

2025 - 2026 DALLAS ISD INTERNSHIP PROGRAM

STUDENT INTERNSHIP TOOLKIT

Journey to the Internship EXPO and Beyond

The Dallas ISD Internship Program is the launchpad for high school students ready to bridge the gap between classroom learning and real-world careers. If you're a high school student considering this path, it's not just about getting a job—it's about building a career foundation. Here's a breakdown of what makes the program such a powerful opportunity:

ABOUT THE STUDENT INTERNSHIP TOOLKIT

This internship toolkit is your go-to resource for:

- Understanding program expectations
- Preparing for interviews and workplace etiquette
- Tracking milestones and deadlines
- Navigating the onboarding process

INTERNSHIP PROGRAM HIGHLIGHTS

- **Hands-On Experience:** Internships run for 4 to 12 weeks, beginning **Monday, June 1, 2026, Friday, August 7, 2026**. The internship experience gives students the chance to work directly with industry professionals on meaningful projects.
- **Paid Internships:** Students earn while they learn, making the experience both educational and financially rewarding.
- **Career Pathway Alignment:** Interns are matched with employers in fields that align with their high school program of study, ensuring relevance and depth.
- **Professional Mentorship:** Each student is supervised by an expert in their chosen career field of interest, offering guidance and insight into industry standards.

FAST TRACK TO INTERNSHIPS - Student Internship Toolkit

2025 - 2026 DALLAS ISD INTERNSHIP PROGRAM
STUDENT INTERNSHIP TOOLKIT

JOURNEY TO THE INTERNSHIP EXPO AND BEYOND

- Dallas ISD Internship Website
- Pathways to Possibility Podcast: Inside the Dallas ISD Internship Program Experience
- Fast Track to Internships - Student Checklist
- Internship Interest Information (I²) Session Recording



PHASE I: STUDENT INTEREST

- How to Get Started in the Internship Process
 - Internship Overview and Student Agreement Form
 - Parent Internship Participation Consent Form
 - Dallas ISD Consent and Release of Liability Form
- Internship Preparation Modules

PHASE II: STUDENT INVITATION

- Steps to Internship EXPO Eligibility
 - Mock Interviews and Resume Reviews
 - Verification of Employment (I-9 Documents)
 - Verification of Internship Program (VIP) Form
 - Submission of Final Resume



PHASE III: STUDENT OFFERS

- Offer Letter Distribution
- Resume Bank - 2nd Chance
- GoSprout Prospect Courses and Internship Resources

PHASE IV: STUDENT ONBOARDING

- Verification of Employment (I-9 Documents)
- Internship Orientation and Kickoff
- Mandatory Internship Training



PHASE V: STUDENT EXPERIENCE

- Internship Celebrations
- Internship Highlights
- Student Internship Survey

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[DALLAS ISD INTERNSHIP LANDING PAGE](#)

[PODCAST: INSIDE THE DALLAS ISD INTERNSHIP PROGRAM EXPERIENCE](#)

GOSPROUT OVERVIEW AND PLATFORM RESOURCES

- [GoSprout Log In](#)
- [GoSprout Internship Presentation Slide Deck](#)

INTERNSHIP INTEREST INFORMATION (I³) SESSION - CAMPUS STAFF RECORDING

PHASE I: STUDENT INTEREST (October 2025 - December 2025)

Getting started with the internship process can feel overwhelming, but once you break it down, it's a clear path. For interested students, access the link below to get started:

-  [How To Get Started in the Internship Process \(CLICK HERE TO GET STARTED WITH UPLOADING INTERNSHIP FORMS TO GOSPROUT\)](#)
-  [How to Navigate Through GoSprout – Dallas ISD Students](#)

PHASE II: STUDENT INVITATION - INTERNSHIP EXPO (December 2025 - March 2026)

To be eligible to attend the annual Dallas ISD Internship EXPO event on **Friday, March 6, 2026**, students who **completed** Phase I of the internship process will move forward and complete the following steps to receive an invitation to the event:

- [Steps to Internship EXPO Eligibility](#)

PHASE III: STUDENT OFFERS (March 2026 - June 2026*)

- Acceptance and Decline Internship Offer Instructions (**Coming Soon**)
- Resume Bank (**Coming Soon**)

PHASE IV: STUDENT ONBOARDING (May 2026*)

- [Verification of Employment \(I-9 Documents\)](#)
- Internship Program of Work: Internship Hosts Spreadsheet (**Coming Soon**)
- Student Intern Orientation Training (Virtual)
 - External Student Interns: Wednesday, May 13, 2026 - 5:00 PM
 - Dallas ISD Department Student Interns: Thursday, May 14, 2026 - 5:00 PM

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PHASE V: STUDENT EXPERIENCE (June 2026* - August 2026)

- Student Internship Survey (Coming Soon)

FAST TRACK TO INTERNSHIPS - STUDENT CHECKLIST

Review the [Fast Track to Internships - Student Checklist](#) to stay organized and on pace. The checklist provides clear, step-by-step guidance to help you prepare for your internship. It outlines essential tasks and milestones and provides specific timelines and due dates to ensure that you stay on track and meet all requirements.



FAST TRACK

to the Dallas ISD Internship Program

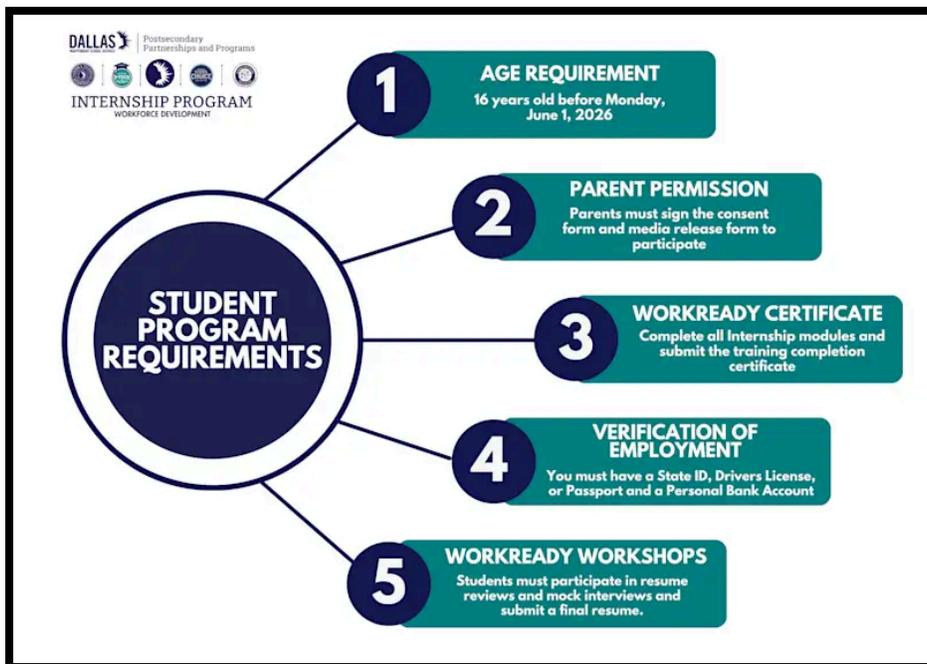


Check off your progress to be WorkReady for the 2026 Dallas ISD Internship EXPO!

<input checked="" type="checkbox"/>	Title	Task	Due Date
<input type="checkbox"/>	Age Requirement	Students must be at least 16 years of age before the start of the internship	Monday, June 1, 2026
<input type="checkbox"/>	GoSprout Account	Create GoSprout Student Account	Monday, October 13, 2025 - Friday, October 31, 2025
<input type="checkbox"/>	Internship Program Form Submissions	<ul style="list-style-type: none"> • Internship Interest • Internship Overview & Student Agreement • Parent Internship Participation Consent • Dallas ISD Consent and Release of Liability 	Friday, October 31, 2025
<input type="checkbox"/>	Internship Preparation Modules	Completion of internship preparation modules and submit completion certificate	Thursday, December 18, 2025
<input type="checkbox"/>	Mock Interviews and Resume Reviews	Participation in Resume Review and Mock Interview	Monday, December 1, 2025 - Thursday, January 29, 2026
<input type="checkbox"/>	I-9 Documents	<ul style="list-style-type: none"> • Verification of Employment • Maintain Personal Bank Account • Verification of Internship Participation 	Friday, January 30, 2026
<input type="checkbox"/>	Final Resume	Submission of Final Resume	Friday, January 30, 2026

For more information, please contact Project Manager, Shannon A. Green, at SGREEN1@dallasisd.org.

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Notes/Comments: Reflection: What challenges or obstacles could make it hard for you to get ready for your internship?



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TASKS	ROADBLOCKS/BARRIERS-OBSTACLES <i>What challenges or problems might stop you from finishing the task on time?</i>
Internship Overview and Student Agreement Form <ul style="list-style-type: none"> Due Friday, October 31st Parent Internship Participation Consent Commitment Form <ul style="list-style-type: none"> Due Friday, October 31st Dallas ISD Consent and Release of Liability Form <ul style="list-style-type: none"> Due Friday, October 31st 	
Complete Internship Preparation Modules and Submit Certificate of Completion <ul style="list-style-type: none"> Due Thursday, December 18th 	
Participate in Resume Reviews and Mock Interviews <ul style="list-style-type: none"> <i>Window:</i> Monday, December 1st - Thursday, January 29th 	
Open and Maintain a Personal Bank Account <ul style="list-style-type: none"> Due Friday, January 30th 	
Obtain a Current State ID or Driver's License, or Passport <ul style="list-style-type: none"> Due Friday, January 30th 	
Verification of Internship Participation (VIP) Form <ul style="list-style-type: none"> Due Friday, January 30th 	
Final Resume Submission <ul style="list-style-type: none"> Due Friday, January 30th 	

One of the goals of Dallas ISD is to prepare and provide you with opportunities to gain employability skills through work-based learning experiences.



Notes/Comments:

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COVER LETTER RESOURCES

Cover Letter Outline (Use with the “How to Write a Cover Letter” Module)

[Cover Letter Template](#)

Tips:

A Cover Letter should showcase your motivation and interest in the role and the organization as an employer.

Contact information:

*Your City, State, Zip Code
Email Address and Phone Number*

Date

*Mr./Mrs./Ms. Name (specific person), Title
Company/Organization Name
Street Address
City, State, and Zip Code*

Job Title/Job ID#

Salutation: Dear Ms. or Mr. (last name), or Hiring Team

Opening Paragraph – Make an impression!

- Identify your source of information (Company Website) **or:**
- Mention a name if someone has referred you, if you have been in contact with an employee at the company, or if you attended an information session
- Reference a long-held interest or passion for the field, if applicable
- Name the position and emphasize the “fit” between you and the company



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Middle Paragraph – **Make the connection** between the job description and your qualifications.

- Lead with a strong topic sentence linking your experiences to the position
- Indicate the relevant skills you have developed through your academic study, extracurricular activities, internships, and work experiences
- Demonstrate how this information strongly qualifies you for the position
- **DON'T REPEAT YOUR ENTIRE RESUME!**
- Make the most of your experiences!



Closing Paragraph/ Conclusion – **MAKE IT HAPPEN!**

- State that any additional information beyond your resume will gladly be provided
- Emphasize that you look forward to further discussion of your strengths for the position.
- Thank the reader for considering your application.



Sincerely,
 Your Signature
 Your Typed Name

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RESUME RESOURCES

How to Structure a Resume Outline (Use with the “How to Structure a Resume” Module)

Resume Template

- [Final Resume Example](#)
- [Indeed Article: High School and College Student Resume Examples](#)

Tips:

- Adding a **Professional Summary** to your Resume is optional: Adding a professional summary to your resume gives a quick snapshot of your skills and strengths, helping you stand out to potential employers.
- Adding **Core Competencies** to your Resume is Optional. Including this section enables you to align your skills for the internship by incorporating key industry-specific terms and relevant qualifications.



Notes/Comments:

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INTERVIEW RESOURCES

Interview Preparation - Helpful Tips for a Successful Interview

[Mock Interview Questions](#)

Before the Interview

- **Do your homework.** Research the company/organization before the interview.
- **Know where you are going.** Make sure you know where the company is located.
- **Arrive 5-15 minutes early.** Do not arrive too early, but not too late either.
- **Prepare for the interview.** Bring copies of your resume, a pen, and questions for the interview.
- Do not bring your phone, or at the very least make sure the phone is silent.
- **Dress for success.** Dress one or two steps above the position you are applying for.

The Start of the Interview (Beginning)

- When meeting for the interview, make good eye contact, shake hands firmly, introduce yourself, smile, and be confident.
- Keep the communication positive. Watch your posture. Let the interviewer lead the interviewer.

During the Interview

- Stay positive and keep good posture and body language.
- Know your resume well and be prepared to answer questions.
- Express your willingness to learn.
- Be thorough with your answers.
- Be prepared to give examples.
- If you do not understand the question, ask the interviewer for further explanation.
- It is okay to take a moment to organize your thoughts before answering difficult questions.
- Be prepared to ask questions.

End of the Interview

- Finish with a strong handshake.
- Express your interest one last time.
- Say "Thank you."

Post Interview Follow-Up

- Wait 24 - 48 hours before following up.
 - A "Thank you" email is sufficient.

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BANK ACCOUNT KEYPOINTS

First, decide if a bank or credit union is right for you. Consider asking a trusted friend or family member for a recommendation. Then, conduct thorough research to learn about:

- The fees they charge
- The services they offer (like online bill payment or a mobile app)
- The interest they pay for checking and/or savings accounts.
- Be prepared to initial deposit between \$25 and \$100 to open a savings or checking account if required.
 - **TIP:** Find out how much you must keep in the account at all times to avoid or reduce fees. This is called the “minimum balance requirement.” This may not be the same amount of money you need to open the account.

INFORMATION NEEDED	ADDITIONAL QUESTIONS
A form of identification with your picture, issued by the U.S. government, a state government, or a foreign government (each bank or credit union has its own policy on what foreign IDs it accepts). <ul style="list-style-type: none"> ● I-9 Documents Information ● Valid Identification <ul style="list-style-type: none"> ○ State ID ○ Drivers License ○ Passport <ul style="list-style-type: none"> ■ FAQs 	
A second form of identification: Your Social Security card, a bill with your name and address on it, or your birth certificate	
A Social Security number or ITIN	
Money to open the account (if required)	

QUESTIONS TO ASK YOUR BANK OR CREDIT UNION	NOTES
Minimum balance required to avoid monthly service fees.	
Monthly maintenance or service fees.	
Transaction fees.	
Online and mobile access to pay bills and any costs	
Overdraft or insufficient fund fees and ways to opt out	

FAST TRACK TO INTERNSHIPS - Student Internship Toolkit

STUDENT RESOURCES

- [Student Internship Toolkit](#)
- [GoSprout Internship Presentation Slide Deck](#)
- Student Internship Interest Forms **(Due Friday, October 31, 2025)**
 - [Overview and Student Agreement Form](#)
 - [Parent Internship Participation Consent Form](#)
 - [Dallas ISD Consent and Release of Liability Form \(English / Spanish\)](#)
- [List of I-9 Acceptable Websites](#)
 - [List of I-9 Acceptable Documents One-Pager](#)
 - [State ID](#)
 - [Driver's License](#)
 - [Passport](#)
- Open and Maintain Personal Bank Account **(recommended banks for teens)**
 - [Capital One](#)
 - [Chase Bank](#)
- [Verification of Internship Participation \(VIP\) Form](#) **(Due Friday, January 30, 2026)**

2026 DALLAS ISD INTERNSHIP EXPO INFORMATION (Coming Soon)



FAST TRACK TO INTERNSHIPS - Student Internship Toolkit

PARENT RESOURCES

- Parent Internship Toolkit ([English](#) / Spanish)
- Fast Track to Internships – Student Checklist ([English](#) / [Spanish](#))
- [Parent Internship Interest Information \(I³\) Session Flyer](#)
 - [Parent Internship Interest Information \(I³\) Session Registration Form](#)
- **Podcast:** Inside the Dallas ISD Internship Program Experience ([English](#) / [Spanish](#))
- Student Internship Interest Forms (**Due Friday, October 31, 2025**)
 - [Overview and Student Agreement Form](#)
 - Parent Internship Participation Consent Form ([English](#) / [Spanish](#))
 - [Dallas ISD Consent and Release of Liability Form \(English / Spanish\)](#)

[DALLAS ISD HUB ARTICLES](#) - HIGHLIGHTS FROM DALLAS ISD INTERNS: SUMMER 2025

- [Dallas ISD Hosts Successful Internship EXPO to connect students with career opportunities.](#)
- [Leaving a Legacy: Dallas ISD Internship at the University of Pennsylvania](#)
- [Leaving a Legacy: From doodling in the classroom to a full-ride scholarship](#)
- [Dallas ISD P-TECH and Early College programs open opportunities for all students](#)
- [Beyond New Buildings, Students Shape Dallas ISD's History](#)