



Senior Internship Experience

Chelmsford High School

Class of 2024



What is the Senior Internship?



Six week time period where you can gain real world experience by obtaining an internship or community service opportunity.

Investigate your future career or make connections for summer opportunities.

Build your resume!

What are my Options?

1

Internship

2

Community
Service



Internship

This requires you to spend 30 hours per 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 your site mentor and gain hands on experience. This cannot be a paid job that you already have.



Example of Internships

Marketing Firm

HVAC

Software Engineer

Human Resources

Dentist Office

Real Estate

Law Offices

Electrical

K-8 Schools

Group Homes

And Many More...

K-8 School Interns



IMPORTANT!

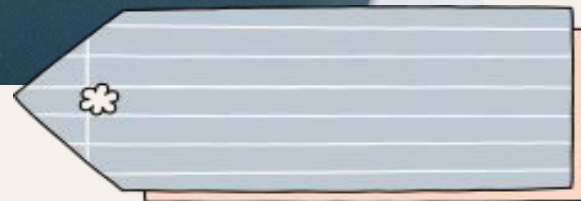


If you are interested in
interning in an elementary or
middle school in Chelmsford:

PRIDE Block
Career Center
2/13

Limited Spots
Sign up in enriching
students ahead of time

Community Service



Working with a non-profit or volunteer organization for 30 hours per week for the last 6 weeks of the school year. You must spend at least half of these hours on site in direct contact with the organization.

Examples of Community Service



Senior
Centers

Lowell
Humane
Society

The
Paul
Center



Chelmsford
Town
Offices

Habitat
For
Humanity

Museums

What Am I Required To Do?

Requirements

Weekly Journal

Document your daily activities, challenges, and achievements.

Timesheet

Document your daily hours on the given timesheet.

Required Check-Ins

You must check in on 4/8 & 4/29. An optional check-in on 5/6

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 Do I 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! Search for local businesses that may be of interest to you.

Struggling To Find A Internship?

Contact Us!

- Ms. Cunningham in the Career and College Center
 - Guidance Counselors
- Utilize Young Adult Career Advisor: Nita Green

Set up
appointments in
the Career Center!



**Once You
Find Your
Internship...**

✓ Apply

Complete the appropriate application forms on the CHS School to Careers Website (QR Code Access in Career Center)

✓ Accepted

Accepted students will be notified early March. Applications needing revisions will be returned & revisions must be returned within 3 school days.

✓ Attend

You will be assigned a house based faculty advisor to support/monitor your internship experience. Attend Orientation and Advisor meetings.

How can I Apply?

Go to...

Chelmsford High
school website

About
CHS

Career and
College Center

School to
Careers

Senior Internship
Experience

For Students



DUE BY:
MARCH 4th

A Complete Application

1. Application Google Form

2. Parent Permission/ Emergency

Google Form

3. Last Page of Mentor Packet



Do I Qualify for the Internship?



★ I'm in good standing for graduation.

★ My discipline & attendance records are good.

Advanced Placement and Dual Enrollment Courses

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



AP

Remain 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

If you are enrolled in a Semester 2
Dual Enrollment course you need to
be present for that class during the
internship throughout the 4th
quarter.

Senior Exams 2024

**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.

Senior internship will be assessed on a Pass/Fail basis by the student's Faculty Advisor based on the provided rubric.

Semester two classes will be finalized after Term 3.

Important Dates!

DON'T FORGET

Students accepted into the internship program will be notified via email by **3/15/24.**



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

A graphic of a lined notepad with a red bookmark at the top and a tan spine on the right. The notepad has several lines of text, each in a yellow highlighted box.

April 1st to May 17th, 2024!

Monday March 4, 2024: Complete Application turned in to Ms. Cunningham.

Monday 4/8 AND 4/29: Check Ins

Monday March 25, 2023: Mandatory Orientation

Monday May 20, 2024: Group Presentations

Thursday May 23, 2024: Full Program Exhibition

Lea Mitchell

Class of 2022



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

Damara Grand

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.”

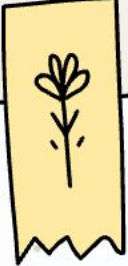
Lara Soliman

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!”


What Now?



Decide if you are interested in participating in the Senior Internship Experience.



Secure Internship
OR
Volunteer Site



Fill out Online Senior Internship Application/
turn in permission slip to house office by March 4, 2024.

