

# INTERNSHIP PROGRAMS

## *Application Procedures*



- ✓ READ the attached sample of the training agreement. These are the guidelines that must be followed to receive credit and to be successful in the internship programs.
- ✓ Fill out the application completely.
- ✓ Obtain an attendance report from the attendance secretary in the attendance office.
- ✓ Attach the attendance report to the application and return to the appropriate coordinator.
- ✓ Place a check mark next to the appropriate program/coordinator on each teacher recommendation form. Ask 3 teachers (one of which should be a business teacher for the SBE Program) to fill out recommendation forms and return them to the appropriate coordinator's mailbox.
- ✓ After all paperwork is completed, you will be contacted by the coordinator for an interview and possible job openings.

**Return SBE Applications to Mrs. Kroner (Room A232)**  
**Return CCE Applications to Mrs. Crisafulli (Room A233)**  
**Return Marketing Applications to Mrs. Foga (Room C34)**

**Application Deadline:**  
**January 29, 2018**

# ***Which Internship Program Should I Apply For?***

You should read the following requirements for each Internship Program and submit your application according to these statements.

## **CCE (Cooperative Career Experience)**

To enroll in CCE, you should have a career goal NOT covered by the SBE or Marketing Programs. Such jobs would include, but are not limited to: agriculture, construction, industrial trades, mechanic/automotive, daycare, health care, chef/culinary arts, drafting, maintenance, or cosmetology.

You must complete the application/interview process. Upon approval, you will enroll in the CCE year long course as well as the CCE internship program.

## **Marketing**

To enroll in Marketing, you should have a marketing career goal. Such jobs would include, but are not limited to: retail/cashier, sales, advertising/promotions, waiter/waitress, hotel/motel services, tourism/travel services, fashion merchandising, public relations, marketing director, customer service, or host/hostess.

You must complete the application/interview process. Upon approval, you will enroll in Marketing 101, Creative Marketing through Entrepreneurship, or Sports and Entertainment Marketing year long course as well as the Marketing internship program.

## **SBE (Supervised Business Experience)**

To enroll in SBE, you should have a business career goal. Such jobs would include: accounting, administrative support, medical or legal office, school administration office, banking, or computer science.

You must complete the application/interview process. Upon approval, you will enroll in Business Essentials and Advanced Business Essentials, Advanced Web Design, Accounting or College Accounting, Computer Applications I and II, Computer Hardware And Operating Systems I and II, PLTW Computer Science Essentials, PLTW Computer Science Principles, and PLTW Computer Science A year long course as well as the SBE internship program.

**LEE'S SUMMIT HIGH SCHOOL  
STUDENT TRAINING AGREEMENT**

STUDENT \_\_\_\_\_

In applying for an Internship Program for the \_\_\_\_\_ school year, I agree to the following guidelines:

- I will maintain a 90% attendance record and an acceptable conduct record while in the Internship Program.
- I have maintained a minimum of a 2.0 GPA and have earned the appropriate amount of credits to be classified as Junior status.
- Job training stations are provided by participating business firms in the Lee's Summit and surrounding area. I will interview with various places to find suitable employment.
- I will receive two units of credit for the school year for my employment if I work 20 hours per week or I will receive one unit of credit for the school year for my employment if I work 10 hours per week.
- This is a full-school year training program and credit for the job portion of the program will only be given upon completion of the training. **Students planning to graduate at the semester should not be in the program.**
- My release time from each school day will be based upon my hours of employment and the number of credits I need for graduation.
- If I am absent from school because of illness, I cannot go to work that day unless I receive **prior** approval by the coordinator.
- When on the job, I must conform to the dress code in effect at the job training station.
- If fired because of my inability to function appropriately, I will no longer have the privilege of remaining in the Internship Program.
- I must pass the related class (Business Essentials and Advanced Business Essentials, Accounting , College Accounting, Computer Applications I and II, Advanced Web Design, CCE, Marketing 101, Creative Marketing through Entrepreneurship, or Sports and Entertainment Marketing, Computer Hardware and Operating Systems I and II, PLTW Computer Science Essentials, PLTW Computer Science Principles, and PLTW Computer Science A) in which I am enrolled to remain in the Internship Program.
- I have no intentions of graduating at semester.

*In accordance with the provisions of The American With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, PL 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.*

*Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the administrative office of the District.*

*Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or PL 93-112 and the Section 504 may be directed in writing or by telephone to: Director of Human Resources, Lee's Summit R-7 School District, 301 NE Tudor Road, Lee's Summit, MO 64086, 816-986-1000.*

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Parent*

\_\_\_\_\_  
*Coordinator*

# APPLICATION FOR INTERNSHIP PROGRAM

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Name of parent or guardian with whom you live: \_\_\_\_\_

Explain your career goal: \_\_\_\_\_

Will you have transportation available to go on interviews and to work? \_\_\_\_ Yes \_\_\_\_ No

Are there any limitations on distance you wish to travel, hours, etc.? \_\_\_\_\_

Will you be participating in school activities that may affect the hours you will be available for employment? \_\_\_\_ Yes \_\_\_\_ No If so, what activities? \_\_\_\_\_

Are you presently working? \_\_\_\_ Yes \_\_\_\_ No If so, where? \_\_\_\_\_

Will you continue to work there for the Internship Program or will you seek other employment? \_\_\_\_\_

Would you prefer to work mornings or afternoons? \_\_\_\_\_ Mornings \_\_\_\_\_ Afternoons

One of the requirements for the Internship Program is that you be enrolled in a related class. Place a check mark before each course you plan to enroll in next year.

_____ Accounting	_____ Business Essentials/Advanced	_____ Advanced Web Design
_____ College Accounting	_____ Creative Marketing/Entre	_____ Computer Applications I and II
_____ Marketing 101	_____ Sports & Entertainment Marketing	_____ CCE
_____ CHAOS I and II	_____ PLTW Computer Sci Essentials	_____ PLTW Computer Sci Principles
_____ PLTW Computer Sci A		

How many credits will you have at the end of your junior year? \_\_\_\_\_ Overall GPA? \_\_\_\_\_

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- SBE Mrs. Krones Room A232*
- CCE Mrs. Crisafulli Room A233*
- Marketing Mrs. Foga Room C34*

## Teacher Recommendation for the Internship Work Program

\_\_\_\_\_ has applied for admission in the Internship Work Program. This program provides experience and training opportunities on the job and makes use of the skills learned in class. Many factors other than grades must be considered to select deserving, capable young people who can best benefit from the training program. Having previously taught this student, you are able to help me make a decision regarding the student's admission in the work program. Your opinions will be kept strictly confidential. Thank you for your input.

Please rate the student in the following areas:

	Above Average	Average	Below Average
Academic Performance			
Judgment			
Initiative			
Appearance			
Leadership Quality			
Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Teacher's Name (please Print) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

**Please return completed form to appropriate mailbox or classroom. Thanks!!!**

- SBE Mrs. Krones Room A232*
- CCE Mrs. Crisafulli Room A233*
- Marketing Mrs. Foga Room C34*

## Teacher Recommendation for the Internship Work Program

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Please rate the student in the following areas:

	Above Average	Average	Below Average
Academic Performance			
Judgment			
Initiative			
Appearance			
Leadership Quality			
Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Teacher's Name (please Print) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

**Please return completed form to appropriate mailbox or classroom. Thanks!!!**

- SBE Mrs. Krones Room A232*
- CCE Mrs. Crisafulli Room A233*
- Marketing Mrs. Foga Room C34*

## Teacher Recommendation for the Internship -Work Program

\_\_\_\_\_ has applied for admission in the Internship Work Program. This program provides experience and training opportunities on the job and makes use of the skills learned in class. Many factors other than grades must be considered to select deserving, capable young people who can best benefit from the training program. Having previously taught this student, you are able to help me make a decision regarding the student's admission in the work program. Your opinions will be kept strictly confidential. Thank you for your input.

Please rate the student in the following areas:

	Above Average	Average	Below Average
Academic Performance			
Judgment			
Initiative			
Appearance			
Leadership Quality			
Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Teacher's Name (please Print) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

**Please return completed form to appropriate mailbox or classroom. Thanks!!!**