



Senior Internship Experience

**Chelmsford High School
Class of 2023**

What is the CHS Internship?

- Six week time period where you can pursue an internship or community service opportunity.
- Investigate your future career and/or major.
- Make connections for summer work.
- Use the skills you've learned in a new setting.
- Volunteer time to an organization.

The Different Capstone Experiences

Internship

Community Service

Internship

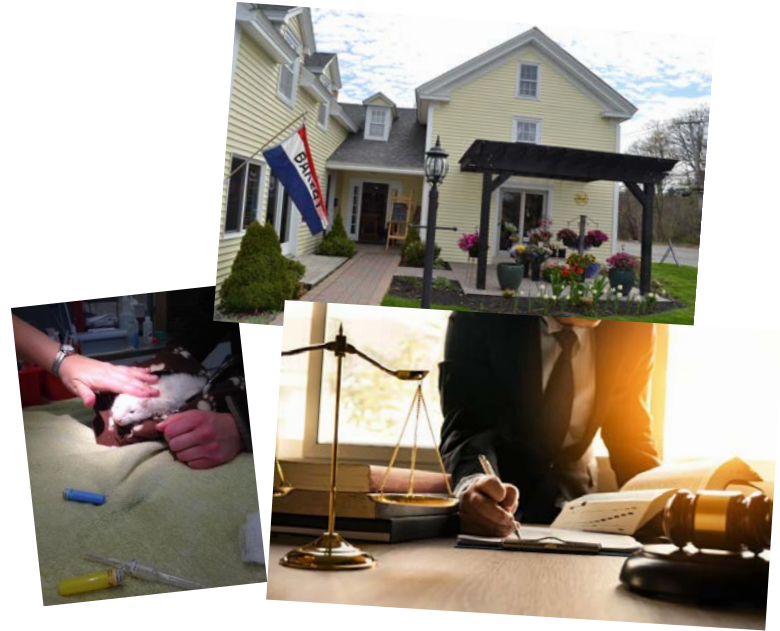
This requires you to spend *thirty hours a week for the last 6 weeks* of the school year on site working in your potential future field.

You will work under the supervision of an employee of that business and will get hands on experience.



Examples of Internships

- K-8 Schools
- Marketing Firms
- Dentist Offices
- Law Offices
- Real Estate Professionals
- Software Engineers
- Dog Daycares
- Trades (HVAC, Electrical etc.)



Community Service

This is where you work with a non-profit or volunteer organization. *30 hours a week for the last 6 weeks of the school year.*

You must spend at least half of your 30 hours directly on site in direct contact with the organization.

Examples of Community Service Opportunities

- Senior Centers
- Chelmsford Town Offices
- Lowell Humane Society
- Habitat for Humanity
- The Paul Center
- Museums



Internship and Community Service Requirements

- Weekly Journal - Document your daily activities, challenges, and achievements. This journal will serve as a basis for your presentations at the end of the experience.
- Timesheet - Document your daily hours on the given timesheet. All students are expected to participate for 30 hours. (5 less hours per AP/DE course attending.)
- Presentation - You will present your experience to your small group and faculty advisor
- Exhibition - All students will visually display their experience in an exhibition to the junior class and interested faculty.

How to Find an Internship

- Think about your Junior Job Shadow or Career Breakfast Experience, do you have any contacts?
- Network! Talk to parents, family members, friend's parents, neighbors etc!
- Google!- Use google to search for local businesses that may be of interest to you

If you are struggling to find a placement, contact:

- Ms. Cunningham in the Career and College Center
- Guidance Counselors
- Utilize Connecting Activities contact: Abby Seripais

Please note: A significant learning piece to the Capstone Experience is networking. We want you to learn to network so that you can network in college and beyond. It is an incredibly valuable skill. Because of that we do not assign internships to students.

Once You Find Your Internship

- Complete the appropriate application form **AND** Permission Slip on the CHS School to Careers Capstone Experience Website.
- Applications will go to a review committee. Accepted students will be notified early March. Applications needing revisions will be returned. Student revisions must be returned within 3 school days.
- Once your Senior Internship is accepted, you will be assigned a house based faculty advisor to support/ monitor your internship experience.

Senior Internship Experience Dates

The Internship Experience will run from **April 3, 2023 to May 19, 2023**

Monday March 6, 2023: Application submitted online and signature sheet/
Emergency Forms turned in to Ms. Cunningham for program.

Monday March 27, 2023: Mandatory orientation for those participating

Tuesday May 23, 2023: Group Presentations

Thursday May 25, 2023: Full Program Exhibition

PLEASE SHARE THESE DATES AGAIN WITH PARENTS/GUARDIANS TO MAKE SURE NO ONE SCHEDULES COLLEGE VISITS, DOCTOR APPTS, ETC.

Application

Senior Internship Experience Application

Where Can I Find The Application?

Chelmsford High school website > About CHS >

Career and College Center > School to Careers > Senior Internship
Experience > For Students

3 Components:

Application

Internship Requirements

- Discipline or attendance concerns may prohibit participation.
- In order to participate in an off-site experience, students are required to have a 70 year-to-date average in every class at the end of term 3 in order to participate. Students may have a year-to-date average between a 65-70 in ONE class and still be eligible to participate.
- If you are working in a school or with children, you will need an active CORI.
- Weekly Meetings with your Faculty Advisor are *mandatory*.

Senior Exams 2023

No “Final Exams” in May for seniors who participate in the senior internship experience.

Senior Final Grades

- Final grades for full year courses will be the average of the first three terms.
- Semester two classes will be finalized after Term 3.
- Senior internship will be assessed on a Pass/Fail basis by the student's Faculty Advisor.

Advanced Placement and Dual Enrollment Courses

AP:

AP students: Remain in course (in scheduled block) until the AP exam and earn a grade for fourth quarter. After you take the AP exam, you are finished with that course.

If you are not taking the exam, you will be done at the end of term 3.

DE:

Dual Enrollment Courses- If you are working through Dual Enrollment courses you need to be present for that class during the internship throughout the 4th quarter.

(Subtract 5 hours per week from required 30 hours per AP/ DE course)

“The internship provides you with a new type of learning that is most likely different from any learning that you have experienced before.”

Lea Mitchell, Class of 2022



“I enjoyed the internship so much because I got to spend 6 weeks experiencing the work force and not worrying about homework and due dates, it made me feel like an actual adult!”

Lara Soliman, Class of 2022



“My internship experience at Boston Dog Company has really helped me not only gain work skills but has improved my depression by making me excited to get out of bed in the morning.”

Damara Grand, Class of 2022



“I think that this was a great experience, especially even before heading into college. I got to do a lot of hands-on activities and actually experience the schedule of an elementary school teacher. Teaching isn’t the only thing that a teacher does. A lot goes on behind the scenes that the children do not get to see. After doing this internship I now know for sure that the field of education is something that I want to go into in the future. I am so grateful that CHS offers this opportunity for seniors and I hope it’s kept for future years.”

Arina Kondakchyan, Class of 2022



“Not only was our internship a blast, but we also gained countless transferable skills and experiences that we will never forget.”

Katrina Janakos and L.J. Robson,
Class of 2022

What Now?

1. Decide if you are interested in participating in the Senior Internship Experience.
2. Secure Internship OR Volunteer Site.
3. Fill out Online Senior Internship Application/ turn in permission slip to house office by March 6, 2023.