

# Academy Internship Meeting

Mrs. Sutton & Mr. Geraghty

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# Requirement / Timeline

- To graduate with Academy credentials students must complete a 135 hour internship.
- To apply for an internship you must have a minimum overall 2.5 GPA
- Summer between Junior and Senior years (Preferred)
- During your Senior year as a class – 4<sup>th</sup> period
- During your Senior year after school and during breaks
- Whenever you complete your internship you will get course credit

# How to Find an Internship

- Network – Use your family's resources
- Google – find a company that your are interested in and contact them
- [www.bbb.org](http://www.bbb.org) – Better Business Bureau – search companies in Raleigh or your town
- [www.raleighchamber.org](http://www.raleighchamber.org) – Chamber of Commerce
- [www.volunteermatch.org](http://www.volunteermatch.org) - long-term volunteer opportunitites

# Once you find a potential business

- **Option I:** Dress up like you are going in for an interview and visit the business. You can explain who you are and that you are interested in completing an internship. Use the email script below to help prepare for what you will say.
- **Option II:** You can send an email to a specific person at that company/ organization, requesting an internship. We have a standard form letter that you can make personal.

# Before your internship – You will . . .

- Conference with Academy Coordinator
  - Decide on Academic or Honors Internship
- Complete the required paperwork
  - Internship application
  - Code of Conduct
  - Internship Agreement
- Turn in the paperwork to the Academy Coordinator – This covers you

# During the Internship – You will . . .

- Develop and complete learning objectives (with your mentor).
- Track and complete of a minimum of 135 contact hours. Hours are maintained on a timesheet.
- Complete at least 10 written journal entries - reflective of the learning experience.
- Maintain regular communication with the Academy Coordinator at Southeast Raleigh Magnet High School
- The Academy Coordinator will complete one site visit during the internship.



# After the Internship – You will . . .

- Complete an electronic summary of the experience (PowerPoint, Prezi, Animoto, or through a video)
- Present the electronic summary to a group in the Academy.
- Complete the student evaluation about the internship experience.
- Ask my mentor to complete an evaluation, rating my performance during the internship.
- Based on completion the Academy Coordinator will award a grade and class credit to your high school transcript.

# Example of an Internship

- Mariah Lassiter - City of Raleigh



# Possible BioMed Summer Internships

- Bowman Animal Hospital - Other area animal hospitals
- Duke University - GPSA Program
- North Carolina Central University BRITE Summer Research Program
- Guard for Life (Have or obtain Lifeguarding, CPR/AED and First Aid)
- My Sister's Keeper (Provides Case Management)
- UNC Rex Volunteer Afterschool Program –Application window usually opens 1st week in May (summer deadline has expired)
- WakeMed Health and Hospitals Junior Volunteering– Summer -application opens April 3rd, Fall - August 7th (usually gets full on application open date)

# Possible Engineering Summer Internships

- Cisco – RTP - 1-2 Students
- Sustainable STEM robotics – NCCU
- DOT
- ASSIST at NCSU – paid 5 weeks June 12<sup>th</sup> – July 14<sup>th</sup>
- Siemens – Power Secure Grid
- Porticos – RTP
- Device Solutions – RTP
- City of Raleigh – Benton Water Treatment Plant - Garner

# Possible IT Summer Internships

- Cisco High School STEAM Externship Program - Application deadline March 10th
- Wake Tech Community College Summer Camp Intern - Application period, March 24-April 24th
- Kramden Institute - Wednesdays and Saturdays

# Questions / Comments

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