

## PREREQUISITES FOR AN INTERNSHIP

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1. Excellent attendance and punctuality during your junior year – no more than five absences per term
2. Students applying for an internship should a minimum overall GPA of 2.5  
If you do not have an overall GPA of 2.5, you must submit:
  - A written request for an internship, including bulleted reasons why you should be awarded an internship
  - Two (2) teacher recommendation letters
3. Satisfactory performance on the preliminary practice interview conducted at the school by School Staff or business representative if applicable
4. Submission of an acceptable résumé
5. Availability for a minimum of 135 hours either full time in the summer or part time in the junior/senior year
6. Personal possession of requisite documents (social security card, green card, working papers, etc.)
7. Proper business attire and careful grooming for all interviews
8. On time for internship interview, meetings, etc. (Failure to follow through or keep appointments will result in removal from internship pool)
9. Attendance at the pre-internship meeting
10. Any problem related to placement must be brought to the immediate attention of the Career Development Coordinator
11. Ability to provide own transportation

**I have read the above and understand that these criteria must be met before I will be eligible for an internship placement through (name of school). I understand that ultimately it is my responsibility to secure the internship.**

*Student Name (printed):* \_\_\_\_\_

*Student Intern Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian Name (printed):* \_\_\_\_\_

*Witnessed by:*  
*Parent/Guardian Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_