



Career Intern Program

INTERN CANDIDATE SCHEDULE

For the 2024-25 School Year

- February 14 (Wednesday) Application due to Faculty Advisor (CHS: Mrs. Gasevski; FHS: Mrs. Hall; SHS: Mrs. Christenson)
- February 28 (Wednesday) Educator Recommendations due to Faculty Advisor (CHS: Mrs. Gasevski; FHS: Mrs. Hall; SHS: Mrs. Christenson) Remind your teachers!
- March 1 (Friday) Faculty Advisors forward **COMPLETED** application packets to Mrs. Benoit, Career Intern Coordinator
- Week of March 4 Applicants mailed letter with specific interview date, time, and location for their interview, as well as information on how to prepare for the interview
- March 13 – April 11..... Candidate Interviews - each interview is conducted by the Intern Coordinator and current career interns
- Week of April 15 Applicants and counselors notified of selection results
- April 24 (Wednesday)..... Students selected for **1st Semester Internships**: Parent/intern meeting at the Career Technical Center, 7:00-8:30 p.m.
- April 29 (Monday) **1st Semester Interns** meet regarding internship placement/interviews
- April 30 - June 6..... **1st Semester Interns** contact and interview with sponsors/potential internship sites
- On or by June 6..... **1st Semester Interns** notify Mrs. Benoit of internship site requests
- On or by June 6..... **1st Semester Interns** and counselors notified of internship placements

November 2024..... **2nd SEMESTER INTERNS** notified regarding parent/intern meeting and 2nd semester internship process.

If you have any questions about the program, please contact:

Mary Pat Benoit
Career Intern Coordinator

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