

Career Academy

2023 Summer Internship Overview & Timeline

A successful Career Academy internship:

- Builds in-depth technical and employability skills
- Improves student perceptions of and engagement with education
- Strengthens student resume/application competitiveness
- Explores career paths firsthand and provides clarity on career direction
- Establishes industry relationships and connections to industry networks

Qualifications to be in the program:

- ✓ Be enrolled in a Career Academy or other approved CTE program
- ✓ Be at least 16 years of age
- ✓ Be enrolled as a SJCS student in grade 11 or 12 (students cannot intern AFTER graduation)
- ✓ Have a grade point average of 2.5 or better
- ✓ Have a social security card or other forms indicating you are eligible to work in the United States
- ✓ Demonstrate an interest in and aptitude for the work-site career area.
- ✓ Have and maintain a good disciplinary record, attendance, and other school requirements as determined by individual schools
- ✓ Have a CTE teacher recommendation
- ✓ Have completed the Career Readiness training

Matching you to the right internship experience:

- Career Specialists at each high school will have several worksites for applicants to consider
- Students may also seek an internship worksite with the permission of the Career Specialist

Paid or unpaid:

Internships can be paid or unpaid. Funding, if available, comes from the employers. Both paid and unpaid interns may be eligible for community service hours. Community service hours may be desirable if applying them toward a Bright Futures Scholarship application. All successful internships, whether paid or unpaid, are resumé builders.

Internship Timeframe:

- Summer internships average 20 hours per week for 6 weeks for a total of 120 hours.
- Most internships will take place from **June 5 – July 14, 2023**, though schedules are flexible based on employer needs.
- Most businesses are willing to arrange the internship times around other paid summer jobs and obligations.

What to do if interested in being considered for an internship:

- ✓ Discuss this with your family to be sure you meet the qualifications, will be available to intern in the summer for six weeks and that you have reliable transportation to get to an internship site.
- ✓ Complete the digital **Career Academy Student Internship Application and Agreement Form**, by the end of January 2023.
 - <https://forms.office.com/r/baPFdEDg68>
- ✓ Submit a **Resumé** to your Career Specialist by the end of February 2023.
- ✓ Interviews will be arranged by the Career Specialist in March-April. If you are not informed about this, contact your Career Specialist to see when your school's interviews will take place.
- ✓ Though we will do our best, we cannot ensure that all students wanting an internship will be able to get one through us or whether they will be paid or unpaid.

Responsibilities if you obtain an internship:

- Fulfill the tasks of the internship in a professional manner following all rules and regulations of the worksite.
- Katie Maltby, District CTE Program Specialist, will be your contact during the summer. Should any issues, concerns or questions arise, it is your responsibility to communicate these in a timely manner to:
Katie.Maltby@stjohns.k12.fl.us W (904) 547-4872
- You and the intern supervisor will complete a cumulative **Timesheet/Evaluation** for your internship and will submit to Katie.Maltby@stjohns.k12.fl.us upon completion of the agreed upon hours.
- You will complete an **Internship Summary PowerPoint** containing at least 3 photos about your internship experience. The PowerPoint is due by August 1, 2023, to Katie.Maltby@stjohns.k12.fl.us and your Career Specialist. You will not receive community service hours if you do not submit an Internship Summary PowerPoint and all Timesheets/Evaluations by August 1, 2023.
- Most students will provide a presentation about their internship experience at an advisory board meeting during the following school year, so be sure to include relevant details that highlight the overall experience.



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Phase 6: June-July

Interns complete 120 hours over 6 weeks, preferably from June 5 – July 14, 2023. Students complete a final **Internship Summary PowerPoint** with photos by **August 1st** and submit it to CTE Department contact.

Phase 5: May

Interns will contact the business to establish a date and time at the business site for an orientation meeting and complete the **Training Agreement** and recommended **Intern Orientation Form** (in your Student Internship Handbook) during this time.

Phase 4: April

Intern applicants will have **Interviews** with internship supervisors in April. Final intern selections are determined, and both the intern and employer are informed.

Phase 3: March

All CA juniors receive training on **Interviewing Skills** during the month of **March**. Students who complete intern applications must participate in **Mock Interviews**.

Phase 2: February

All CA juniors receive training on **Writing Resumés & Cover Letters** during the month of **February**. Intern applicants must submit **Resumés** to their Career Specialists by **February 28th**. The Career Specialists will forward them to the District CTE Office.

Phase 1: January

All CA juniors complete a **Summer Internship Overview** during the month of **January**. Digital link for the **Career Academy Student Internship Application and Agreement Form** will be made available. Deadline for the forms to be completed is **January 31st**.