

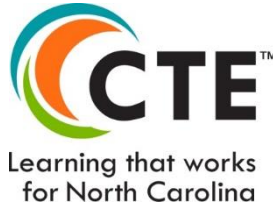
Name: \_\_\_\_\_

School: \_\_\_\_\_

# Internship Application

## Wilkes County Schools

### Career & Technical Education



- Please submit this application along with your **typed response** to your school counselor by \_\_\_\_\_ in order to be considered for a CTE Internship.
- Recommendation Forms: give forms to TWO teachers who you feel can speak fairly of your academic abilities and personal attributes.

Once all information has been received and reviewed by the Career Development Coordinator, your principal will review the information and give final approval. The Career Development Coordinator will contact you to arrange your placement for the 2017-2018 school year.

#### CONTACT INFORMATION:

Amber Falise, Career Development Coordinator falisea@wilkes.k12.nc.us Office: (336) 651-7009 Cell: (315) 532-2275	
West Wilkes High School Stephanie Stone stonest@wilkes.k12.nc.us	North Wilkes High School Glenn Miller millerg@wilkes.k12.nc.us
Wilkes Central High School Jill Mastin-Byers mastenbyersj@wilkes.k12.nc.us	East Wilkes High School Tosha Mathis mathist@wilkes.k12.nc.us

Revised 03/2017

**CTE INTERNSHIP APPLICATION**

Student Information	
Student Name:	Date of Birth:
Contact Number:	Email:
High School:	Grade Level:

Parent Information	
Parent/Guardian Name:	
Contact Number:	Alternate Number:
Email:	

List two CTE courses you have passed (preferably ones related to your career interests)	
Course 1:	Course 2:

Internship Placement: List two locations/fields that you would like an internship in.	
<b>Internship Request</b> is for:	
<input type="checkbox"/> Fall Internship <input type="checkbox"/> Spring Internship <input type="checkbox"/> No Preference (whatever works best with my schedule)	
Internship Location 1:	
Contact Name:	
Contact Number:	Email:
Internship Location 2:	
Contact Name:	
Contact Number:	Email:
**Your transcript will be assessed to determine if you have sufficient, successful coursework related to your Internship request. Attendance will be considered. **Students who would like a medical placement at Hugh Chatham Medical Center will be placed by the Career Development Coordinator according to preference and site supervisor availability. <i>Students should not contact HCMH.</i>	

Typed Response
On a separate sheet of paper explain your post-secondary and career goals and how this internship will help you achieve your goals. Explain why you should be selected and how you will contribute to your internship site. Response not to exceed one page, typed.

TEACHER RECOMMENDATION	
List the two teachers who will be completing a recommendation form.	
1. _____	2. _____

I give my child permission to participate in a CTE Internship. I understand that placement cannot be guaranteed, and acceptance to the CTE Internship program is based on past attendance, class performance, teacher recommendation, and principal approval.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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CTE INTERNSHIP PRINCIPAL APPROVAL

**Office use only:**

Based on my knowledge of \_\_\_\_\_, and taking into consideration past attendance, class performance, and teacher recommendations, I

\_\_\_\_\_ APPROVE

\_\_\_\_\_ DO NOT APPROVE

the above listed student for participation in a CTE Internship for *Fall/Spring 20*\_\_\_\_\_. If this student improves attendance and class performance, he/she may be recommended for future CTE Internship opportunities.

Principal Signature \_\_\_\_\_

CDC Signature \_\_\_\_\_

DATE \_\_\_\_\_

**Wilkes County Schools**  
**Internship Recommendation Form**

Applicant's Name: \_\_\_\_\_ School \_\_\_\_\_

The student named above is being considered for a high school internship placement. Please take a few moments to complete this recommendation form. Return this form in an envelope to your school's Career Development Coordinator, Amber Falise or \_\_\_\_\_, School Counselor. Thank you for your help.

How would you rate the student in the following areas? Please check one line per category.

	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
<i>Demonstrates ability to work with others</i>			
<i>Uses good judgment</i>			
<i>Maintains good attendance</i>			
<i>Demonstrates honesty and integrity</i>			
<i>Maintains interest and enthusiasm</i>			
<i>Demonstrates initiative</i>			
<i>Accepts responsibility</i>			
<i>Demonstrates dependability</i>			
<i>Maintains positive attitude</i>			
<i>Uses feedback constructively</i>			
<i>Produces quality work</i>			

We welcome any information that will help us determine the appropriateness of placing this student as an intern. We are particularly interested in the applicant's maturity, integrity, independence, initiative, and capacity for growth. Please use the back of this form for these additional comments.

Based on your knowledge of the student, do you:

\_\_\_\_\_ *Highly recommend*

\_\_\_\_\_ *Recommend with reservations*

\_\_\_\_\_ *Recommend*

\_\_\_\_\_ *Prefer not to make a recommendation*

Name & position of person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE \_\_\_\_\_

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Name & position of person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_