



PASADENA UNIFIED SCHOOL DISTRICT INTERNSHIP PROGRAM



Thank you for your interest in an internship! Internships allow students to apply career-readiness and academic skills in a workplace setting.

CRITERIA:

1. Demonstrated career readiness skills and progress in completing credits for graduation (May include teacher recommendation, attendance, conduct and grades)
2. Enrolled in a PUSD Academy
3. Copy of PUSD Student ID
4. For paid internships only, copy of Social Security card

APPLICATION PROCESS:

1. Complete the application that follows accompanied by a **typed statement** on the topic:
“How do you think an internship will help you towards your career choices, and what strengths will you bring to the work place ?”
2. Include an up to date **resume** including CTE course work that reflects special skills.
3. Provide an **active email address** that you can check routinely for notification of acceptance and additional requirements to complete the preparation for your internship.

Incomplete applications will not be accepted. Be sure to have someone else review your application BEFORE submitting it. DON'T wait until the last minute to submit your application. It is a reflection of your readiness to successfully complete an internship.

***Students are encouraged to complete internships in the summer.
Limited placements will be available in the Fall and Spring**

Steps	Summer 2016	Fall/Spring 2016 *SENIORS ONLY	Summer 2017 *JUNIORS ONLY
Applications Due	Friday 3/25/16 @ 4pm in Career Center	Friday 9/23/16 @ 4pm in Career Center	Friday 3/3/17 @ 4pm in Career Center
Interview Dates	PHS/CIS: Tuesday, 4/ 12/16, 3-5pm Muir Wednesday, 4/13/16, 3-5pm Blair HS/Rose City Thursday 4/14/16, 3- 5pm	PHS/CIS Tuesday 10/11/16, 3-5pm Muir Wednesday 10/12/16, 3-5pm Blair/Rose City Thursday 10/6/16, 3-5pm	PHS/CIS Tuesday 3/28/2017, 3-5pm Muir Wednesday 4/4/2017, 3-5pm Blair/Rose City Thursday 3/30/2017, 3-5pm Marshall Wednesday, 4/5/17, 3-5pm
Parent Meeting	McKinley School Library Thursday 4/21/16, 5- 6pm	Location TBD Monday 10/24/16, 5-6pm	Location TBA Tuesday 4/18/2017, 5-6pm Wednesday, 4/19/2017, 5-6pm
Pre Internship Training	Armory Center for the Arts Community Room (145 N. Raymond Ave Pasadena) Friday 6/3/16, 8:30am-3:30pm Saturday 6/4/16, 8:30am-3:30pm	Armory Center for the Arts Community Room (145 N. Raymond Ave Pasadena) Saturday 11/5/16 8:30am-3:30pm	Armory Center for the Arts Community Room (145 N. Raymond Ave Pasadena) Saturday 4/29/2017 8:30am-3:30pm Saturday 5/6/2017 8:30am-3:30pm
Internship Dates	6/10 - 8 /4/2016 *Internship Schedules will vary	11/7/16 - 5/5/17 *Internship Schedules will vary	6/2 - 8/13/2017 *Internship Schedules will vary



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APPLICATION

PART I: STUDENT CONTACT INFORMATION

STUDENT NAME: _____ GRADE: _____

STUDENT ID: _____ AGE: _____

STUDENT EMAIL: _____ STUDENT CELL: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

PART II: PARENT CONTACT INFORMATION

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN EMAIL: _____

PARENT CELL PHONE: _____

HOME TELEPHONE: _____

PART III: HIGH SCHOOL & ACADEMY

- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Arts, Entertainment, & Media (AEM @ Muir) | <input type="checkbox"/> Academy of Creative Industries (ACI @ Marshall) |
| <input type="checkbox"/> Business & Entrepreneurship (BE @Muir) | <input type="checkbox"/> Creative, Arts, Media & Design (CAMAD- GCA&VADA @ PHS) |
| <input type="checkbox"/> Engineering & Env. Sciences (EESA @ Muir) | <input type="checkbox"/> Law & Public Service (LPS @ PHS) |
| <input type="checkbox"/> Health Careers Academy (HCA @ Blair) | <input type="checkbox"/> App Academy (APP @ PHS) |
| <input type="checkbox"/> Culinary Arts & Hospitality (CAHA @ Muir) | <input type="checkbox"/> Career Exploration & Opportunities (CEO @ Rose City & CIS) |

PART IV: REQUIRED ATTACHMENTS

(1) RESUME

(2) TYPED STATEMENT
1-2 Typed Paragraphs

Topic:

How do you think an internship will help you towards your career choices, and what strengths will you bring to the work place?

We agree to fulfill ALL program requirements.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



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INTERNSHIP AGREEMENT

The objective of the Pasadena Unified School District College and Career Academy Program is to contribute to your college and career training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Internship Standards

- Behave in a professional manner by being punctual every day.
- Absences must be cleared by your instructor. Excessive absences will result in dismissal from this training program.
- Work for the full time assigned. Do not leave early and make sure you show up for your scheduled shifts.
- Schedule appointment and school activities outside of internship and class time. Call the internship site as well as the instructor prior to being absent.
- Abide by company policies and procedures, including dress code, safety training, etc.
- Use critical thinking skills to ask questions and gain a better understanding of the industry sector.
- This is an extension of your school activities; abide by all school rules because they also apply at your worksite.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g. work permit).
- Maintain your log here and submit weekly to the College & Career Pathways office representative.
- Positive public relations are required of all interns. Follow all work site guidelines and remember to Communicate with your supervisor!

Parent Information

Name: _____

Email: _____

Contact number: _____

Emergency Information

In case of emergency contact _____ Phone (____) _____

Name

Permission to call : If my child needs emergency medical attention and I cannot be reached, I give Pasadena Unified School District (PUSD) staff and the attending supervisor authority to call:

Our family doctor _____ Phone (____) _____

() Yes () No

and /or PUSD designated emergency clinic/hospital () Yes () No

Please list any special medical instructions (e.g. allergies, vision, seizures, limited physical activity, or other pertinent information) . _____



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Internship Site Contact Information

Internship Site: _____

Internship Supervisor: _____

Address: _____

Phone Number: _____

ELECTION OF REMEDY

As a condition of my participation in the PUSD College and Career Academy, I hereby elect to be covered by the PUSD Self Insured Workers Compensation Program as a volunteer and that the benefits provided by the Labor Code of the State of California shall be my SOLE AND EXCLUSIVE REMEDY FOR ANY AND ALL INJURIES, ILLNESSES OR DISEASES arising out of my participation. This election of remedy shall be binding on myself, my heirs, administrators and assigns.

WAIVER, RELEASE & INDEMNITY

In consideration of my participation in the PUSD College and Career Academy Program, I hereby voluntarily release, discharge, waive and relinquish any action or claims for bodily injury, personal injury, property damage or wrongful death occurring or arising out of my participation as a volunteer. Additionally, I do hereby agree to defend, indemnify and hold harmless the Pasadena Unified School District from and against any actions or claims arising out of my participation as a volunteer.

By signing below, the student (or parent/guardian if student is under 18 years of age) certifies that the student meets all of the following qualifications:

- Is at least 16 years of age, except a student with exceptional needs;
- Is a fulltime student as defined in Title 5 California Code of Regulations section 10103(b);
- Has parent or guardian approval, if under 18 years of age;
- Is currently enrolled in and attending the related classroom portion of the program.

I (we) have read, discussed, understand and agree with the expectations set by the instructor and the conditions set forth in this agreement.

Student Signature

Date

Parent/Signature

Date



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INTERNSHIP LOG/& FEEDBACK FORM

Student Name: _____

Student I.D. Number: _____

Grade: _____

Email Address: _____

Academy:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Academy of Creative Industries (ACI)
<input type="checkbox"/> App Academy (APP)
<input type="checkbox"/> Arts, Entertainment & Media (AEM)
<input type="checkbox"/> Business and Entrepreneurship (BE)
<input type="checkbox"/> Creative Arts, Media & Design (CAMAD: VADA & GCA) | <input type="checkbox"/> Culinary Arts & Hospitality (CAHA)
<input type="checkbox"/> Engineering & Environmental Sciences (EESA)
<input type="checkbox"/> Health Careers (HCA)
<input type="checkbox"/> Law and Public Service (LPS)
<input type="checkbox"/> Career Exploration & Opportunities (CEO) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

WBL Type: Paid Internship Unpaid Internship Employment

To Be Filled Out By Student- Student Hours Log

Date (MM/DD/YYYY)	Description of Duties or Activities	Total Hours

Grand Total	
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Student Signature: _____

To Be Filled Out By Employer or Site Supervisor – Student Evaluation

	Meets Expectations	Does Not Meet Expectations
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Attire	<input type="checkbox"/>	<input type="checkbox"/>
Attitude & Cooperation	<input type="checkbox"/>	<input type="checkbox"/>
Initiative & Self Direction	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: _____



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Supervisor's Signature: _____

Supervisors Name: _____

PUSD Medallion Requirements

1. Meet all district **Graduation Requirements**
2. Successful Completion of **Senior Project / Defense**
3. **200 Hours** of College and Career Readiness activities
 - a) Total of **100 hours outside of classroom**
 - 60 hours of *compensated internship or employment
 - 10 hours in an internship seminar
 - 30 hours of volunteer/community service/job shadow
 - b) Remaining **100 hours can be ANY combination of College and Career Readiness activities**
4. Proper **documentation of hours** submitted by April 30th of Senior year

* Compensations may include scholarship, gift, stipend, or wage.

NAF Track Certification Requirements

1. **2 years of NAF approved courses**
 - or
 - 2 IB courses
 - or
 - 2 NAF approved AP courses
 - or
 - 2 PLTW courses
 - or
 - 4 Dual Enrollment semester courses
2. Upload of **NAF culminating project and end of year assessment** (NAF courses only)
3. Successful completion of **120 hours *paid internship**
4. **Satisfactory Internship Assessment**