



Senior Internship Experience




Chelmsford High School

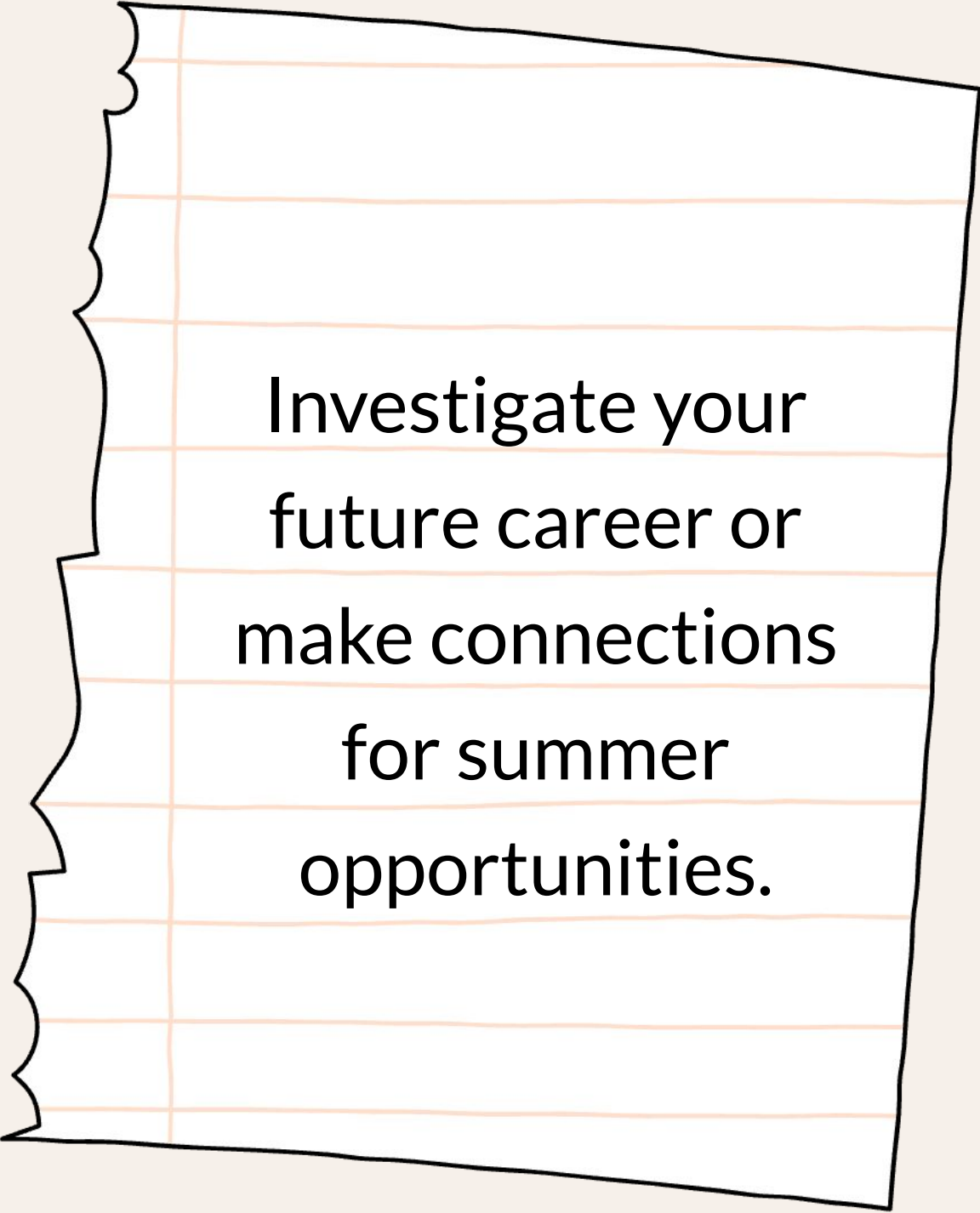
Class of 2025




What is the Senior Internship Program?



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...

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.
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Timesheet	Document your daily hours on the given timesheet.
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Required Check-Ins	You must check in on 4/14 & 5/5 . Optional Check- in on May 19th
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Presentation	You will present your experience to your small group and faculty advisor
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Exhibition	All students will visually display their experience in an exhibition to the junior class and interested faculty.
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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 Codes will be hung in house offices and 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.

DUE BY:
MARCH 7th

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.

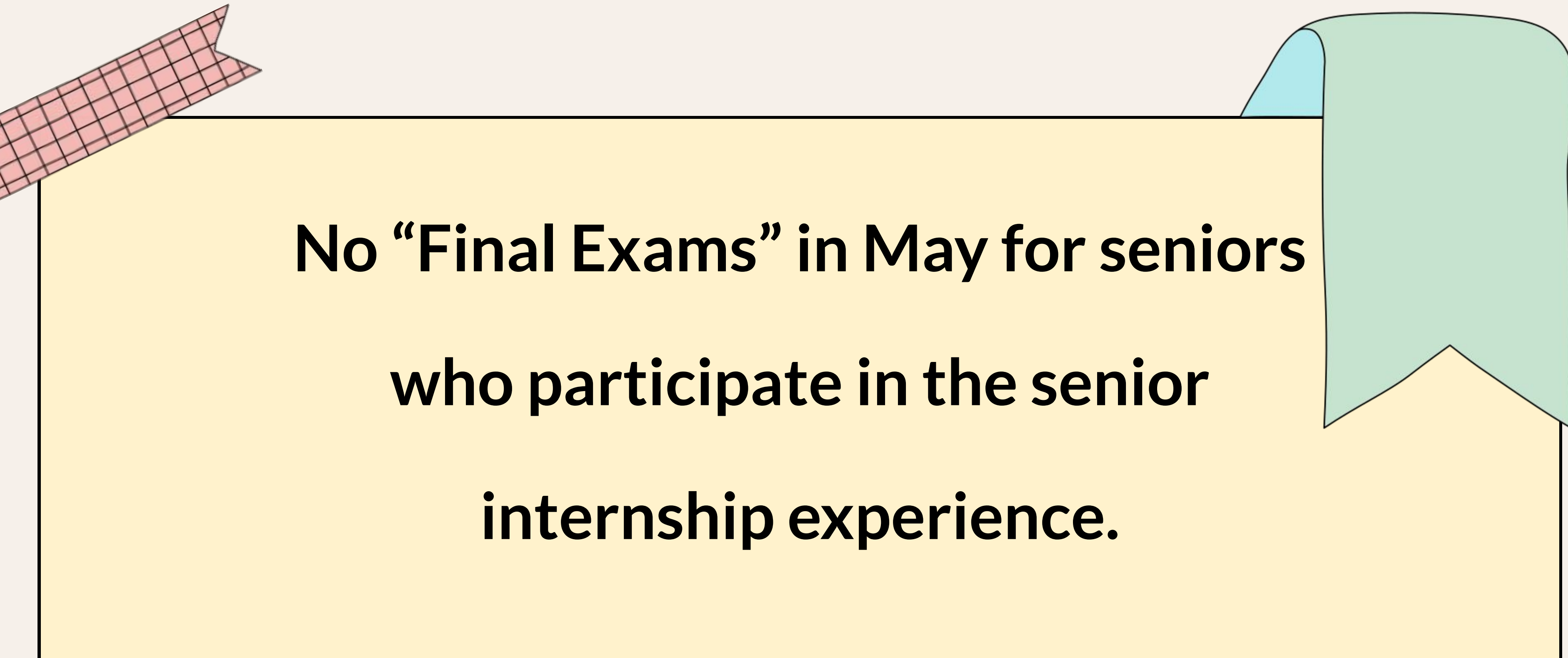
If you are not taking the exam, you
will be done at the end of term 3.



DE

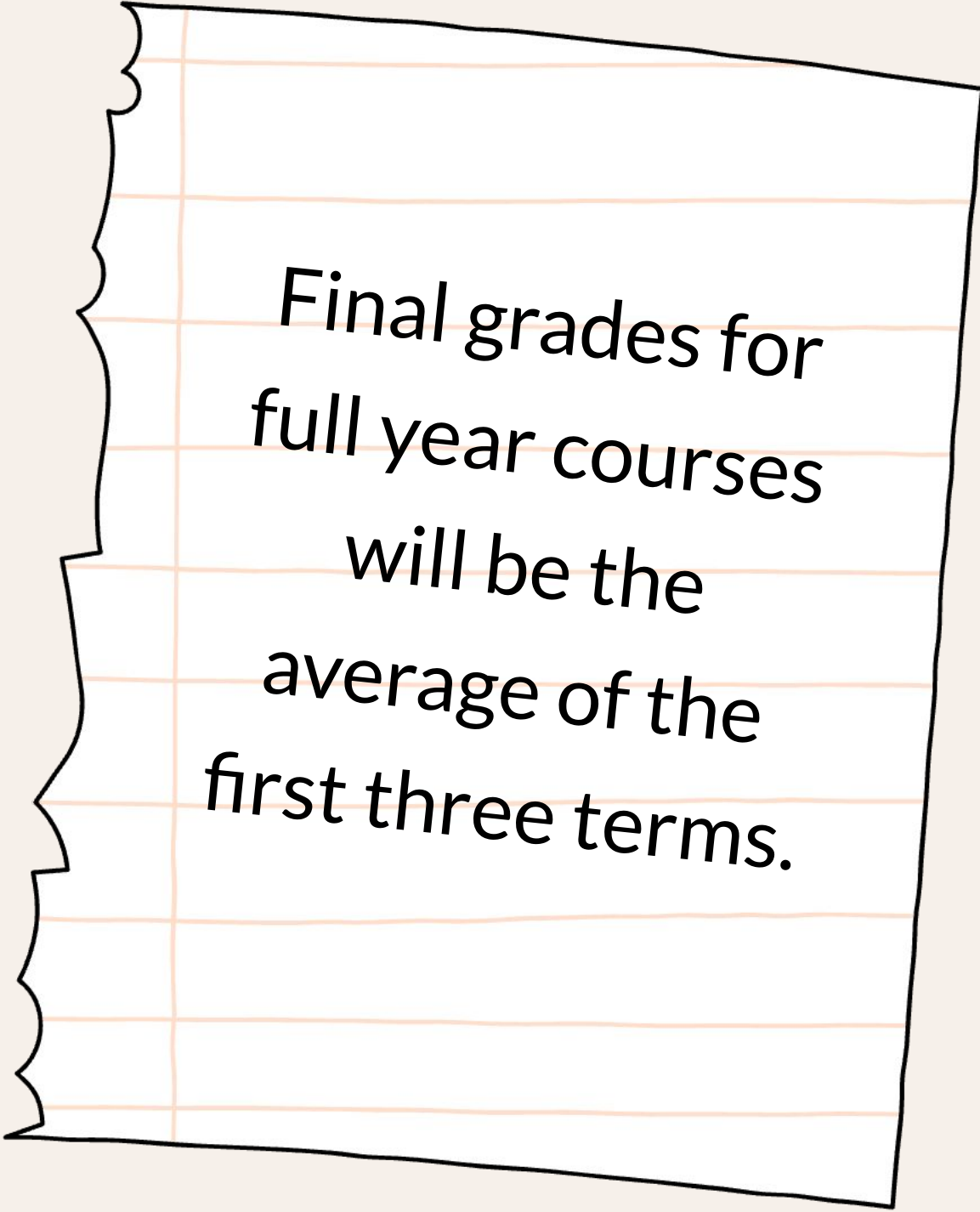
If you are enrolled in a Semester 2
Dual Enrollment course you need to
be present for that class during the
internship throughout the 4th
quarter.

Senior Exams 2025

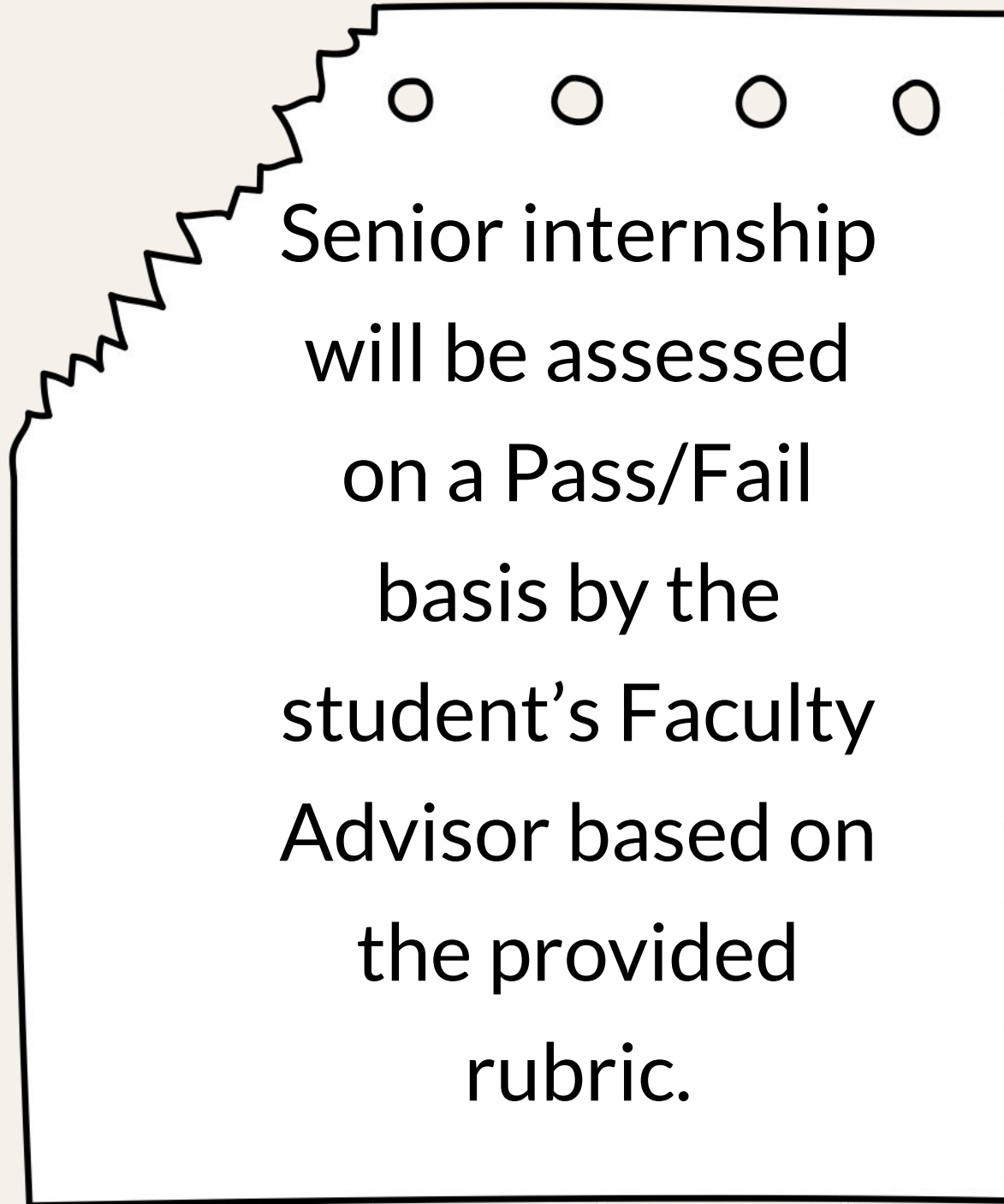


**No “Final Exams” in May for seniors
who participate in the senior
internship experience.**

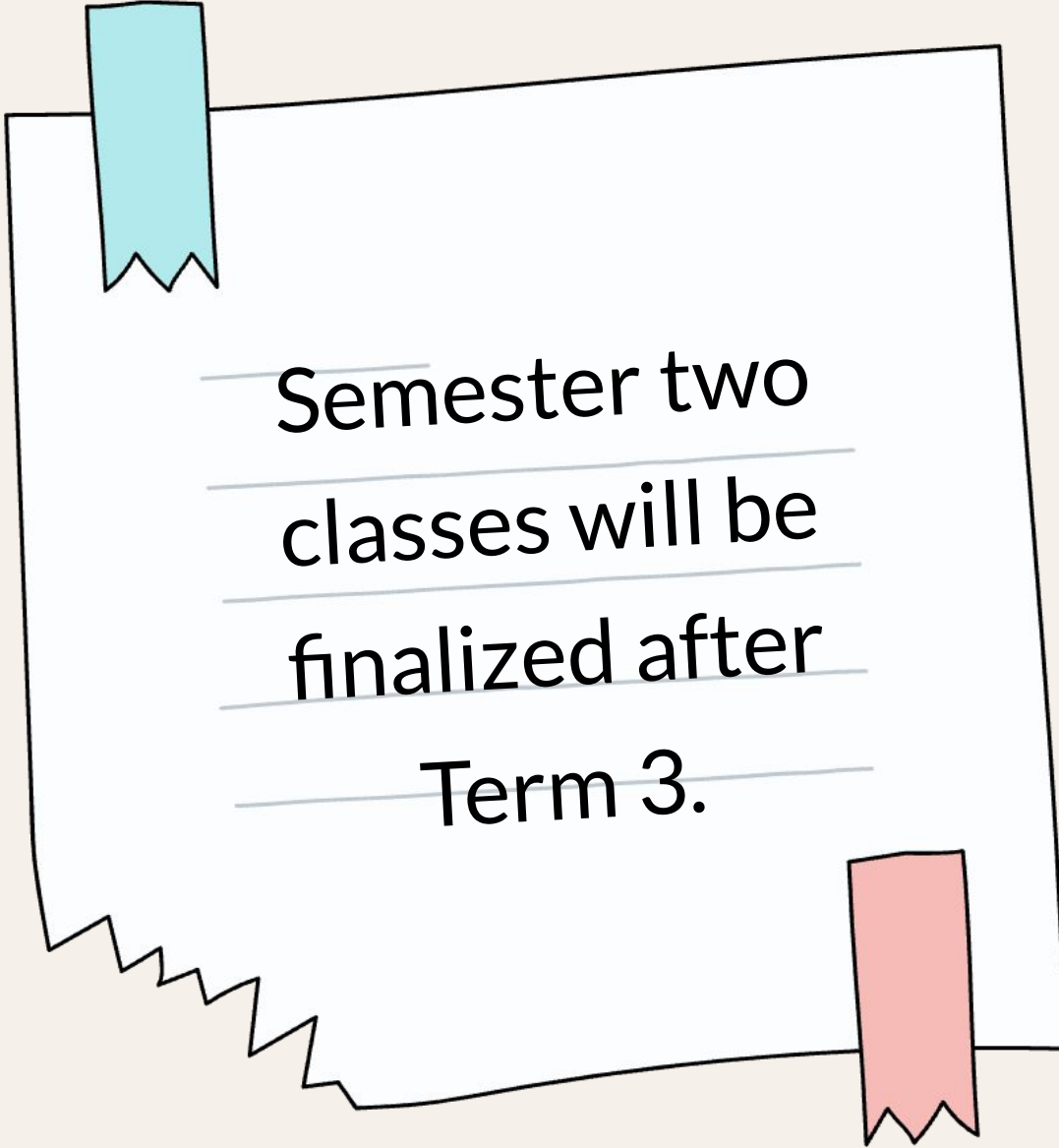
Senior Final Grades



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 **3/21/25.**

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

April 7st to May 23th, 2025!

Monday March 7, 2025: Complete Application turned in to Ms. Cunningham.

Monday 4/14 AND 5/5: Check Ins

Friday April 4, 2025: Mandatory Orientation

Thursday May 23, 2025: Group Presentations

Thursday May 29, 2025: 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.”

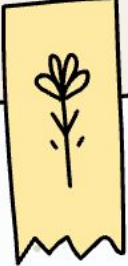
Lara Soliman

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.



How Interested
are you?



K-8 School Interns



IMPORTANT!



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

PRIDE Block
Career Center
2/15

Limited Spots
Sign up in enriching
students ahead of time