



Deer Valley Unified School District Career and Technical Education Internship 2024-2025



The CTE internship is a supervised work experience of a minimum of 5 hours per week (paid or unpaid) in a position within the industry of a CTE student’s program of study. This internship provides on-the-job experience and valuable industry networking. Students must provide their own transportation to their worksite.

ADDITIONAL INTERNSHIP SITE REQUIREMENTS MAY BE REQUIRED FOR STUDENT PARTICIPATION. A STUDENT APPLICATION AND TRAVEL FORM IS REQUIRED.

The Internship course is administered through Aspire, Deer Valley’s Online Academy **and** takes place on the selected job site.

LENGTH: Year GRADE: 12 (minimum 16 years of age)
CREDIT: 1 PREREQUISITE: CTE Program Year 2 (Concurrently or previously taken)

Procedure for securing an internship:

| | | |
|---|--|--|
| 1 | Student establishes connection and receives commitment from an internship site. | To be completed by: Wednesday, May 17th 2024 or earlier |
| 2 | CTE program teacher and internship coordinator assist student in identification of an internship site. | To be completed by: Friday, August 2, 2024 |
| 3 | Student sets up a school-based internship (with job description, responsibilities, and schedule). | To be completed by: Friday, August 9, 2024 |

All CTE internship students need to complete the following attached form by Wednesday, May 17, 2024 **or earlier** to indicate if the student has secured an internship placement or needs assistance. This form must be returned to their Internship coordinator on their high school campus.

The internship “Training Agreement” and “Training Plan” are due from all CTE internship students by Friday, August 23, 2024.

If an internship is not secured, the student will need to drop the CTE Internship course by contacting the counseling department of the student’s home campus by the Aspire, Deer Valley’s Online Academy drop date (date will be published in August 2024) to not have a grade posted on the student’s transcript.



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Complete this form and submit it to your internship coordinator by Thursday, May 17, 2024 or **earlier**

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|------------------|---------------------|
| Intern Name: | Student ID#: |
| CTE Program: | High School Campus: |
| Home Address: | |
| City, State Zip: | |
| Home Phone #: | Cell Phone #: |
| Email Address: | |

Do you have an internship site secured? Yes / No

If "Yes", complete this section:

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|--|
| Business Name: |
| Business Address: |
| City, State Zip: |
| Employer/Mentor Name: |
| Telephone #: |
| Email Address: |
| Details of placement: |
| Internship Schedule (minimum or 5 hours PER week): |

If "No", complete this section:

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|---------------------------|
| Businesses Contacted: |
| Description of Interest: |
| Schedule of Availability: |

- I acknowledge that internship may be paid/unpaid.
- I acknowledge that I must contact my internship coordinator ASAP if there are any changes with my internship site prior to or during the internship.

| | |
|-------------------|-------|
| Intern Signature: | Date: |
| Parent Signature: | Date: |