Senior High School offers experiential learning opportunities through internships. Students must apply for a position in the Internship Program through their counselor and go through a selection process. These programs are elective, credit-bearing courses, which can be applied toward graduation credit. This will often satisfy the experiential requirement for college in some career fields.

Students have previously interned in engineering, hotel/restaurant management, mortuary science, biological research, business management, accounting, information systems, computer programming, drafting, architecture, food industry, communications, veterinary assistance, travel and tourism, human resources, journalism, building maintenance, electrician, welding, tool and die, research and design, law, law enforcement, education, music, graphics, automotive repair, golf management, interior design, and many more. It may be possible to develop opportunities in other areas not listed.

Opportunities in all Internship Programs are dependent on the availability of participating employers.

### **CAREER ESSENTIALS**      6020

Grades 10-12 (½ Year, ½ Unit)

Content: This course examines the topics of careers, employment, and money management. Student activities include, but are not limited to, career planning, personal information, developing resumes, cover letters and applications, as well as soft skills and financial planning.

### **INTERNSHIP**      0530

Grades 11 & 12 (1 semester, every other day, 1 unit)

Co-requisite: Career Essentials 6020

\*Must complete application and letters of recommendation by February 1st.

The internship focuses on career awareness. It affords a student the opportunity to identify more specific goals or career plans after high school by exploring various careers. The student will spend approximately 100 hours learning specific knowledge and skills at an introductory level pertaining to the career. The student's schedule is built to allow needed courses for graduation to be completed while having a block of time during the academic day, every other day, for the internship. The internship may extend to either end of the school day as well. This program is linked to Career Essentials, which connects school-based to career-based learning.

Internships can be extended beyond a semester at the discretion of the business, school, student and parent.



## **Cortland Senior High School Internship Program**

### **Expectations of Student Interns**

#### **★ Academics**

1. Student must be passing all courses with a 65% or higher.
2. Any failing grades must be raised to passing in 5 weeks or student will be removed from the program.

#### **★ Attendance**

1. Student must demonstrate responsibility with acceptable attendance at both the work site and school.
2. Student must demonstrate punctuality by being to school and the work site on time.
3. Student must demonstrate responsibility by notifying the school and the work site in the event of an absence.

#### **★ Appearance**

1. Students are required to dress for work in an appropriate manner.
2. Printed T-shirts, jeans, shorts, and sandals are not acceptable attire for work.

#### **★ Attitude**

1. Above all, good school citizenship is mandatory for all students in the program.
2. Student must demonstrate a positive, respectful attitude.
3. Student must realize that the program is a privilege and every effort will be made to find the best site for the student's interest.

#### **★ Transportation**

1. Students who drive themselves are not permitted to transport other students.
2. Students who drive themselves must adhere to the school's parking regulations.
3. Students who receive district transportation must be punctual in getting out of school for the ride.
4. Students who receive district transportation are required to notify the bus garage in the event of their absence.



## Cortland Senior High School Internship Program Student Internship Application

Student First and Last Name \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address and City \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Mother/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Working Papers:  I Have  I Need Guidance Counselor \_\_\_\_\_

Transportation to Work Site:  I Have - Driver's License # \_\_\_\_\_  I Need

What career are you interested in studying through your internship? \_\_\_\_\_

What businesses might you intern for? \_\_\_\_\_

**Required Application Essay-** Write a short essay in which you discuss each of the following items:

1. Your career interests. Why?
2. Some of the areas you feel skilled in.
3. Your communication skills: speaking, writing, spelling, listening, etc.
4. Your accomplishments as a high school student, in and out of the classroom.
5. Goals you have set for yourself for the next five years.

*Note: Your essay will be evaluated on sentence structure, spelling, grammar, vocabulary, and organizational skills, in addition to content.*

**The Internship Program will require a commitment during your junior and/or senior years of high school. Your internship may require changes in your academic schedule or extracurricular activities.**

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

Date \_\_\_\_\_