

## **Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing**

### **Student Extern Checklist**

- If you are not sure where your interests lie, take the Career Interest Profiler in the About Me section of Naviance.
  
- Review the Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing Description document.
  
- Review How to Locate an Externship document and the Mentors Partnership in Education Resource Catalog.
  
- If you have not found an externship location yet, setup a time to meet with your counselor by sending an email.
  
- Find an externship location to match your interests (within a 30-minute radius of MHS).
  
- Complete the student section of the Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing Application when externship is secured.
  
- Have Parents/Guardians complete parent/guardian section of the Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing Application.
  
- The entire application (ALL PARTS) must be submitted by **March 3rd**.
  
- Maintain grades, attendance, and appropriate code of conduct behavior.
  
- Attend 1 May Mandatory Meeting (after school or during lunch)
  
- Attend 1 Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing orientation meeting.
  
- Report to internship beginning week of July 5<sup>th</sup>.
  
- Complete and submit final capstone project.
  
- Report to and present final capstone project (Date TBD).