

Mrs. Diawara (Jah-war-rah)
Career and Community Resource Coordinator
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*All hours are now tracked in Schoolinks.
*Use this form to record the important info of
the organization.

GRADUATION YEAR _____

PETITION FOR APPROVAL OF INTERNSHIP HOURS

I would like to submit the following hours for internship approval. If approved, these hours will count toward the 120 hours needed to complete the internship requirement.

Student's Name

Student Number

Name of High School

In order to receive internship hours, you must complete the information below regarding your internship or community service experience.

Submit this form to your Career & Community Resource Coordinator at your high school.

Circle One:

CCE: Career & College Exploration **CS:** Community Service **EI:** Employment/Internship

Name of Company/Organization

Print Mentor's Full Name, **Title**

Address, City & State

Supervisor's Phone Number - **Email**

Beginning Date of Internship

Ending Date of Internship

Total Number of Hours Served _____

Student's Signature

Mentor's Signature

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The Career & Community Resource Coordinator will complete this section:

Date _____ Approved _____ Disapproved _____

Total hours awarded _____ Career & Community Resource Coordinator's Signature _____

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status, or military status with regard to admission, access, treatment, or employment. This policy is applicable in all district programs and activities.

Internship Hours LOG

<u>DATE & TASKS</u> <u>ACCOMPLISHED</u>	<u>TIME START - TIME END</u>	<u>TOTAL HOURS</u>
Example: 12.15.2024 Read books to elementary school students.	12 Noon - 1:00 pm	1
	TOTAL HOURS EARNED→→→	