

2018 SUMMER CAREER READY!
INTERNSHIP PROGRAM MANUAL



June 4, 2018
through
July 13, 2018

Dorsey Hopson, II, Superintendent

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Summer 2018 v 1

2018 CAREER READY! SUMMER INTERNSHIP PROGRAM

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October 24, 2017

Dear Student,

Shelby County Schools is pleased to announce its 2018 Career Ready! Internship Program. This year's internship placements are for a period of six (6) weeks, from June 4, 2018 thru July 13, 2018. The goal of this innovative program is to foster deep learning opportunities for young people in the area of their career choices.

In order to participate in this program, you must be a rising junior, rising senior or a 2018 graduate and are willing to intern with a local business or company. Submit the following items to your school's Internship Coordinator:

- **an application (Please complete application prior to printing. To print on the PDF version – click on fill and sign – only send pages 3 -5)**
- **a typed resume**
- **two (2) recommendations from your school or community (use attached form)**
- **copy of driver's license or Tennessee State ID card**
- **copy of recent report card and transcript**
- **copy of Social Security Card**

Please note that completing the application does NOT guarantee participation in the program. You must also participate in two (2) Internship Workshops, and you **and your parent or guardian** must attend a **mandatory unpaid orientation sponsored by Shelby County Schools.** You will be notified of your workshops and orientation dates, times, and locations at a later date.

To the extent possible, you will be given an opportunity to work in the area of your career interest. You will receive weekly constructive evaluations regarding job performances. Please note that your internship assignment may not be in your neighborhood. These are professional opportunities and our business partners' offices are located throughout the Memphis and Shelby County areas. You may be required to travel quite a distance from where you live.

As interns, you will be paid to work 25-30 hours per week and must commit to working the entire six (6) weeks. Interns who do not successfully complete the program will not be paid for hours not worked. Daily/weekly work schedules will be determined by students' **"Mentors" at assigned work sites. Total work hours may not exceed 180 hours.** Please do not exceed a total of 180 hours unless it has been approved by the Office of Academics and your site supervisor. You **WILL NOT** be paid for unapproved hours over 180. If additional information is needed, please contact me at (901) 416-9990.

Regards,



Erma L. Carter

2018 CAREER READY! INTERNSHIP PROGRAM

APPLICATION

CAREER INTEREST – Be Specific

First choice _____

Second Choice _____

PERSONAL INFORMATION

Name: _____ SSN: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

High School: _____ Rising Junior Rising Senior 2018 Graduate

2018 Weighted Year GPA _____ Attendance (No. of absences for 2017-18 SY) _____

Did you participate in the 2017 Career Ready! Summer Internship Program? Y/N

If yes, name of company _____

PARENT/GUARDIAN INFORMATION

Name: _____ Relationship to student: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Work Phone: _____

In Case of an Emergency:

Alternate Contact Name: _____ Phone Number: _____

Hospital Information: _____ Location: _____

Doctor: _____ Phone Number: _____

2018 GRADUATES ONLY – Complete only if you plan on attending college

College Name: _____ College Location: _____

College Orientation Date: _____ Major: _____ Minor: _____

AVAILABILITY

Students will be placed based on their career interests and availability of company placements. Students must be available from 8:00 a.m. – 5:00 p.m. Monday through Friday, from June 4, 2018 – July 13, 2018. No exceptions!!

2018 CAREER READY! SUMMER INTERNSHIP PROGRAM

EXPERIENCES/SKILLS

*Please check all skills and experiences that apply.

<p><u>Clerical/Administrative:</u></p> <p><input type="checkbox"/> Microsoft Word</p> <p><input type="checkbox"/> Microsoft Publisher</p> <p><input type="checkbox"/> Microsoft Excel</p> <p><input type="checkbox"/> Microsoft Works</p> <p><input type="checkbox"/> Adobe Photoshop</p> <p><input type="checkbox"/> Web page design</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Social networking site (i.e. Facebook, Twitter)</p> <p><input type="checkbox"/> Typing (wpm: _____)</p> <p><input type="checkbox"/> Data entry</p> <p><input type="checkbox"/> Mail sorting and distribution</p> <p><input type="checkbox"/> Photocopying</p> <p><input type="checkbox"/> Filing</p> <p><input type="checkbox"/> 10 key/calculator</p> <p><input type="checkbox"/> Project Management</p> <p><input type="checkbox"/> Other _____</p> <p><u>Hospitality & Sales:</u></p> <p><input type="checkbox"/> Cashier</p> <p><input type="checkbox"/> Stock merchandise</p> <p><input type="checkbox"/> Sales Associate</p> <p><input type="checkbox"/> Tourism</p> <p><input type="checkbox"/> Other _____</p> <p><u>Foreign Language(Please identify language):</u></p> <p><input type="checkbox"/> Spoken _____</p> <p><input type="checkbox"/> Written _____</p> <p><input type="checkbox"/> Read _____</p> <p><input type="checkbox"/> Other _____</p>	<p><u>Human Services:</u></p> <p><input type="checkbox"/> Cosmetology</p> <p><input type="checkbox"/> Painting</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Welding</p> <p><input type="checkbox"/> Auto/small engine repair</p> <p><input type="checkbox"/> Auto detailing</p> <p><input type="checkbox"/> Mowing/lawn care</p> <p><input type="checkbox"/> Horticulture</p> <p><input type="checkbox"/> Other _____</p> <p><u>High School Major Courses/ Knowledge</u> (Elective focus: <i>Anatomy & Physiology, Business, Dual Enrollment, etc.</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><u>Creative & Communication Arts:</u></p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Videography</p> <p><input type="checkbox"/> Graphic arts</p> <p><input type="checkbox"/> Theater</p> <p><input type="checkbox"/> Dance</p> <p><input type="checkbox"/> Music</p> <p><input type="checkbox"/> Other _____</p>
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WORK / VOLUNTEER EXPERIENCE

(List all previous or current work/volunteer experiences)

Work Experiences

1. Company: _____ Dates: _____

Duties: _____

Reference: _____ Title _____

2. Company: _____ Dates: _____

Duties: _____

Reference: _____ Title _____

Volunteer Experiences

3. Company: _____ Dates: _____

Duties: _____

Reference: _____ Title _____

Extracurricular Activities: _____

Will you have athletic, band, majorette or any activities this summer that will require you to practice during the day?

If yes, when and where? _____

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

2018 CAREER READY! SUMMER INTERNSHIP PROGRAM

REFERENCES

1. Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Dates: _____

2. Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Dates: _____

WHY WOULD YOU LIKE TO WORK AS A SHELBY COUNTY SCHOOLS INTERN?

2018 CAREER READY! SUMMER INTERNSHIP PROGRAM

SAMPLE RESUME

Jane Doe

6 Pine Street, Memphis, TN 38124

home: 901.555.5555

cell: 901.486.2222

email: doe.jane@gmail.com

Internship Objective: (Please provide as much information as possible)

To obtain a position as a pediatrician and work with children under the age of 10; I like helping sick children.

Education

Treadwell High School

2006 – 2010

Experience

Sales Associate, The Retail Store

June 2012 – Present

- Maintain and restock inventory
- Provide customer service
- Operate computerized cash register system

Relevant Coursework

- Criminal Justice
- Medical Terminology

Honors and Awards

- National Honor Society: 2014, 2015, 2016, 2017, 2018
- Academic Honor Roll: 2013-2018
- Division III All-American – Basketball Award

Volunteer Experience

- Big Brothers / Big Sisters

Interests/Extracurricular Activities

- Girl Scouts
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, PowerPoint, and Internet

2018 CAREER READY! SUMMER INTERNSHIP PROGRAM

INTERN QUALIFICATIONS

The Internship program will provide invaluable opportunities that will connect your learning with professional experiences in your career fields. You must meet the requirements listed below to participate in the 2018 Career Ready! Summer Internship Program.

PLEASE PRINT THE APPLICATION AFTER YOU HAVE COMPLETED IT

Students must:

- Must be at least 16 years old or above prior to June 4, 2018
- Have a Google or yahoo email account (Hotmail accounts do not work with the SCS System)
- Submit an updated resume
- Be classified as a current sophomore, junior or senior
- Have a 2.0 or above GPA (2017-18 school year)
- Have 90% or above attendance rate (2017-18 school year)
- Have satisfactory conduct for 2017-18 school year (a maximum of 2 Ns, no U's will be accepted)
- Have good verbal and written communication skills
- Identify an interest in a particular career field (Be specific)
- Participate in an interview
- Participate in a SCS Human Resources' Internship Orientation
- Submit a copy of 2017-18 report card or transcript
- Have reliable transportation to the job site (car, bus, etc.)
- Submit two recommendations (teachers, principal, counselors, community leaders)
- Be currently unemployed or underemployed
- Be able to work the complete 6 weeks of the internship