



ARDSLEY HIGH SCHOOL

Danielle Trippodo, *Principal*
Frank Carlson, *Assistant Principal*

Ardsley High School Senior Externship Experience

Dear Senior,

The Senior Externship program is designed to provide you with an opportunity to direct your own education through a full time experience of career exploration, community service, or personal interest. It enables you to extend your learning beyond the school. It offers an opportunity for you to apply your high school knowledge and skills in what we hope will be a culminating experience of your four years at Ardsley High School.

You are receiving this packet so you can begin the process of finding your externship. Throughout your senior year you should be solidifying your plans for the Senior Externship. This process now begins with brainstorming and finding your placement. It might feel daunting to find a placement so we are happy to help guide you during this process. If you would discuss possibilities and ideas, please meet with your school counselor, Mr. Milonovich, or administration.

In January you will receive access to a Google Classroom page where you will submit all of the components of your application. All components of your application will need to be submitted no later than **Thursday March 13th**.

Students with approved applications will complete a minimum of 100 hours in their externships beginning May 19th. The externship will end Friday June 13th. Upon completion, students will present a culmination of their experience, sharing and reflecting on their externship.

In order to properly process your application, it will be necessary to submit the following materials on Google Classroom:

- A completed Externship Information and Description Form
- Externship Permission Form
- Site Supervisor/Sponsor Commitment Form

Once the application has been submitted, it will be evaluated using the following criteria:

- Directions on the proposal material are read and followed correctly;
- The feasibility of the externship;
- Evidence of thought and planning;
- Clarity of goals and objectives;
- A detailed description of the experience.

Each Senior will have a faculty member serve as their mentor/advisor. Proposals are due by **March 13th. Seniors may submit their proposals any time after January 22nd and prior to March 13th.** The proposals will be reviewed and students will be notified of acceptance and the name of their faculty advisor/mentor before the beginning of the Senior Externship. Seniors will be required to meet with their faculty mentor/advisor once per week, submit a weekly assignment, and give a presentation during the week of June 16th.

The last day of school for AHS Seniors is Friday May 16th. The Senior Externship begins Monday May 19th and ends Monday, June 13th.

Here is some other additional useful information:

- Your experience should be unpaid;
- We understand some externship experiences occur during the weekend hours. Students may begin their hours starting Saturday May 17th;
- Students who are currently enrolled in a career and technical program through BOCES are exempt from the Senior Externship. BOCES students will continue to attend their programs at BOCES throughout this time;
- Ideas for externship experiences that branch off the typical internship style should be discussed with your counselor, Mr. Milonovich, and/or administration prior to finalizing your application.

The Senior Externship is intended to be an exciting capstone experience to the time you have spent at AHS. It is our hope that you will embrace this opportunity to participate in something meaningful to your individual lifelong learning goals and we look forward to guiding you throughout this year to make that happen.

Sincerely,

Danielle Trippodo
Principal

Brandon Milonovich
Teacher and Externship Advisor

Ardsley High School Senior Externship Experience Externship Description

As you begin this process, please use the questions below as a guide to planning our experience. You will be asked similar questions when you receive access to the application in January.

1. Describe the setting for your externship experience. Where is it? What do they do there?
2. What will be the primary activities that you will be involved with for the duration of the externship? Describe some of the tasks you will be given.
3. What do you hope to gain from your experience? Why have you chosen this topic and placement/project? Please provide at least one specific goal and how you plan on achieving that goal.
4. Will there be a connection between your externship and your future? Is this something you want to pursue in college or as a career? Explain.
5. Is there any additional information you would like to provide that will assist us in evaluating your application?
6. If you believe that your externship will not provide you with enough hours to reach 100 hours, you may supplement those hours with community service. If you would like to utilize this option please describe the community service you will perform.

Ardsley High School Externship Permission Form

Note: you will upload a scanned copy/picture of this form to Google Classroom when you complete the application process.

I have read and understand the terms and conditions of the Senior Externship Experience. I understand that **I must complete an average of 25 hours per week, a minimum 100 hours total.** I will complete a weekly assignment submitted to my mentor teacher. I will have at least one meeting with my mentor per week. At the conclusion of the experience, I will develop a presentation for AHS faculty and students that will occur during the AHS Final Examination/Regents period.

Student Signature _____

Medical Information

Use this space to outline any useful medical information that you also intend to share with the Site Supervisor:

Daily Medication Yes _____ No _____

If yes, please explain

Allergies Yes _____ No _____

If yes, please explain

Emergency Contact Information

Name _____

Phone Number _____

Relationship to student: _____

Transportation Information

Internship Site _____

Site Address _____

Use this space to describe your transportation plan:

I give my permission for my child for the following:

- to participate in the Senior Externship Experience. I have read and discussed the Externship Fact Sheet with my child. I am in support of the Externship proposal;
- I understand that the school will not provide transportation to and from the externship site;
- I give permission for my son/daughter to use transportation plan outlined above;
- I give permission for my child's Externship Supervisor or their designee to take my son/daughter to a hospital emergency room for treatment if necessary during his/her externship.

Parent/Guardian Signature _____



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Danielle Trippodo, *Principal*
Frank Carlson, *Assistant Principal*

Re: Ardsley High School Senior Externship 2025

To: Senior Externship Site Supervisor

Thank you for considering to be part of the Ardsley High School Senior Externship. The Senior Externship experience is designed to provide our seniors with an opportunity to direct their own education through a full time experience of career exploration, community service, or personal interest. It enables them to extend their learning beyond the school. It also offers an opportunity for them to apply their high school knowledge and skills in what we hope will be the culminating experience of their four years at Ardsley High School. The Senior Externship is a graduation requirement for the Class of 2025.

We have put together some Frequently Asked Questions to help you decide on whether or not you can accommodate one of our students at your place of work.

What are the requirements for the students?

Students are expected to complete a minimum of 100 hours over the course of four weeks (May 19 - June 13). Students are expected to participate as much as is reasonably possible so they can receive an authentic experience. Students are also expected to correspond with a faculty mentor each week via Zoom or in-person. They will also be completing weekly assignments and making a final presentation at the conclusion of the program. **Students will be expected to adhere to all health and safety guidelines required at their placement, engage in professional behavior, abide by the Ardsley UFSD Code of Conduct, and complete permission forms to include emergency contact information, pertinent medical information, and parent/caregiver consent.**

What are my responsibilities if I agree to host a student?

We would ask that you provide the student with opportunities and activities that will get them involved as much as possible. We understand this will differ at each placement. We also suggest you spend some time reviewing the expectations with the student so they are clear about the proper responsibilities and requirements. As students go through this experience, please give them feedback and support. We also ask that you fill out the Site Supervisor/Sponsor Commitment Form as a Google Form leading up to the spring semester, as well as a feedback form at the end of the placement.

Can I attend the final presentation?

Absolutely! It would be great for you to attend. The presentations will be taking place during the week of June 16th - June 20th.

What if I have concerns about a student's progress and/or behavior during the externship?

You will receive contact information of the students' faculty mentor. They will be your contact at Ardsley High School.

If you have other questions or concerns please do not hesitate to contact me at dtrippodo@ardsleyschools.org or (914) 295-5810.

Sincerely,

Danielle Trippodo