The UCPS Career and Technical Education (CTE) Internship Program provides high school seniors opportunity for hands-on experience in areas of career or academic interest prior to college or post-secondary training. Internships may be paid or unpaid. Applications are ranked and processed on program criteria.

QUALIFICATIONS CHECKLIST

☐ Senior during school year / rising senior for summer
☐ Has successfully completed two CTE courses within the same career cluster (Priority given to students who successfully completed a second-level CTE course and those who completed coursework in their internship field.)
☐ No more than 7 absences in any semester for the current and past two (2) years
☐ No suspensions (ISS or OSS) or serious disciplinary incidents on high school record
☐ Reliable transportation
☐ Minimum 2.5 overall GPA
☐ Can attend at least 8 hours per week
☐ Positive feedback on references

APPLICATION PROCESS

• Obtain application from your Career Development Coordinator (CDC)
• Complete and turn in application, self-evaluation and checklist
• For medical internships, attach vaccination records
• If you arrange your own internship, fill in details and contact information on the application
• Give reference forms to a CTE teacher and a core teacher or guidance counselor to complete
• Interview with prospective sponsor(s)
• **Flex applications accepted throughout school year**
• **Semester applications accepted through October 31 for second semester internship and through May 15 for a first semester internship the following school year**

REQUIRED ASSIGNMENTS

Most assignments are completed online

- Time Sheet
- Journal
- Topics Questions
- Terminology
- Reflection Questions
- Capstone Project
- Career Development Articles
- Online Job Shadow
- Workplace Readiness Modules

GRADE / CREDIT

Grade is based on required assignments, attendance at scheduled meetings and sponsor evaluation

**Flex**

- Grade entered directly into transcript after internship is completed
- Grade not factored in GPA calculation
- Elective credit: 68 hours = ½ unit 135 hours = 1 unit

**Semester**

- Grade shows on report card for each grading period
- Grade factored in GPA calculation
- Elective credit: 135 hours = 1 unit

SCHEDULING

Community sponsor and student determine schedule based on the business’ hours of operation and their mutual convenience

**Flex**

- Minimum of 68 hours required (50 contact hours)
- Not bound by school calendar
- Completed any time school is not in session: after school, weekends, workdays, school breaks, summer

**Semester**

- Minimum of 135 hours required (100 contact hours)
- Placement must be confirmed before internship is added to class schedule
- Completed during first or second semester with one release period

BENEFITS to STUDENT

- Obtain a more realistic view of a career field and the world of work
- Connect classroom learning with career opportunities
- Make more informed decisions regarding post-secondary education or training
- Gain industry experience
- Make contacts that will help when applying for specific college programs or scholarships