



Marin County School to Career Partnership

P. O. Box 4925, 1111 Las Gallinas Avenue, San Rafael, CA 94913

Phone 415-499-5865 ♦ Fax 415-491-6622

You can find out more at our College and Career Readiness web page, located at:

<https://www.marinschools.org/Page/307>

Student Internship Application Packet

Dear Students and Parents:

The Marin County School to Career Partnership is pleased to offer an Internship Program for public high school students in Marin County. The program offers students the opportunity to gain hands on workplace skills and to test their academic knowledge in a real world setting.

Internships may vary depending upon the needs of the students, the needs of the employers, and the requirements of the School to Career program. Every effort will be made to find an internship placement for students in one of their top three choices; however, some internships are not available at all times and choices are limited in certain industry areas. The School to Career Liaisons, located in the High School Career Centers, coordinate with students, teachers, and employers to ensure that each student has a meaningful learning experience. Most of the internships are unpaid, although there might be some paid opportunities.

Students are generally expected to work a minimum of 48 hours at the internship site during the Fall and Spring internship periods. Please note: some individual schools may require more hours for students to receive academic credit. Check with your School to Career Liaison.

Students are required to work a minimum of 54 hours during the Summer Internship Program. Students participating in the Summer Internship Program are required to attend the accompanying Summer Internship Career Pathway Academy at College of Marin. This class will meet for four days out of the summer program. Students will do a culminating presentation. Upon completion, students can earn up to 1.5 units of college credit. Please see your School to Career Liaison for upcoming dates and deadlines.

Included in this packet are the following documents that will explain the program in greater detail and let you know how to enroll if you are interested:

- Student Internship Application
- Signature Page
- Student Technology Profile
- Teacher Recommendation

Here are some general instructions:

1. Please read all of the enclosed materials.
2. Complete and sign the Student Internship Application and include all required parent or guardian signatures.
3. Submit a résumé with your application.
4. See your School to Career Liaison in the Career Center with your application. Your liaison can assist you with your résumé and your application. He or she will also assist you in finding a suitable internship placement, preparing for your interview, and succeeding in your internship experience.

If you have any questions, please see your School to Career Liaison or call the School to Career Partnership Office at 415-499-5865.

We look forward to your participation!



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School to Career Partnership Student Internship Application

Indicate the semester for which you are applying:

Fall: _____ Spring: _____ Summer: _____

Student Name: _____ Birth Date: _____ Age: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Gender: _____

Email: _____ Grade Level: _____ Ethnicity: _____

Name of School: _____ School Liaison: _____ GPA: _____

How did you hear about this program? _____

What careers are you interested in exploring? Enter below and rank your top three choices by numbering 1, 2, and 3. Following are some examples of possible internships – remember that not all internships are available at all times and to keep your options open to exploring many areas of interest: Agriculture or Gardening, Architecture, Business or Financial Services, Computer Hardware or Software Construction, Education, Engineering, Environmental Sciences, Government, Graphics, Health, Hospitality, Information Technology, Journalism, Law or Legal Services, Multimedia, Nonprofit or Community Service Organizations, Performing Arts, Public Relations or Marketing, Real Estate, Scientific Research, Social Services, Tourism or Recreation, Web Page Design, and many others!

1: _____ 2: _____ 3: _____

Have you seen 3 specific internships in the information at your Career Center that particularly interest you?

1: _____ 2: _____ 3: _____

Please answer the following questions in full sentences:

What do you hope to gain from your participation in the program?

What appeals to you about the careers you wish to explore?

What have you done to investigate these fields?

What are your special skills, especially those that would be an asset to your internship? For example, do you speak a foreign language? Have computer skills? Know drafting? Do you have a portfolio?

Availability: List the range of times each day that you are able to work at your internship by filling in the chart below:

Monday: Beginning Time: _____ Ending Time: _____

Tuesday: Beginning Time: _____ Ending Time: _____

Wednesday: Beginning Time: _____ Ending Time: _____

Thursday: Beginning Time: _____ Ending Time: _____

Friday: Beginning Time: _____ Ending Time: _____

Saturday: Beginning Time: _____ Ending Time: _____

Sunday: Beginning Time: _____ Ending Time: _____

Transportation: How will you get to and from your internship?

Drive own car: _____ Parents will drive me: _____ Bus: _____ Other: _____

Signature Page

Medical Authorization:

Should it become necessary for my child to receive medical attention or treatment while participating in any School to Career (STC) or Regional Occupational Program (ROP) activities, I hereby give permission to school district personnel to use their best judgement in obtaining medical services for my child. I further give the selected physician permission to render whatever medical treatment he or she deems necessary and appropriate.

Family Doctor: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Emergency Contact: (Daytime phone of parent or guardian): _____

Transportation:

As parent or legal guardian, I hereby authorize and give permission for my child to ride as a passenger in a vehicle driven by a parent, volunteer, internship employer, or Marin County School to Career Partnership employee.

I fully acknowledge and understand that the driver is not driving on behalf of or as an agent of either the school district or the Marin County School to Career Partnership. I fully understand that neither the school district nor the Marin County School to Career Partnership is responsible, nor assumes liability for, any injury or losses resulting from this transportation. Although School to Career may assist in the coordination or transportation or recommended travel times, routes, or caravanning to or from events, I fully understand that such recommendations are not mandatory.

Consent and Authorization for Media Use:

In the interest of education, I, the undersigned, consent to and authorize the taking and use of photographs, videos, audios, and media interviews of my son, daughter, or ward (as parent or guardian) by the Marin County Office of Education and any agency or person approved by the Marin County Office of Education.

I waive any proprietary right to this material and authorize any subsequent use thereof, including its release and showing to the general public in newspapers, online internet websites, on television, in clinical training, or by any other means selected by the Marin County Office of Education or its agents.

My son or daughter or ward has discussed the School to Career Program activity with me and I am aware of its requirements and responsibilities. My signature acknowledges my consent to all of the above authorizations and consents.

Parent's or Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student Technology Profile

Student Name: _____

In the appropriate category below, list the software applications with which you are familiar and check the line or area that best describes your skill level. Please also indicate if you are familiar with the Mac or PC version of the applications.

- Basic – User has a minimum knowledge of application functions and is slow in their use.
- Intermediate – User is comfortable with most or all key features of the application and has good speed.
- Advanced – User knows all key features and has excellent speed.

Word Processing (e.g., Microsoft Word):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Spreadsheet (e.g., Excel):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Graphics, Presentation, or Publishing (e.g., PowerPoint, Publisher):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

CAD or CAM or Multimedia (e.g., AutoCad, Mastercam):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Programming Languages (e.g., HTML, Java):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Programming Software (e.g., Eclipse):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Database (e.g., Access, FileMaker Pro):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Video Production (e.g., Premiere, Final Cut):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Web Page Design (e.g., PhotoShop, Dreamweaver):

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Other:

Name of Software: _____ Basic: _____ Intermediate: _____ Advanced: _____ Mac or PC: _____

Teacher Recommendation Form

Student Name: _____

Recommending Teacher Name: _____ Subject: _____

Email: _____ Telephone: _____

The School to Career (STC) Internship program offers students the opportunity to “try on” a career. It offers students the chance to gain hands-on workplace skills and test their academic knowledge in a “real world” setting. Your STC Liaison is there to support the student and the employer. You will serve as a “second pair of eyes” to keep track of the student’s progress. Issues that arise should be brought to the attention of the STC Liaison. The teacher is not expected to have direct contact with the employer. However, we invite you to get as involved in the internship as your time allows.

Please complete this form and return it to the School to Career Liaison in the Career Center. We welcome any additional comments about the student on the back of or attached to this form.

How well do you know the applicant? Very Well: _____ Somewhat: _____ Slightly: _____

Please classify the applicant in the following categories. Please leave blank any for which you have no opinion.

Time on Task

Poor: _____ Average: _____ Above Average: _____ Superior: _____

Self-confidence, Poise

Poor: _____ Average: _____ Above Average: _____ Superior: _____

People Skills

Poor: _____ Average: _____ Above Average: _____ Superior: _____

Attitude

Poor: _____ Average: _____ Above Average: _____ Superior: _____

Academic Ability

Poor: _____ Average: _____ Above Average: _____ Superior: _____

Leadership Skills

Poor: _____ Average: _____ Above Average: _____ Superior: _____

Is Punctual

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

Fulfills Commitments

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

Shows Responsibility

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

Shows Initiative

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

Demonstrates Common Sense

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

Demonstrates Maturity

Rarely: _____ Sometimes: _____ Frequently: _____ Always: _____

What do you consider to be this student's strongest qualities or talents?

Please include any additional comments that would help us to understand or evaluate this student. Recommendations for placement and types of support School to Career could offer the student are welcome.

Please note: Not all students are internship ready, nor are all students immediately placed if there is a lack of internship opportunities in a given field.

Teacher Signature: _____ Date: _____

Please complete this form and return it to the student or to the School to Career Liaison.

Thank you for your help in connecting this student with an internship opportunity.