



Welcome to

Engineering Internship

with Mrs. Gaines

Spring 2023 Internship Opportunities May Include:

- Unpaid Internship with local engineering company (job descriptions vary)
- Virtual Reality Academy Internship with KTECH
- Senior Design Project under the guidance of a local engineer

Timeline of the semester:

Weeks 1-4: Stay at school for INTERNSHIP BOOTCAMP! Create resume, plan outfits for internship, conference with Mrs. Gaines on ideal internship placement, read job descriptions from local engineering companies and choose your top three, professionalism in the workplace training, hear interview tips from a career coach, complete a mock interview with Mrs. Gaines.

Weeks 5-6: INTERVIEW WEEKS! Rock an on-site interview with the company Mrs. Gaines has matched you with, complete the necessary paperwork your new employer requires of you, set a start date!

Weeks 7-17: LEAVE SCHOOL AT THE BEGINNING OF 3RD BLOCK! (Must be able to provide transportation for yourself.)

Attend internship every day school is in session for three hours, dress professionally and appropriately daily, build a professional rapport with internship mentor and colleagues, keep up with work IDs and badges, complete and email a business memo every Friday (weekly test grade) to recap your week's accomplishments, undergo a mid-semester review with Mrs. Gaines at your worksite.

Week 18: BACK AT SCHOOL for debriefing!

Update resume with your new work experience complete, prepare and practice End of Semester Presentation, share your End of Semester Presentation in Patriot Hall for your classmates, family, internship mentor, Mrs. Gaines, principals, and Central Office staff (this will be your final exam grade)

*This experience will **change your life**, if you let it.

*Students enrolled in Engineering Internship will be invited to join **National Technical Honor Society (NTHS)** if cumulative GPA is 3.75 (weighted) or above at the start of the school year.