

## Goals of the Career Internship Program

- To help students clarify their career goals and attitudes toward career planning through practical hands-on work experience.
- To increase students' understanding of the knowledge and skills required to succeed in a given career.
- To help students observe, develop, and apply positive work habits.
- To provide students with a greater awareness of career options, academic requirements, and the resources available in the community.
- To establish positive relationships between the internship site, the school and the community.

## Credit

School Credit will be granted based on the hours listed below:

30 hours=	.25 unit of credit
60 hours=	.50 unit of credit
120 hours=	1.00 unit of credit

## CEIP Mission Statement

The Career Exploration Internship Program will provide students with a realistic view of career opportunities through involvement in actual work settings and will assist students in making informed decisions regarding their post-high school planning.



### For Further Information Contact:

#### Internship Coordinator

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**Daniel Lanning**

Career Center and  
Internship Coordinator

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# Career Exploration Internship Program



**Gates Chili High School**  
**Home of the Spartans**

## Why Students Enroll

- Explore a career through hands-on-work experience
- Receive a letter documenting internship for college or job applications
- Possible employment or scholarship opportunities
- School Credit

## Eligibility for the Career Exploration Internship Program

Internships are available to seniors who want to explore a particular career. Students must be in good academic standing, pending recommendations from a teacher, counselor, and administrator.

### Criteria for Selection

- Satisfactory
- Academics
- Motivation
- Responsibility
- Availability
- Needed recommendations
- Transportation



## Career Pathways for Internships

- Health, Human , & Public Services
- Medical, Science, & Technology
- Business & Information
- Arts, Communication, & Media
- Liberal Arts

## Responsibilities of the Employer

- The student will be provided structured training and will be under the supervision of an experienced and qualified person.
- The student will receive the same considerations given employees in regard to safety, health, social security, general working conditions, and other regulations of the firm and all federal, state and local Laws.
- The employer will notify the coordinator if any problems arise and/or changes are necessary.
- The employer will have conference sessions with the student and coordinator and assist in the student's evaluation.
- Civil Rights Statement: The cooperating employer agrees that the student will be accepted in accordance with State and Federal laws which prohibit discrimination because of race, color, national origin, sex, or handicap.

## Responsibilities of the Student Intern

- The student will comply with the rules set up by the school, employer, and coordinator.
- The student will notify the employer and coordinator if it is necessary to be absent from school/work.
- The student will be in regular attendance in school and at work. **No School, No Work.**
- Should the student be dissatisfied with the internship placement, he or she agrees to complete a minimum of 10 hours and will meet with the coordinator to discuss further options.
- The student will participate in the end-of-year employer appreciation activity.
- Student must successfully complete the Career and Financial Management Course or Advanced Finance Course, as well as the required weekly seminar, weekly logs and culminating project.

## How to Apply for the Career Exploration Program

Students interested in the Career Exploration Internship Program should complete an application, speak with their counselor, and then consult the Internship Coordinator at any time during the school year.

The Internship Coordinator interviews each applicant to discuss career interest, work, or athletic time commitments, academic standing, and transportation needs.