

Career Exploration Internship Program



INTERN REQUIREMENTS

1. Time Sheets *(Weekly)*

- ✓ Record hours worked on weekly time sheet
- ✓ Be sure mentor signs weekly time sheet
- ✓ Submit weekly signed time sheet to Ms. Annitti *(following Monday)*

2. Google Sites *(Monthly)*

- ✓ Create personal Google Site and post monthly to share internship experience
There will be a Google Sites lesson the first week of school to help students get started.

3. Related Coursework

- ✓ Complete additional work and activities assigned by Ms. Annitti through Google Classroom

4. Final Presentation

- ✓ Write short speech to summarize and reflect on internship experience
- ✓ Present at formal Recognition Ceremony with mentors, parents, and administrators

Students will have ample time and assistance to prepare for final presentation.

VERY IMPORTANT:

EMAIL

All interns must check their Becton email/Google Classroom **DAILY**. Regular updates, important information, and assignments will be transmitted via email/Google Classroom.

ABSENCES

All interns must contact Ms. Annitti and business mentor to report absences *as soon as possible.*