



Chelmsford High School

200 Richardson Road, North Chelmsford, MA 01863

Phone: (978) 251-5111

<https://www.chelmsfordschools.org>

Mr. Stephen Murray, Principal

Mr. Joshua Blagg, Dean
Mr. John MacIsaac, Dean
Ms. Erin MacNeil, Dean

March 14, 2023

Dear Sir or Madam:

The Senior Internship Experience at Chelmsford High School is a six-week period where students can pursue an internship or community service. Students have the opportunity to:

- Investigate a future career and/or major.
- Make connections for summer work.
- Use the skills they have learned in a new setting.
- Volunteer time to an organization.

The internship program will run from April 3 - May 19, 2023 . The students are expected to work up to thirty hours a week. (some students will work less due to commitment for Advanced Placement or Dual Enrollment Classes they will be required to attend during the internship) Students will meet with their CHS Program Advisor weekly for an hour to check in, share experiences and skills learned, and problem solve. The CHS Advisor will call weekly to check in with the student's on site supervisor to make sure the placement is working for both parties and offer any support needed. As this is a Chelmsford high School sponsored program all students are covered under the district's insurance policy. The students will be required to keep a daily time sheet and weekly journal documenting their experiences. At the end of the internship the students will present their experiences with their peers and the school community. We thank you in advance for your participation in this essential part of our Schools to Careers program. Please feel free to contact the Director of the Career and College readiness Center at CHS, Ms. Alexandra Cunningham (cunninghamalex@chelmsford.k12.ma.us) or Dean Joshua Blagg (blaggj@chelmsford.k12.ma.us) with any questions or concerns.

Sincerely,

Joshua Blagg and Alexandra Cunningham

"We take pride in the pursuit of excellence."

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