

## ELEVATE LANE COUNTY STUDENT INTERNSHIP EXPECTATIONS

### ***Expectations of Students***

Students who agree to be involved in these highly sought-after internships must be aware that they are committing to:

- Follow-up immediately with employers' requests for information or interviews
  - Be 10 minutes early for work or appointments
  - Handwrite thank you notes after interviews and after the completion of the internship
  - Ask for additional work when finishing an assignment
  - Listen, take notes, and ask clarifying questions to ensure understanding of an assignment
  - Limit use of cell phones and personal messages to breaks and lunch
  - Treat all information received as highly confidential
  - Be willing to volunteer for tasks
  - Be alert to the type of clothing worn by other workers and dress accordingly.
- If in doubt, ask.

### ***Expectations of Parents and Guardians***

It is equally important for parents and guardians to prioritize the opportunity for an internship with their son or daughter. Your child will be expected to perform in an adult setting alongside other adults which means honoring the commitments they made for this internship position. It means you must:

- Sign appropriate forms to allow your student to participate. Each school district has procedures for students to participate with employers which often include parental approval
- Make sure your child is at the internship site on time every day
- Agree to not call or text your child when at work
- Ensure your child has appropriate work attire (Connected Lane County can assist with this, if needed)

### ***Internship Learning Outcomes***

Students will be measured based on the formal supervisor assessment as well as information gathered from employers, teachers, and parents. In addition, following an internship experience students should be able to:

- Assess their individual strengths and weaknesses in the workplace
- Demonstrate appropriate business dress behavior and etiquette
- Demonstrate job-specific knowledge and skills
- Apply academic skills appropriate to the workplace
- Explain the connections between job requirements and academic skills
- Describe the value of the internship to younger students, peers, and adults
- Develop career goals and a plan for achieving them

### **Application Directions:**

Students should print and complete the application & internship preference form (pgs. 2-4). The short answer questions at the end of the preference form may be typed and attached separately. The recommendation form (page 5) should be completed by someone who knows you well, such as a teacher, academic advisor, extracurricular activity supervisor, or work supervisor. Recommendations from family members will not be considered. Recommenders may send their forms to [info@connectedlanecounty.org](mailto:info@connectedlanecounty.org) separately.

Please address your envelope to Connected Lane County – Elevate Lane County, Attn: Heidi Larwick. You may deliver your application to 1200 Highway 99 North, or scan all pages and attach to an email sent to [info@connectedlanecounty.org](mailto:info@connectedlanecounty.org). We do not accept faxes. **NEW DEADLINE: Applications are due by 5:00 p.m., Friday, September 29th, 2017.**

ELEVATE LANE COUNTY STUDENT INTERNSHIP APPLICATION

Student & Parent Contact Information

Student Information

Name \_\_\_\_\_ Birthday \_\_\_ / \_\_\_ / \_\_\_ Gender \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
\_\_\_\_\_ Home # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
High School \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email \_\_\_\_\_ Grade in 2016-2017 \_\_\_\_\_

Parent/Guardian Information

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
\_\_\_\_\_ Home # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Parent Contact Preferences (check all that apply)

**I prefer to be contacted:**

\_\_\_\_\_ by phone      \_\_\_\_\_ by text      \_\_\_\_\_ by email

Student and Parent Agreement

*I understand that I am applying to be considered for admission into Elevate Lane County—Student Internships. I understand that this is a commitment of responsibility, time, energy, and enthusiasm and I will meet this commitment to the best of my ability. I further understand that my participation in group meetings, projects, and service hours is part of my commitment, and if I fail to meet the participation guidelines, I will be asked to leave the program.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

*I support my child in their application for Elevate Lane County. If my child does not have their own transportation, I also pledge to provide transportation to and from group meetings, projects, and service opportunities.*

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

ELEVATE LANE COUNTY STUDENT INTERNSHIP PREFERENCES

1. Indicate your internship availability (days & times):

<u>Monday</u> AM:	<u>Tuesday</u> AM:	<u>Wednesday</u> AM:	<u>Thursday</u> AM:	<u>Friday</u> AM:
PM:	PM:	PM:	PM:	PM:

2. Rank the following 12 items according to how closely they match your work style, with 1 being the closest match, and 12 being the least like your work style.

- \_\_\_ I like to be in charge and make decisions quickly and efficiently.
- \_\_\_ I like to independently solve problems.
- \_\_\_ I am determined and set goals that I persist at until they are complete.
- \_\_\_ I am happiest when I can be social in my work environment.
- \_\_\_ I am energetic, enthusiastic, and like to change things up a lot.
- \_\_\_ I enjoy brainstorming and motivating others.
- \_\_\_ People like talking to me because I am a good listener.
- \_\_\_ I prefer to let others initiate action, and then I support them however possible.
- \_\_\_ I like getting people to collaborate and cooperate in order to accomplish tasks.
- \_\_\_ I make careful decisions based on data and logic.
- \_\_\_ I prefer a low-key, calm and organized work environment.
- \_\_\_ I enjoy creating models to produce consistent, accurate results.

3. In what type of work environment do you most want to work? Check no more than two options.

- \_\_\_ Outdoors/non-office
- \_\_\_ Start-up
- \_\_\_ Office—creative space
- \_\_\_ Office—casual business
- \_\_\_ Office—traditional business

4. Within a job or internship, which of the following daily activities would you be most interested in? Circle up to 8.

Accounting	Data entry	Fundraising	Marketing
Administrative services	Database management	Graphic design	Math/statistics
Communications	Education	Health/medical services	Photography
Community organizing	Engineering	Human resources	Project management
Construction/landscape	Event planning	Logistics planning	Social Media
Customer service	Food service	Maintenance	Research
Sales	Supply/procurement	Technology	Writing/editing

5. How challenging do you want your work to be? Choose one.

\_\_\_\_\_ minimally challenging

\_\_\_\_\_ moderately challenging

\_\_\_\_\_ very challenging

\_\_\_\_\_ no preference

6. What is your preferred internship pathway?

\_\_\_\_\_ Information Technology

\_\_\_\_\_ Manufacturing & Product Development

Briefly answer the questions below (3-5 sentences). You may attach your answers on a separate sheet.

**1. What extracurricular activities do you plan to participate in during the 2016/2017 school year?** Extracurricular activities may include sports, music, clubs, Scouts, 4-H, jobs, volunteering, or personal projects. If you plan to hold a leadership role in any of your activities, please include this information as well.

**2. Why are you applying for this internship?**

Include what you hope to learn, what about the job interests you, and how the internship may help you in the future.

STUDENT RECOMMENDATION—TO BE COMPLETED BY A TEACHER

*These answers may be typed and emailed to [info@connectedlanecounty.org](mailto:info@connectedlanecounty.org). Please include the name of the student you are recommending. Each answer should be 100-200 words in length.*

**Please provide 2-3 reasons why the student is a strong candidate for this internship.**

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**Please describe how you see the student benefiting from the internship.**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your time and effort in evaluating this student.*