



Colgan Internship Experience Interest Form

As a student involved in the Colgan Internship Experience, I acknowledge that I represent myself, my family and Colgan High School when serving in my internship role. I will comply with all the requirements of my internship location and will continue to abide by the Prince William County Code of Behavior.

Requirements:

- ✔ 2.5 GPA or a C or higher cumulative grade in each class at the end of the 3rd quarter. This must be maintained through the 4th quarter.
- ✔ No more than three (3) absences (excused or unexcused) during the third quarter. No more than three (3) absences (excused or unexcused) in the 4th quarter prior to beginning the internship. This does not include school related activities. Excessive absences in the first semester will be considered prior to approval.
- ✔ In good standing with attendance (absences and tardies), discipline and grades.
- ✔ On track for meeting on-time graduation requirements.
- ✔ All forms must be completed and submitted on time.
- ✔ 60 hours of internship experience (May 4 to May 15)
 - Students taking AP classes dual enrollment and performing arts classes must be in attendance for all classes and rehearsals prior to the exam or performance. Internship dates/times may be altered by Ms. Wesselhoft in order to meet this requirement.
- ✔ Weebly website
- ✔ Interview with internship supervisor
- ✔ Resume & Cover letter
- ✔ Artifacts
- ✔ Daily log of internship activities (blog)
- ✔ A copy of a thank you letter to your internship location/supervisor
- ✔ 5 - 7 minute panel presentation (May 18 - 22). Your exact date and time will be provided to you prior to beginning your internship.
- ✔ I understand that all internship hours must be completed during the approved timeframe.
- ✔ I understand that I may not work with weapons or dangerous chemicals during my internship.

Information and artifacts
will be uploaded to a
Weebly website

Parent/Guardian please review and sign the bottom portion of this agreement form.

- I have reviewed my student's internship proposal and approve his/her participation.
- I have read the requirements of the Colgan Internship Experience and I agree to allow my student to take part in the program.
- I understand that students are responsible for finding internship locations.
- I understand that transportation will not be provided.
- I understand that all presentations may be filmed.
- I understand that failure to complete the internship or the final presentation will require my student to sit for his or her final exams.

Student Name: _____ Signature: _____

Student Email address: _____ Parent Email address: _____

Parent Signature: _____ Date: _____

Please return before Friday, December 6, 2019 to Ms. Wesselhoft in the Main Office

FIELD TRIP PERMISSION
This form is required for all field trips

IMPORTANT DIRECTIONS: (efficient preparation and distribution includes): (1) complete only ONE form per trip, (2) complete the school portion (top half) of form, (3) duplicate *one form per student* and (4) send a copy home for the parent's and student's signatures.

FIELD TRIP PLAN

TRIP CONTROL # Specific Trip Repeated Trips

DATE: 5/4/2019 – 5/15/2019

TEACHER: Wesselhoft

Destination: Various Senior Internship Experience work sites throughout the community.

Purpose: Students in the Senior Internship Experience program will report to their internship locations to gain hands on experience, participate in experiential learning and create professional connections in a field of his or her choice.

SUPERVISION (Check one)

- Students will be directly supervised by adults on this trip.
- Students will be directly supervised by adults on this trip with the following exception(s)
(If space is insufficient, attach itinerary with explanation regarding supervision.)

****Student should be supervised by their internship advisor****

TRANSPORTATION (Check all that apply)

- Walking School Bus Commercial Carrier Private Vehicle
- None (Provide Own) Leased Vehicle County Vehicle

DRIVERS OF PRIVATE OR LEASED VEHICLES (Check all that apply)

- Parent Teacher/Staff Member Other Adult

APPROVAL OF PRINCIPAL

Date: 9/10/19

Signature of Principal: *Timothy L. Haley*

PUPIL AGREEMENT

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Date: _____ Signature of Student: _____

PARENT PERMISSION

I give permission for _____ to participate in the field trips(s) described above. As the parent or guardian of _____, I understand and agree that in the event the Superintendent, or the Superintendent's designee, cancels our trip to _____ for any reason, we will not hold Prince William County Public Schools, the Prince William County School Board, Colgan High School or their employees or agents responsible for any reimbursements of monies paid or invested in this trip.

Date: _____ Signature of Parent/Guardian: _____

Date: _____ Signature of Student: _____

TO BE COMPLETED BY THE SCHOOL

TO BE COMPLETED AT HOME