



Career Exploration Internship Program

PROGRAM TIMELINE

1. Application *(Spring)*

- ✓ Information regarding academics, interests, abilities, activities, etc.
- ✓ Essay explaining interest in the program
- ✓ Recommendations from guidance counselors, teachers, etc.

2. Individual Meetings *(Spring)*

- ✓ Informal interview to review application
- ✓ Discussion of potential career placements

3. Resume *(Spring)*

- ✓ Preparation of resume
- ✓ Resume review/edit process with Ms. Annitti

4. Interview *(June/August)*

- ✓ Preparation for interview (questions and mock interview with Ms. Annitti)
- ✓ Interview with mentor (accompanied by Ms. Annitti)

5. Intern Responsibilities *(September-May)*

- ✓ Daily contact with Ms. Annitti (*absences, schedule changes, issues, etc.*)
- ✓ Daily checking of email/Google Classroom
- ✓ Weekly time sheets
- ✓ Weekly journal entries/blog posts
- ✓ Additional periodic assignments
- ✓ All duties related to on-site internship
- ✓ Midpoint evaluation meeting
- ✓ Final project and presentation at formal Recognition Ceremony in June
- ✓ Thank you notes (*post interview and at conclusion of internship*)