

Internship Proposal and Expectations

Name: _____ Date: _____

Content Statement(s): _____ Unit: _____

Internship Destination: _____

Mentor Name: _____

Mentor Email: _____ Mentor Phone: _____

Start Date: _____

Completion Date: _____

Teacher Signature: _____

Letter of Intent:

- Write a 500 word letter explaining the job correlation to the content statement(s)
- Please explain what you will be doing and how many hours you will be serving
- Attach to the letter have a statement from your mentor confirming your internship

Internship:

- Must be completed outside of general school educational time (no classes can be missed to fulfill your interning duties)
- A quality log must be completed during and submitted after the internship has been finished (See internship log)
- A minimum of 15 hours must be spent at the internship
- Parent approval must be secured before internship can be accepted