



## Internship Programs Application Procedures

- ☐ 1. READ the attached sample of the training agreement. These are the guidelines that must be followed to receive credit and to be successful on the internship program.
- ☐ 2. Fill out application completely.
- ☐ 3. Obtain an attendance report from the attendance office.
- ☐ 4. Place a check mark next to the appropriate program/coordinator on each teacher recommendation form. Ask 3 teachers (one of which should be a business teacher for the SBE Program) to fill out recommendation forms and return them to the appropriate coordinator's mailbox.
- ☐ 5. Attach attendance report to the application and return to Mrs. Rutherford (school store) **no later than February 8**.
- ☐ 6. Check back with Mrs. Rutherford by the morning of **February 14<sup>th</sup>** to have your course selection sheet signed.

Return completed applications to Mrs. Rutherford in the school store or room 2070.

## ***Which Internship Program Should I Apply For?***

You should read the following requirements for each Internship Program and submit your application according to these statements.

### **CCE (Cooperative Career Education)**

To enroll in CCE, you should have a job NOT covered by SBE or Marketing Programs. Such jobs would include, but are not limited to: agriculture, construction, industrial trades, mechanic/automotive, daycare, health care, chef/culinary arts, drafting, maintenance, or cosmetology.

You must complete the application/interview process. Upon approval, you will enroll in the CCE year long course as well as the CCE work program.

### **Marketing**

To enroll in Marketing, you should have a marketing career goal and job. Such careers would include, but are not limited to: retail/cashier, sales, bank tellers, floristry, advertising/promotions, waiter/waitress, hotel/motel services, tourism/travel services, fashion merchandising, public relations, marketing director, customer service, or host/hostess.

You must complete the application/interview process. Upon approval, you will enroll in Marketing 101, Creative Marketing through Entrepreneurship, or Sports & Entertainment Marketing, as well as the Marketing work program.

### **SBE (Supervised Business Experience)**

To enroll in SBE, you should have a business or technology career goal and job. Such careers would include: accounting, administrative support, bookkeeping, school administration office, data processing, office management, personnel/training, technology support, web design/publishing.

You must complete the application/interview process. Upon approval, you will enroll in Business Technology I, Advanced Desktop/Web Page, or Accounting I or II year long course as well as the SBE work program.

## Application for Internship Program

Name\_\_\_\_\_ Age\_\_\_\_\_ Grade\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

\_\_\_\_\_ Cell Phone\_\_\_\_\_

Date of birth\_\_\_\_\_ Email address:\_\_\_\_\_

Name of parent or guardian with whom you live:\_\_\_\_\_

Explain your career goal: \_\_\_\_\_

Will you have transportation available to go on interviews and to work?\_\_\_\_\_Yes\_\_\_\_\_No

Are there any limitations on distance you wish to travel, hours, etc.?\_\_\_\_\_

Will you be participating in school activities that may affect the hours you will be available for  
employment?\_\_\_\_\_Yes\_\_\_\_\_No If so, what activities?\_\_\_\_\_

Are you presently working?\_\_\_\_\_Yes\_\_\_\_\_No If so, where?\_\_\_\_\_

Will you continue to work there for the Internship Program or will you seek other employment?  
\_\_\_\_\_

One of the requirements for the Internship Program is that you be enrolled in a related class. Place a check mark before each course you plan to enroll in next year.

\_\_\_\_\_ Accounting I or II  
\_\_\_\_\_ CCE

\_\_\_\_\_ Business Technology I  
\_\_\_\_\_ Marketing

\_\_\_\_\_ Advanced Web

How many credits will you have at the end of your junior year?\_\_\_\_\_ Overall GPA? \_\_\_\_\_

*In accordance with the provisions of The American With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, PL 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.*

*Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the administrative office of the District.*

*Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or PL 93-112 and the Section 504 may be directed in writing or by telephone to: Paul A. Shruot, Director of Human Resources, Lee's Summit R-7 School District, 600 SE Miller, Lee's Summit, MO 64063, (816) 524-3368*

Please list your current schedule of classes and teachers:

***MY JUNIOR YEAR SCHEDULE***

Hour	Class	Teacher
1 <sup>st</sup>		
2 <sup>nd</sup> or 2/3A		
3 <sup>rd</sup> or 2/3B		
4 <sup>th</sup> or 4/5A		
5 <sup>th</sup> or 4/5B		
6 <sup>th</sup> or 6/7A		
7 <sup>th</sup> or 6/7B		

**This is a sample training agreement. Formal agreements must be signed in the Fall by your internship coordinator, a parent and yourself. Please have parents sign this sample to indicate that they approve of your intent to enroll in this program.**

## **LEE'S SUMMIT WEST HIGH SCHOOL STUDENT TRAINING AGREEMENT**

STUDENT \_\_\_\_\_

In applying for an Internship Program for the \_\_\_\_\_ school year, I agree to the following guidelines:

- I will maintain a 90% attendance record and an acceptable conduct record while in the Internship Program.
- That my job used as my training station for this program must be approved by the coordinator in charge.
- I will receive one unit of credit for my employment if I work an average of at least ten hours per week or two units of credit for the school year for my employment if I work an average of 20 hours per week.
- This is a full-school year training program and that credit for the job portion of the program will only be given upon completion of the training. Students planning to graduate at the semester should not be on the program.
- My release time from each school day will be based upon my hours of employment and the number of credits I need for graduation.
- If I am absent from school because of illness, I cannot go to work that day unless in very unusual circumstances and then only with **prior** approval granted by the coordinator.
- I may not seek other employment during the school year.
- If fired because of my inability to function appropriately, I will no longer have the privilege of remaining on the Internship Program.
- I will call my program coordinator to report the reason for being absent on any give day in addition to contacting the attendance secretary.
- I must pass the related class (Business Technology I, Advanced Desktop/Web Page, Accounting I or II, CCE, or Marketing 101, Creative Marketing, or Sports & Entertainment) in which I am enrolled to remain on the Internship Program.

By signing this agreement, I acknowledge that I will abide by the above guidelines. Failure to abide by these guidelines may result in probation or dismissal from the internship program with an "F" grade and placement in a full schedule second semester. Disciplinary action will be assigned at the discretion of the program coordinator based on state department standards.

\_\_\_\_\_  
**Parent**

**RETURN TO RUTHERFORD  
BY FEBRUARY 8th**

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**Teacher Recommendation  
For an  
Internship Program**

\_\_\_\_\_ has applied for admission in an Internship Program. This program provides experience and training opportunities on the job and makes use of the skills learned in class. Many factors other than grades must be considered to select deserving, capable young people who can best benefit from the training program. Having previously taught this student, you are able to help me make a decision regarding the student's admission in the internship program. Your opinions will be kept strictly confidential. Thank you for your input.

Please rate the student in the following areas:

	Above Average	Average	Below Average
Academic Performance			
Judgment			
Initiative			
Appearance			
Leadership Quality			
Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's Signature\_\_\_\_\_

**RETURN TO RUTHERFORD  
BY FEBRUARY 8th**

**Teacher Recommendation  
For an  
Internship Program**

\_\_\_\_\_ has applied for admission in an Internship Program. This program provides experience and training opportunities on the job and makes use of the skills learned in class. Many factors other than grades must be considered to select deserving, capable young people who can best benefit from the training program. Having previously taught this student, you are able to help me make a decision regarding the student's admission in the internship program. Your opinions will be kept strictly confidential. Thank you for your input.

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	Above Average	Average	Below Average
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Judgment			
Initiative			
Appearance			
Leadership Quality			
Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's Signature \_\_\_\_\_

**RETURN TO RUTHERFORD  
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For an  
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Follows Directions			
Reliable			
Perseverance			
General Conduct			
Positive Response to Criticism			
Works Well With Others			

Remarks\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's Signature\_\_\_\_\_