

**TROJAN INTERNSHIP REQUEST (Writing Center Tutor/English)**

**2022-2023**

The internship program provides students in grades 11 and 12 the opportunity to gain real world experience and explore different careers of interest while also earning school credit. Through this program students will develop the skills necessary to be productive members in the workplace.

I am requesting approval for an Internal Internship (Writing Tutor/Teaching Assistant). I realize that I will be awarded a half credit (.50) and a "P" grade for my work in the internship. Any exception to the above needs approval by the principal.

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title of Internship:** Writing Center Tutor

**Description:** The internal internship opportunity is primarily for 11th and 12th grade students who are effective writers and who like working with and helping others. Students are trained to run writing conferences with other students in grades 9-12. To participate, students need to be recommended by their English teacher and must meet the standards of performance at the training sessions. Responsibilities include attending mandatory training sessions and SHS Connect, reading assignments as needed, and helping with training of future tutors. Tutors spend 2-4 periods per week staffing the Center; selection of tutors is also contingent upon their free periods and scheduling.

**How will it be evaluated?** Students are evaluated on attendance, training sessions, feedback forms submitted by students, conference forms submitted by tutors, and daily tasks in the Writing Center.

**Signatures/Approval**

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

English Teacher Signature: \_\_\_\_\_

(Print Name)

(Signature)

Department Supervisor Signature: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Principal Approval: \_\_\_\_\_

Counselors: One copy to Data Technician and file the original with the student's CAT II record.