

Cincinnati Hills Christian Academy WINTER-TERM INTERNSHIP APPLICATION

Read this introductory form carefully, complete both sides plus the Pre-Internship Goals Paper and **return to Mr. Walker**

Please print neatly and fill in as completely as possible. We need all information for our database.

NAME: _____ Junior: _____ Senior: _____

Street Address: _____ City: _____ Zip: _____

Parents' Names: _____ Home phone _____

Complete Address (if different from above) _____

Areas of interest: First Choice: _____

Second choice: _____

If you have a "lead" please fill in the following information:

Name of **Contact Person**: _____

Name of the **organization**: _____

Street Address: _____ City: _____ Zip: _____
We must have the Zip!

Contact's work **phone number**: () _____ . **Email Address**: _____

Explain how you came to know the "contact" person. _____

*******Have you discussed this internship with the contact person? _____

Note: Sometimes students can get pretty "exotic" opportunities; however, students and parents must realize that these opportunities usually occur because of contacts that you have, not contacts that we have. Because of the possible number of students involved, it may be impossible for us to fulfill all the wish lists! We will do our best but for the most part internships will likely need to be family initiated, especially any who want to travel outside the Cincinnati area.

Please leave this area blank so the Internship Coordinator has a place to make annotations. Thanks!

Date	Comments

Over

Expectations (A brief overview)

(Students and parents should review these together and sign below)

1. Explain below why you want this internship. This will be done by **submitting a pre-report statement of goals, and objectives in this field along with this application.**
2. All interns **MUST** arrive on time and attend everyday at their worksite. You simply may not miss a day.
3. You will visit your internship host between October and November and return a signed agreement to Mr. Walker as soon as you have completed your visit. (We will provide the form at the appropriate time).
4. Recognize that internship hours may not correspond with the regular school day. You work their schedule. Students are expected to have approximately 70-80 hours of contact during their internship. (Note for those doing education internships: In-service days are part of professional responsibilities. You should be there!)
5. You can basically view your grade as starting with a "C" for doing a good job with your internship (as confirmed by your host). Goals meeting with Internship Host, Timely and complete submission of your paperwork to the Internship coordinator will get your grade to an "A".
6. Internships are offered as an educational experience. **CHCA will approve internships only when there is a valid career interest.** Avoid interning at places where you have worked (including with your parents) unless you are sure of a very different experience. Interns are not to be paid during internships.
7. This is a request form. It does not guarantee an internship can be found, or will be approved. We will notify you as soon as an internship has been located or as soon as we have confirmed your 'lead/contact'. Stay in touch with your Internship Coordinator; be available to discuss opportunities and possibilities! We need to work together!
8. Except in rare situations, if you cannot finalize your internship by the end of September, you will be scheduled to take one of your alternate Winter Term class choices.
9. A booklet is available that outlines all the "paperwork" requirements. We will have a meeting of all who submitted internship applications in the near future. Listen for announcements and weekly schedule for the date and time of this meeting.

Especially for Parents:

10. It is important that you understand that your student's internship location/environment is not Cincinnati Hills Christian Academy. Although we believe, to the best of our knowledge, it is a safe and positive environment. However, we cannot guarantee our standards are identical. You must be comfortable with the environment your student has chosen. Please talk with the supervisor or with us if you have any questions.
11. **All necessary insurance will be the responsibility of the parents.** Parents agree to provide adequate coverage for the needs of the student intern and not hold the school or place of business responsible in any way.
12. **Transportation to and from the work site is the responsibility of the family.** Discuss transportation logistics before applying for an internship, especially if you plan to intern outside the Cincinnati area.
13. Please give us your feedback and suggestions. We welcome your input throughout the process.

*Write a short Goals Paper that communicates what you desire to accomplish through this Career Internship. Turn it in with this signed Application.

Return to Mr. Walker

We have read and understand the expectations:

Parent's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

PRE-REPORT & SHORT GOALS PAPER

Complete a carefully thought out **Goals Paper to be turned in along with your application**. An electronic copy of this report should be saved. (No handwritten reports are to be submitted!) Your report should then include the following information (in this order) related to:

Part 1—Cover Page: Include the type of internship you are doing and your name.

Part 2—Occupational Items:

1. Prepare an introductory paragraph including a thesis statement and why you want to be a ... (name your internship).
2. The tasks covered in this career
3. The skills and/or personality traits needed for success
4. The educational and/or training requirements
5. The occupational outlook (Note: Use the *Occupational Outlook Handbook* found in most public and college libraries and **on the Internet at www.bls.gov/oco/**. Make sure it is no older than 2010—the more recent the better—for reasons we hope you understand!! On your report include an “Honor Statement” that you have read the information in the *Occupational Outlook Handbook* related to your internship.

Part 3—Honor Statement: Type in the following comment and initial it.: “I have carefully read the entry about _____ in the *Occupational Outlook Handbook* for the year _____. _____ Initials

Part 4—Goals

Compile a list of 5 – 6 specific goals for your internship. **NOTE**: reading professional journals/materials related to the profession should be an integral part of all internships.

When we review these goals we may make suggestions. **You should then revise your report to include our suggestions and return a revised copy to the office and then take the revised report with you when you visit your host in October/November. Discussion of your goals should be the key part of your visit.** This discussion may lead you to further revise your goals as your host may share some great items you had not considered. You should also **leave a copy of your goals with your host** on your pre-internship visit.

Sample Goals/Objectives: (For a medical internship)

1. Experience the specific daily tasks undertaken by a physician.
2. Interview 2-3 of the staff at your internship site regarding the personal commitment needed by successful doctor and how often is further training/professional development required. (Most interns could use a goal like this.)
3. Read a minimum of three professional journals/magazines relevant to the field.
4. Discover what percentage of time is spent on tasks other than seeing patients or in surgery if they perform operations.

When you complete your Post-Report, you are to extract (cut and paste) the goals from your Pre-Report and assess (that is, tell us) how the goals were met, so save your Goals Paper.