



March 11, 2021

Dear Parent/Guardian:

Your son/daughter is interested in applying for the *JVS Summer Internship Program*. The *Summer Internship Program* is a partnership between the Lorain County JVS and selected local employers. We work with these local companies to provide our students with paid summer work experiences that also provide on-the-job training. As an added benefit, your child will earn school credit for their participation in this program.

All participating students will be supervised by both a job mentor and a JVS instructor during their *Internship*. The job mentor will work with your child daily while the JVS instructor will coordinate a training plan and make periodic visits to the job site. A coordinated effort is made to ensure that your child is having a positive and meaningful work experience.

Enclosed you will find an application and information about student eligibility requirements. Completed applications need a parent/guardian signature and **must be returned to the lab instructor by March 25th 2021.** Students will be selected for the *Summer Internship Program* based on teacher recommendations, grades, attendance, disciplinary issues, and being on track for graduation. Eligible students will be interviewed by personnel in the JVS Career Services Office, as needed, and then be scheduled for an employer interview as employment opportunities become available.

Please feel free to call me with questions or concerns at (440) 774-1051, Ext. 22468.

Sincerely,

A handwritten signature in blue ink that reads "Annette McIver".

Annette McIver
Career Services Specialist

**See back side for Student
Information, Eligibility and
Other Requirements.**

p:/si/parent letter



Summer Internship Program Student Fact Sheet

What Is The Summer Internship Program?

The JVS Summer Internship Program is a work-based training process involving a paid, on-the-job training experience for school credit. Students gain direct workplace skills and competencies through a partnership between business, education, students and parents.

Who Is Eligible?

All junior students are eligible to apply. However, acceptance in the program is selective and focuses on the following areas:

- **Attendance - Days Absent/Days Tardy**

A maximum of 7 unexcused days (42.91 hours) absent (95% attendance) will be allowed through the 3rd grading period. Unexcused tardies will be counted toward attendance.

- **Teacher Recommendations**

The junior lab instructor and all academic teachers must recommend the student for placement by signing the student's application.

- **Grade Point Average**

The student must have earned a 2.5 GPA in all academic courses and a 3.0 GPA in their lab by the end of the 3rd grading period. Grades are considered for time spent at the JVS only, during their junior year.

- **Discipline**

Any student receiving less than 5 days OSS may be eligible for the internship, depending on Principal or Assistant Principal recommendation. Students who have more than one ISA or Wednesday School may also be considered for the internship, based on review and approval by the Principal and/or Assistant Principal. Students receiving 5 days or more of OSS are ineligible.

- **Graduation Requirements**

Any student who is credit deficient will be looked at on an individual basis.

Students who are deficient by 2 or less credits may be eligible to participate in the Summer Internship program. Students exceeding that number will not be eligible to participate.

What Are Some Other Student Requirements?

- **Transportation** - a valid driver's license or reliable transportation method.

- **Interviews** - a mock interview with a JVS staff person is highly recommended prior to the formal interview with the employer.

- **Resume** - it is recommended that an updated, typed and error-free resume be submitted with Summer Internship application.

- **Worksite Observation** - students may complete an unpaid work-based learning experience (or working interview) at the prospective worksite prior to the internship.

- **Personal Development Seminars** - participation required at all scheduled activities.

- **Hours** - students are required to work a minimum of **180** hours.

When Will The Students Be Selected?

- Summer Internship applications are due to the lab instructor by March 25, 2021.

- Students will be notified of their acceptance as summer intern candidates by April 16, 2021.

- Discussions with candidates will begin after April 16, 2021.

- For those eligible for junior early placement, employment may begin as early as May 10, 2021.

- Summer Internship hours may begin after May 28, 2021.

What Are The Student Benefits?

- Earn money while earning school credit and building the resume with related experience.

- Gain valuable workplace skills and competencies.

- Acquire 1.5 elective credit hours.

- May qualify for late arrival, early dismissal, and/or early job placement in their senior year.