



Summer Internship Schedule 2021

MARCH

- March 11 Applications and Job Coach Commitment Form distributed to lab instructors via teacher mailboxes
March 25 Applications due to Career Services from instructors

APRIL

- April 16 Summer Intern candidates announced
April 19 Deadline for Job Coach Commitment Forms
April 21 Intern Meeting, Quarry Room B (Last Name A-F 8:29-9:15am; G-L 9:19-10:05am; M-R 12:39-1:25pm; S-Z 1:29-2:10pm)
April 27 Job Coach Meeting, Lecture Room A | 2:20pm

MAY

- May 19 Student Workshop, Quarry Room B (Last Name A-F 8:29-9:15am; G-L 9:19-10:05am; M-R 12:39-1:25pm; S-Z 1:29-2:10pm)

- May 28 **DEADLINE FOR INTERNSHIP PLACEMENT - [except any that are already in process]**
By May 28 Educational Plan & Safety Site Check and Training Agreement to be turned in prior to Year End Check Out.
 - Needs to take place by May 28th - after school hours
 - Educational Plan needs to be complete, discussed with and signed by student prior to internship, and an emphasis made that this is **NOT JUST** a summer job!
 - Emphasis on: Training Agreement being accurate and complete, Student's strengths & weaknesses being discussed, learning goals/skills obtained through summer experience, legitimate payment method, and Safety Site Check.

JUNE

- Week of June 28 **FIRST Site Visit [Contact with intern & employer in-person is mandatory, if employer allows, otherwise complete virtually!]**
 - Review of Intern pay stub is required to ensure taxes are being withheld.
 - Coach the Student - is the student being a responsible employee? Is everything going well?
 - Competency Check - is the employer living up to the Training Agreement?
 - Complete Employer Evaluation Form-indicate date/time & include all necessary signatures.

JULY

- Middle of July **Group Connection Meeting, In-Person or Virtually [Copy of Intern pay stub will be required]**
 - Group meeting with interns is to check on their progress. Date and time to be determined by Job Coach.
 - Take notes at the meeting, including a list of students who attended.

AUGUST

- By August 20 **SECOND Site Visit [Contact with intern & employer in-person is mandatory, if employer allows, otherwise complete virtually!]**
 - Evaluation of the process, suggestions for improvement, opportunities for senior employment.
 - Complete Employer Evaluation Form-indicate date/time & include all necessary signatures.

- August 27 Paperwork from Job Coaches turned in to Career Services. (Including: Wage and Hour Form and Report Card)

SEPTEMBER

- TBD Summer Internship Celebration of Success - Lunch and recognition of interns.

Dates and activities that are highlighted in yellow are items the student/intern must attend during the school year.