



Career Academy

Summer Internship Experience

Business Partner Intent Form

Sign up to help students prepare for the business world!

With your help, St. Johns County School District students pursuing career training in a Career Academy related to your business will be able to have a work-based learning experience. The internship experience is perhaps the most memorable and critical component of participation in the Career Academy, as many of these students have not had prior work experience. Students gain significantly by applying skills learned in class to a real-work setting.

A successful Career Academy work experience:

- Allows students to apply classroom instruction and specific skills in a work environment.
- Exposes students to broad, relevant, enriching educational experiences in business.
- Allows students to observe and use current workplace practices and technologies.
- Enhances students' core workplace skills: teamwork, decorum, ethics, time management, problem solving, written and oral communications skills, etc.
- Provides the student with a valuable foundation for any future career.

Details of program:

- Current **high school juniors** will be selected from a Career Academy related to your business.
- To be selected, students must apply for an internship experience, complete Career Skills training, prepare a resumé and be interviewed and selected by the prospective business partner.
- Students will intern 20 hours per week from preferably from June 6 – July 15, 2022. (Other times can be arranged if business or student needs require it)
- Businesses may offer students a paid internship at minimum wage or better. For a paid internship, students become temporary employees of the business. As such, in the event of a work-related accident, students will be covered under the business's Workers' Compensation Insurance. Otherwise, students understand that the internship is unpaid.
- When students are not paid by the business, a work-related accident will be covered by the student's family health insurance policy and/or student accident insurance versus the employer's Workers' Compensation Insurance.

Your responsibilities as an intern host:

- Attend an orientation where we will go over the program requirements which include:
 - Complete this form to have a Career Academy student intern(s).
 - Conduct an orientation for the student(s), so they will know what to expect during the internship.
 - Develop the summer work experience plan for the student(s), provide training, and then monitor their work performance.
 - Submit student progress evaluations and timesheets as directed.
 - Submit a reference letter at the end of the internship to deserving students.
 - Complete a survey at the end of the internship to help us improve the program in future years.

Don't miss this opportunity! For more information, contact the Career Specialist at the high school with which you are associated, email Katie Maltby at katie.maltby@stjohns.k12.fl.us or call (904) 547-4872.

Summer 2022 Internship Registration Form For Business Partners



Work & Business Description:

Company Name:

Type of Business/Industry Sector:

Number of Available Positions:

Minimum Age Requirement (if any):

Description of duties related to the job:

Will the Career Academy intern be expected to ride in a corporate vehicle: Yes No

Type of Experience/Skills Required:

Paid Unpaid

Work Schedule: (20 hours per week):

Monday Friday
Tuesday Saturday
Wednesday Sunday
Thursday

I would prefer to interview the candidate(s) I would prefer that the school determine the placement(s).

Internship Contact Information

Contact Person:

Title:

Phone:

FAX:

Address:

City:

State:

Zip Code:

E-mail Address:

Internship Site (if different from address above):

I understand that this work experience is for 20 hours per week from June 6 – July 15, 2022. If interested in offering an abbreviated work experience, please contact katie.maltby@stjohns.k12.fl.us. Student performance of the internship will be based on his or her job performance, attendance/punctuality, attire/grooming and attitude/behavior as reflected on the intern's evaluation/timesheet.

Person Placing Request

Name:

Title:

Phone:

FAX:

Signature: _____

Date:

Return completed form to a high school Career Specialist or to Katie Maltby via the following:

FAX: (904) 547 – 4865 E-MAIL: katie.maltby@stjohns.k12.fl.us

Questions? Call Katie Maltby at (904) 547-4872