

Business and Technology Internship Fall Application

Thank you for your interest in the Business and Technology Internship. We hope that this will provide you a way to obtain valuable experience and a better look at a career in a chosen field. This letter will set forth the requirements and procedures for your enrollment in this class.

First, express and interest in an internship to your counselor. This opportunity is only available to juniors and seniors who have room in their schedules for the internship and still be able to complete all the requirements for graduation.

Each application is good for one semester only. If you decide to pursue an internship in another semester, you must submit a separate application.

Second, you will need to obtain an internship. We want you to find an internship that interests you and will be beneficial for you. If you need help finding one, please contact us and we can help you find one. This can be a paid or unpaid internship. We discourage students from interning directly for a family member. If you have any questions about this, please contact Mrs. Iler at riler@lexingtonchristian.org.

Third, complete the application form. You can pick up a form in the high school office, or download the form from FACTS SIS. ***Forms must be signed by you as the student, a parent, and the person who will be supervising the student during the internship.*** A teacher in the Business and Technology department will sign after your application has been approved. Make sure that your parents and the person supervising the internship at the business you have chosen are aware of their responsibilities to this program. The intern supervisor at the business must sign the application form, sign the log of your hours, and complete a brief review of you at the end of the semester.

Next, **return the form to the high school office between August 1, 2020 and August 12, 2020** Applications will not be accepted before or after this time. Incomplete applications will not be accepted. Students will not be enrolled in this class until the application has been approved. Students will need to meet with Mrs. Iler on the first day of classes for an informational meeting.

Once your application has been approved, you begin your internship. **You must log at least 70 hours working as an intern. The intern supervisor at the business will need to verify these hours.** A log is included in this packet for your convenience. Please understand that it is your responsibility to transport yourself to and from your internship. You should also remember to act professionally at all times. You represent yourself, your family, and LCA while working on your internship. This means show up for work on time. Dress appropriately. Have a good attitude. Be willing to help however you are asked. Not all of your tasks may seem exciting at the moment, but they are important to a business and will help you get a good feel for this particular field. Moreover, you can observe and learn from those around you, even while you may be helping in another area.

At the end of the semester, you will be required to complete a personal reflection of your internship. This will involve written responses to a series of questions. These answers must be typewritten in essay form and submitted with your log in order for you to obtain credit for the class. The questions for you to complete are also included in this packet. For fall interns, the entire packet must be returned to the high school office no later than Friday December 4. Late submissions will not be accepted. In addition, your intern supervisor at the business will need to complete a written evaluation of you. **Your Business and Technology faculty supervisor will send this form, which will be completed electronically, to your intern supervisor at the email you provide.** It is your job to make sure that the intern supervisor completes this evaluation by Friday December 4. **No credit can be awarded for this class until the log, the personal reflection, and the intern evaluation have all been received. Failure to submit one of these three can result in you receiving an F in the class.**

If you have any questions or trouble during the course of your internship, please contact your Business and Technology faculty supervisor.

If you have any additional questions about the intern program, please contact Mrs. Iler at riler@lexingtonchristian.org.

Business and Technology Internship Application

This application is for LCA internal purposes only. *Students may be required to complete a separate application and interview to obtain an internship with a particular business.* These forms must be completed and returned to the High School office between August 1, 2020 and August 12, 2020. Applications will not be accepted earlier or later than this time period. Incomplete applications will not be accepted. Students will be notified in writing whether the application has been approved or not.

Name: _____ Cell Phone Number: _____

Grade for 2020-21 school year: _____ Email address that I check regularly: _____

Name of Business for which you would like to intern: _____

Address of Business for which you would like to intern: _____

Dates of internship: _____

Hours of internship (when will you be working?): _____

Expected duties at internship: _____

Name of supervisor at the business: _____

Email address for supervisor: _____

Telephone number for supervisor: _____

Name of Business and Technology Department Faculty Supervisor: _____

I understand that this application is for an internship in the Fall 2020 Semester only. The internship course for which I am applying is a Pass/Fail class that provides $\frac{1}{2}$ credit. If my application is approved, I will be required to complete at least 70 hours of work at this internship during the semester for which I am seeking credit. I will have to log these hours and have the log signed by a supervisor at the business. In addition, I will need to complete a personal reflection according to the requirements provided by LCA at the end of the internship. For the Spring Semester, this will be due on Friday December 4. My supervisor will also have to complete a review of my internship by Friday December 4. I further understand that I will be responsible for my own transportation to and from the internship. If at any time during the course of this semester I am unable to complete these requirements, I will not receive credit for the internship and may receive a failing grade on my transcript.

Signature of student

Date

Signature of Business and Technology Department Faculty

Date

Parent Authorization

I understand that my student has applied to enroll in the Business and Technology Internship class at Lexington Christian Academy. I am aware of the company for which my child plans to intern and I give my permission for my student to participate in this internship. I have read the requirements that must be completed for my student to receive credit for this class and I understand that consequences of my student failing to complete all of those requirements will be an F in the class. I give my student permission to leave school at the appointed time and travel to the internship.

_____ My student may drive him or herself to and from the internship.

_____ I or another adult that I authorize will transport my student to and from the internship.

Name of adult who will be transporting my student: _____

Cell phone number of the adult who will be transporting my student: _____

Signature of parent

Date

Name of parent

Internship Supervisor Authorization

I agree that _____, a high school student at Lexington Christian Academy, will work as an intern for my company during the Fall semester 2020. I understand that this student will need to complete 70 hours of work during the course of the semester and I agree to verify those hours and complete a brief review of the student at the end of the semester. I also understand that the student will not be expected to work on days that school is not in session, which will include holidays, school breaks, and snow days.

Signature of supervisor

Date

Name of supervisor

Name of company

Address of business

Phone number of supervisor

FOR OFFICE USE ONLY: Date Received: _____ Action Taken: _____

Other notes: _____

Approved by: _____

Business and Technology Internship Personal Reflection

Please answer the following questions in paragraph form. Please type your answers and submit them to your Business and Technology Faculty Supervisor no later than Friday December 4, 2020.

1. Briefly explain the business for which you interned?
2. Describe tasks that you completed as part of this internship?
3. Describe aspects of the business you were able to observe as part of your internship, even if you did not actually participate in them?
4. What new information did you learn about the business during your internship?
5. What new skills did you acquire, or start to acquire, during your internship?
6. What was your overall impression of this experience? Was it helpful? In what ways?

7. Would you recommend this internship to others? Why or why not?

8. If you could change something about your internship experience, what would it be?

9. Has this internship experience impacted your interest in a specific career or course of study in the future?

10. What else would you like to share about your internship experience?

If you have any pictures of you working during your internship, please attach them to this reflection.