Contact Us

If you have any questions about CTE Internships as a high school course or the NCTAP program opportunities please contact:

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Career and Technical Education Internships

EAST WAKE HIGH SCHOOL

Career and Technical Education

CTE Internships FAQ's

Who is eligible?

CTE Internships are for Juniors and Seniors with a minimum GPA of a 3.5 who demonstrate significant interest and commitment in a CTE Pathway by becoming a concentrator in a CTE Career Pathway by completing a level 2 CTE course. Rare exceptions are made for students with pathways outside of CTE. Students must be on tract to complete required core classes and their schedules must allow for internship time off campus. Students must have strong attendance and no tardy or behavioral issues. Students must fully complete an application 1 semester prior to their enrollment in a CTE Internship. For Fall, the deadline is May 1st. and for the Spring, the deadline is November 1st. Students must be able to provide their own transportation.

What is the Internship?

A CTE Internship is an experience in which a high school student learns by taking on a responsible role as a worker in a company or organization and then reflects on their experience in the workplace. This competitive program is a supplement to a formal classroom instruction, therefore the Internship should coincide with a student's career pathway and/or courses the student has already completed successfully. The intention is to significantly add to the vitality of the instructional program and to impact the courses that a student has taken or will take. The CTE Internship is a high school course. Students are required to complete 135 hours per internship. Students earn high school credit, just as they would if there were taking a class on campus.

When can I sign up?

Because there is significant preparation for an internship, qualified students should first discuss their desire to have an internship course with their school counselor and with Mrs. Coble ONE semester BEFORE they wish to participate. Students may pick up applications from Mrs. Coble, and must adhere to the deadlines above.

*Note Honors Level Internships include 2 additional projects and must be chosen within the first ten days of school.

Where can I intern?

Students may seek out their own placement with a licensed business or organization or students opt to work with a sponsor provided by Mrs. Coble. Students are not permitted to intern with family members, as a conflict of interest arises when a family member would have to evaluate the student's performance.

What are the steps for the Internship Process?

1. Students may NOT register for an Internship. Students should FIRST discuss their interest with their counselor to make sure his/her schedule will allow for an internship and to be certain he/she has completed **all** required courses. Students must have either a 4th block opening or a 1st block opening for MOST placements. Occasionally a 2nd block will work if a student doesn't have a 1st block class.
2. Student must request pre-conference with Mrs. Coble, which includes application procedures, guidelines & requirements, and code of conduct and expectations.
3. Mrs. Coble schedules workplace orientation, initiates industry-related learning objectives and schedules conference with intern sponsor for scheduling.
4. Student obtains signatures on all required documents and reviews hour expectations, discusses portfolio requirements, and prepares for the interview process with Mrs. Coble.
5. Student begins internship.

What will the intern be required to do?

1. Track and complete required hours (135 or 270 depending on how many blocks of credit a student is requesting) Hours may be earned over the summer if the student coordinates this with the Internship Coordinator at least 2 months in advance.
2. Complete 10 journal entries. (subject to change)
3. Maintain positive and consistent communication with Internship Coordinator and Internship Sponsor. Weekly contact required.
4. Coordinate a minimum of one informal observation by coordinator
5. Complete overall evaluations post internship
6. Complete an electronic summary of the internship experience using Powerpoint, Prezi, or Emaze and present it to a panel.
7. Complete thank you card.