



# Seeking Internship Partners for Spring 2016

Please contact us for  
more information:

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/ePathways



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Seminole County  
Public Schools

## Host an Intern for Spring 2016

Seminole County Public Schools is currently seeking employers to host high school interns for spring 2016. Students from schools across the district are eager to connect with employers and begin applying skills learned in the classroom to the workplace. Please consider participating in our district-wide summer internship opportunity.

### What is required of employers?

- Offer a paid or unpaid internship experience to one or more students.
- Internships run January 20th through May 13th and must include *at least* 120 working hours.
- Provide interns an average of 8 hours per week over the 16 week period.
- Supervise interns and allow them to stretch beyond entry level work by providing access to different aspects of your business.
- Provide feedback to school district staff on the intern's performance via two site visits, email and phone communications.

### How will employers be supported?

- Each employer will be assigned a staff liaison from SCPS.
- The district liaison will support the employer and student. The liaison will help facilitate the opportunity by answering questions, mitigating concerns and providing resources to maximize the learning opportunity for both the student and the employer.
- District staff will facilitate an orientation and online class where students will regularly communicate their completed hours, reflect on workplace performance and participate in activities designed to help them improve their interpersonal skills.

## Selecting the Right Intern

Employers are invited to participate in an internship expo on October 28th. This event will allow employers to share information with potential candidates about available internship opportunities and will provide time for employers and students to connect. Employers should anticipate making hiring decisions by November 20, 2015 so SCPS staff can assist students with enrolling in the online course to receive high school credit for completing the internship.

### Join us for an Internship Expo!

**Wednesday October 28, 2015**

**5:30 PM- 7:30 PM**

**Orlando Marriott Lake Mary**

**1501 International Parkway**

**Lake Mary, Florida 32746**

This event is sponsored by Stetson University and the Orlando Lake Mary Marriott. The event is presented by the Seminole County Public Schools Workplace Learning Steering Committee, which includes representatives from Altamonte Springs Science Incubator, CFE Federal Credit Union, Exam Plus, Kobe Japanese Steakhouse, Seminole State College and Wharton-Smith Construction.

[www.scps.k12.fl.us/epathways](http://www.scps.k12.fl.us/epathways)



# Yes, I want an Intern!

## Event Amenities

A 3 foot by 6 foot table, black table cloth and chair will be provided for each employer.

You are invited to bring any marketing materials for students and any signage that will fit in your table area. Employer set-up will begin at 4:00. There will be a brief info session for employers prior to the expo at 5:00.

Please contact Stephanie Wall at 407-320-0174 or by email at stephanie\_wall@scps.us if you have any additional needs or questions regarding the event.

If you were referred to the workplace learning program by someone please list their name here:

\_\_\_\_\_



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Seminole County  
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Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Industry: \_\_\_\_\_

Key contact person: \_\_\_\_\_

Contact person's phone: \_\_\_\_\_

Contact person's email: \_\_\_\_\_

Number of positions available: \_\_\_\_\_

Will the internship(s) be paid or unpaid? \_\_\_\_\_

If paid, indicate the hourly rate: \_\_\_\_\_

Do you have a preferred schedule for your intern? If so, please list the days and times you would like the intern to be available. If not, please list your hours of operation.

Do you have an age requirement? If so, please list the age requirement: \_\_\_\_\_

**To advertise your opportunity, students will be provided a program with a listing of internship descriptions. The answers to the following questions, and the contact person's email, will be published for students. Please be as clear and concise as possible.**

**Please check this box if you would prefer your email address be omitted from the program.**

Please list the desired skills or experience you are seeking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of your opportunity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will be attending the Internship Expo on Wednesday, October 28th, to represent your company? \_\_\_\_\_

**Please return this form by October 9th along with a transparent png version of your company logo to Stephanie Wall at stephanie\_wall@scps.us. Your logo and business description is requested so that we may recognize your support of this program in publications related to the expo.**

<http://www.scps.k12.fl.us/epathways/Home/QuickLinks/WorkplaceLearning>