

LEADERSHIP PREP SCHOOL INTERNSHIP PROGRAM 25/26



PREPARED BY
Retna Shaw
Career Readiness Coordinator

Table of Contents



1

Introduction

2

Why Partner with LPS

3

LPS Interns

4

How the program works

5

Beyond Internships



LPS LIONS

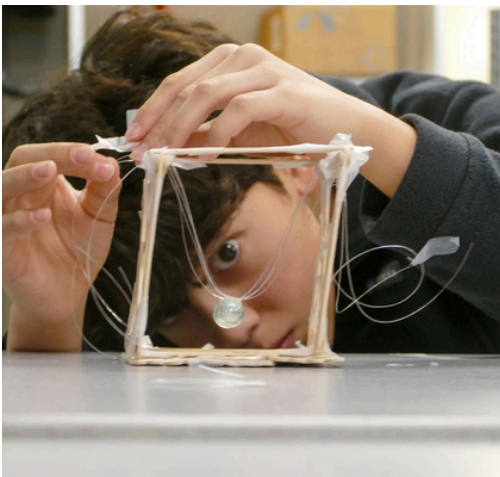
Why Career Readiness?

Everything we do at Leadership Prep School ties back to our mission “To inspire students to learn, grow, and lead for a lifetime.” We know that all learning doesn’t happen at school, and we want real world learning to be part of the leadership experience. By challenging students to apply their knowledge and stretch their learning capacity, the future potential and employability of each student can be greatly expanded. The five-year requirement of this program greatly exceeds the expectations of area schools allowing Leadership Prep School graduates to have the professional opportunities that others may not have until after high school.



About Us

Leadership Prep School (LPS), located in Frisco, TX, is dedicated to ensuring every student graduates career-ready. In addition to our leadership-focused curriculum, students are required to complete Job Shadowing / Internship hours as well as a Defense of Learning (DOL) presentation as a graduation requirement.



The Defense of Learning is a capstone requirement where students formally present their academic growth, internship, leadership, and career-readiness experiences to demonstrate mastery of employability skills to complement their post graduation plans. This ensures that every LPS graduate leaves not only with academic knowledge, but also with practical workplace experience and the ability to communicate their professional growth.

WHY PARTNER WITH US?

BENEFITS FOR COMPANIES

01.

INTERNSHIP REQUIREMENTS ALREADY IN PLACE

Every student must complete career-based experiences, guaranteeing a consistent pool of motivated candidates. LPS Students are eager to learn and contribute in meaningful ways to your organization.

02.

NO COST INTERNS / RISK FREE

Student interns are unpaid. They participate in the Career Readiness Program component of their education for skill development and experience. Students are responsible for their own transport needs and parents and students are required to sign liability agreements, indemnifying your organization while they intern.

03.

PRE-SCREENED TALENT

LPS students are required to take an employability survey every semester to gauge their employability status verified by teacher input. Only students with strong employability scores (punctuality, teamwork, communication, professionalism) are recommended for placement.

04.

FLEXIBLE AVAILABILITY

With a 4-day school week, students are available most Fridays, weekends and after school.

05.

DEFENSE OF LEARNING SHOWCASE

Your company's mentorship and training will be highlighted in the student's final DOL presentation, giving your organization visibility and recognition.

WHY LPS STUDENTS?

WHAT LPS STUDENTS BRING TO YOUR ORGANIZATION

01.

PREPARED AND READY

Students arrive trained in professional etiquette, interview skills and workplace behavior. Since 8th grade, our LPS students have been exposed to job shadowing opportunities and a variety of career readiness activities to prepare for their post-secondary life.

02.

FRESH PERSPECTIVE

As a school that focuses on project-based learning, technology-based teaching and creative approaches, our students bring enthusiasm, curiosity and new ideas while remaining teachable to gain career readiness skills.

03.

TECH-SAVVY AND ADAPTABLE

LPS students are digitally fluent and comfortable with new technologies, online tools, and fast-changing work environments. Their ability to quickly learn and adapt makes them valuable contributors to organizations seeking innovative, agile team members.

04.

COMMUNITY IMPACT

Our students will demonstrate your company's leadership in developing the next generation of professionals among their peer groups, parents, LPS community and beyond through word of mouth, projects and publications.

05.

PIPELINE DEVELOPMENT

Our students will see your organization as a preferred employer because they are familiar with your company's culture, expectations and industry practices. Hosting interns provides your organization the chance to identify promising individuals before they enter the broader job market.

HOW THE PROGRAM WORKS

1

Needs Assessment

LPS meets with your company to learn about your business, culture and identify possible internship opportunities.

2

Student Matching

We will provide you with a pool of pre-screened students with employability scores according to your needs requirement. You select the candidates who fit your needs.

3

Waivers & Onboarding

Students and parents attend an orientation either in-person or virtually. They will also complete liability and participation agreements at this stage.

5

Monitor, measure, and optimize

At the end of the internship term, companies will complete a short feedback form for the interns and students will submit time logs and reflection for credit. Students will also present their experience, skills and takeaways highlighting your company's role in their professional journey in their DOL presentations.

4

Internship Experience

Students shadow, contribute and learn in a real-world environment according to the terms of the organization and complete tasks as assigned.





Partnership Opportunities Beyond Internships

1

Guest Speaking

Share your industry journey, career insights, and real-world advice. These sessions will provide a powerful opportunity for students to learn directly from professionals like you—helping them understand what it takes to succeed in various industries and equip them to make informed decisions about their future pathways beyond high school.

2

Job Tours/ Site Visits

Provide guided visits to your organization as part of career exploration field trips for 8th - 12th graders.

3

Mock Interview / DOL Panel

Be part of the Mock Interview and DOL panel as an industry and subject matter expert. Help students practice and refine their interview and career readiness skills. Time commitment is 2-6 hours per session and you can sign up for as many sessions as your schedule permits.

4

Business Advisory Council

We're forming a CRP Business Advisory Council to guide curriculum development and ensure our programs align with evolving industry standards. The commitment is modest—just one hour, 2 - 4 times a year but the impact will be lasting. Your voice as an expert is essential in helping us shape a future-ready workforce.

5

Sponsorships

Support career-readiness events, student awards, and community initiatives.



LPS LIONS

SAMPLE LPS INTERN APPLICATION

STUDENT INFORMATION

- FULL NAME: _____
- GRADE LEVEL: ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
- DATE OF BIRTH: _____
- PHONE NUMBER: _____
- EMAIL ADDRESS: _____
- PARENT/GUARDIAN NAME (S) : _____
- PARENT/GUARDIAN CONTACT NUMBER: _____

ACADEMIC & CAREER INTERESTS

CAREER PATHWAY(S) OF INTEREST:

RELEVANT COURSES COMPLETED OR CURRENTLY TAKING:

CAREER READINESS PROGRAMS/CLUBS INVOLVED IN (IF ANY):

SKILLS & READINESS

PLEASE RATE YOUR CONFIDENCE IN THE FOLLOWING AREAS
(1=NEEDS GROWTH, 5=EXCELLENT)

PUNCTUALITY / TIME MANAGEMENT	:	1	2	3	4	5
COMMUNICATION SKILLS	:	1	2	3	4	5
TEAMWORK / COLLABORATION	:	1	2	3	4	5
PROBLEM-SOLVING	:	1	2	3	4	5
PROFESSIONALISM / ETIQUETTE	:	1	2	3	4	5
TECHNOLOGY SKILLS	:	1	2	3	4	5

EMPLOYABILITY SCORE (VERIFIED): _____

AVAILABILITY

- LPS SCHEDULE: OUR SCHOOL OPERATES ON A 4-DAY WEEK.
- AVAILABLE DAYS FOR INTERNSHIPS (CHECK ALL THAT APPLY):
 - ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY ☐ WEEKDAY EVENINGS
- PREFERRED INTERNSHIP HOURS: _____

SAMPLE LPS INTERN APPLICATION

INTERNSHIP GOALS

WHAT DO YOU HOPE TO GAIN FROM THIS INTERNSHIP?

WHAT STRENGTHS DO YOU BRING TO A COMPANY?

HOW DOES THIS INTERNSHIP CONNECT WITH YOUR LONG-TERM GOALS?

AGREEMENTS

- I UNDERSTAND THAT INTERNSHIPS ARE AN EXTENSION OF THE CLASSROOM, AND I AM EXPECTED TO ALWAYS ACT PROFESSIONALLY AT ALL TIMES.
- I AGREE TO UPHOLD THE VALUES OF LEADERSHIP PREP SCHOOL AND REPRESENT MY SCHOOL WITH INTEGRITY.
- I UNDERSTAND THAT MY PLACEMENT MAY DEPEND ON MY EMPLOYABILITY SCORE AND READINESS EVALUATION.
- I WILL COMPLETE ALL REQUIREMENTS, INCLUDING DOCUMENTATION OF INTERNSHIP HOURS, REFLECTION AND PARTICIPATION IN THE DEFENSE OF LEARNING (DOL) PRESENTATION AS PART OF GRADUATION.
- I WILL BE PRESENT AND ENGAGED IN ALL ASSIGNED EVENTS AND DUTIES.
- I WILL COMMUNICATE PROFESSIONALLY AND REGULARLY WITH MY ASSIGNED INTERN SUPERVISOR.
- I UNDERSTAND THAT FAILURE TO COMPLY WITH THE AGREEMENTS WILL RESULT IN THE TERMINATION OF MY INTERNSHIP.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

SAMPLE LPS INTERN APPLICATION

INTERN LIABILITY RELEASE FORM

ALL INTERNS UNDER 18 MUST HAVE THIS FORM SIGNED BY A PARENT OR LEGAL GUARDIAN. PARTICIPATION WILL NOT BE ALLOWED WITHOUT A SIGNED RELEASE. DOCUMENT WILL HAVE TO BE NOTORIZED AND TURNED IN.

I ACKNOWLEDGE THAT PARTICIPATION IN EVENTS AND ACTIVITIES ORGANIZED BY (COMPANY NAME) AS PART OF MY INTERNSHIP TERM INVOLVES VOLUNTARY ACTIVITIES IN ASSIGNED WORKSPACES, PUBLIC SPACES WHICH MAY INCLUDE PHYSICAL LABOR, COMMUNICATION WITH THE PUBLIC AND COLLABORATION WITH LOCAL PARTNERS. I AGREE TO RELEASE (COMPANY NAME) AND ITS REPRESENTATIVES FROM ANY LIABILITY RELATED TO ACCIDENTS, INJURIES OR LOSS THAT MAY OCCUR.

I GIVE PERMISSION FOR PHOTOS/VIDEOS TO BE TAKEN FOR PUBLICITY, PROMOTIONS AND INFORMATIONAL PURPOSES.

STUDENT LEGAL NAME: _____

SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN LEGAL NAME: _____

RELATIONSHIP TO STUDENT: _____ DATE : _____

NOTARY INFO AND DATE NOTARIZED:

INTERN CONTACT & EMERGENCY INFORMATION

FULL LEGAL NAME : _____

GRADE LEVEL (2025-2026) : _____

E-MAIL : _____

CONTACT NUMBER : _____

PARENT/ GUARDIAN LEGAL NAME : _____

PARENT/ GUARDIAN PHONE NUMBER : _____

EMERGENCY CONTACT IF DIFFERENT : _____