

Summer Internship Sponsor Information

Thank you for supporting our school's two-week summer internship program. On this information sheet you will find some details about the program, our expectations for our students, and some guidance for you and your company so you and the student may get the most out of this experience.

School	_____
Internship coordinator	_____
Phone or email	_____
Intern's name	_____

Background

The student you will be sponsoring is taking part in a four-year program designed to help him or her discover his or her strengths. This high school is committed to helping students identify what they are great at, and what activities energize them. Armed with this knowledge, as eleventh graders, students complete a number of career interest inventories and then research interesting prospective careers. This internship will help your intern discover his or her passions and make decisions about how to pursue a meaningful career.

Why your organization?

Your intern has contacted you and requested to work with your organization because your field of work interests him or her, and because the job appears to play to his or her strengths. Please elicit information from your intern about his or her relationship, activity, and teamwork strengths. This internship will be most helpful for you and your intern if you can offer tasks that typify your field of work and play to your intern's strengths.

Important Internship Details

This internship is to take place for two weeks. The intern is expected to keep the same hours as the employees in the organization, and the intern is to dress in a manner expected of the other employees. Please feel free to offer verbal feedback to your intern each day, and email the internship coordinator if you have any questions or comments.

The intern will be writing daily journal reflections that will be due at the beginning of his or her senior year. Also due at the beginning of the school year is a Summer Internship Feedback Form. The intern will give you this form; please fill it out honestly and constructively and return it to him or her on the final day. Verbal feedback at this time is also recommended.

Thank you, again, for your participation in our two-week summer internship program. If you would like to continue to provide internship opportunities, or if you are interested in offering professional expertise to students in the future, please indicate so on the Summer Internship Feedback Form.