The Long Beach Senior High School Internship Program will launch during the spring semester of the 2018-2019 school year.

Eligibility:
- Open to 11th & 12th grade students who have earned a minimum of 16 credits.
- Maintains regular attendance and demonstrates appropriate school conduct.
- Can commit to 50 hours of work outside of the school day.
- This pass/fail elective will earn .5 credits if all of the elements of the program are completed.

Expectations:
- All internship hours are to be completed outside of a student’s regular school day. Participants will not be released from the regular school day in order to complete the required 50 hours.
- In order to monitor each intern’s progress, students will attend required bi-weekly meetings with the program coordinator during lunch, before or after school.
- Maintain a log of the hours worked and a journal of their work experiences as well as projects that they worked on at their site.
- Be responsible for procuring transportation to and from the internship site.
- At the end of the internship experience, prepare a ten minute oral presentation based on their job experiences and research.
- Be willing to share their experience with students, parents and the community.

Process:
- Applicants will apply to the program with the following required materials:
  - Completed Student Internship Application
  - Essay
- The Internship Coordinator will schedule an appointment to meet with the internship candidate as soon as all materials are received to determine program eligibility. Application requirements, school attendance and discipline history will be taken into account.

Internship Restrictions:
- Students are not to be placed in worksites or situations where they are supervised by, or working directly with family members.
- Students may not intern at current place of employment.
- Students may not be paid for the work they do while involved in the experience.
- Students may not count travel time as any part of the number of hours worked.

Students involved in the Student Internship program need to consider their internship experience before any other extracurricular activities. To be successful, you will need to demonstrate responsibility and complete 4-8 hours per week.

Student
Signature: ___________________________       Parent
Signature: ______________________________
Long Beach Student Internship Application

Name: ___________________________ Date: ___________________________

Address: ___________________________________________________________

Home Phone: ___________________________ Cell Phone: ___________________

Email address: ___________________________

Parent/Guardian Name: ______________________ Phone Number: _______________

I am applying for an internship for the Fall / Spring / Summer session (circle one)

Class status: Junior Senior (circle one)

Do you have your own internship placement?  ☐ Yes ☐ No

If so, please provide the following information:

Type of Industry: ___________________________

Name of company __________________________________________________________

Company Address __________________________________________________________

Contact Person: ______________________ Position: _____________________________

Contact Person’s Phone Number: __________________________

If you would like for the Internship Coordinator to match you with an internship site from our local businesses, please indicate three career choices of interest:

1. ____________________ 2. ____________________ 3. ____________________

Essay: Please type up your response on a separate sheet. (250-300 words)

Please include the following:

➢ What prompted you to pursue an internship experience?
➢ How will the internship experience relate to your future plans, interest and/or career choice?
➢ What are your goals? What do you hope to gain from this experience?

Please return this completed application along with essay to Mrs. Daza by December 21st, 2018 to her main office mailbox.