



MOUNTAIN LAKES HIGH SCHOOL Senior Internship Program

February, 2017

To Whom It May Concern:

Mountain Lakes High School is excited to be piloting a new Senior Internship Program in the spring of 2017, and we hope you will agree to become one of the organizations who will help students experience the world of work before they begin their post-high school plans.

A committee of faculty members and administrators will select a handful of students to participate in this year's pilot program, based on a comprehensive application process. Selected students will complete all academic obligations in mid-May in order to participate in this full-time internship opportunity.

The program will run from Monday, May 15th to Tuesday, June 13th, and students will be expected to work at their internship sites 30 hours per week, during times agreed upon by the organization and student. Internships must be unpaid, since students will receive the benefit of this professional experience in lieu of coming to school.

If you decide to work with us, we'll assign a faculty mentor who will act as a liaison between you, the student and the program. Attached are documents explaining more about the program and a job description form you can use to register as a participating organization. We will do our absolute best to find an intern for you this spring, but since we are keeping the program small during its pilot year, we cannot guarantee we will be able to make a match.

Thank you again for supporting Mountain Lakes students, and if you have any questions please feel free to contact Linda Stalter, School Counseling Administrative Assistant, by phone at 973-334-8580 or email Internships@mlschools.org

Sincerely yours,

Randi Green
Senior Internship Administrator

2017 MLHS Senior Internship Program

Program Overview

Purpose To allow our students to explore an area of interest outside the constructs of their formal educational program. By helping to foster independence and decision-making skills, the program will provide students an opportunity to make a smoother transition from high school to college, the workplace, or military service.

Who MLHS Seniors who meet the following criteria:

- Satisfactory attendance and disciplinary records
- Successful progress in all senior year courses
- Endorsements from their parent, school counselor and administration
- Meeting all graduation requirements

When From May 15th to June 13th. Students are expected to work 30 hours per week at their internship.

Compensation Internships must be unpaid – the student is compensated by the benefits gained from their experiences.

Mentors Each internship site is assigned a faculty Mentor who acts as a liaison between the site contact, the student and the school.

Intern Assignment Student applicants will review internship descriptions and indicate and rank the ones for which they would like to be considered. After reviewing their application, the Senior Internship Committee will place students accordingly. Employers can also choose to interview candidates selected by the Senior Internship Committee if they so desire.

Feedback Employers are asked to provide written feedback on their interns at the end of the program.

To Register Please complete the attached job description form and return it via email, fax or mail.

More Information Call 973-334-8580 or E-Mail us at Internships@mlschools.org

2017 MLHS Senior Internship Program Program Timeline

February	Begin recruiting companies/organizations to participate in Senior Internship Program
Wednesday, March 15th	Deadline for companies/organizations to register to participate in this year's program
Monday, March 20th	Students may begin applying to participate in the Senior Internship Program
Friday, April 7th	Student applications are due
Monday, April 10th	Committee meets to select participating students. Students who need to schedule an interview with a company will be notified this week.
April 11th-24th	Interviews where applicable. Companies must inform MLHS of their intern selection by April 24th.
April 27th	Students are notified about their final internship placement
May 1st-May 8th	Students must meet with their faculty mentor to review internship expectations
May 15th	First day of internships
May-June	Faculty mentors will do one site visit during an agreed upon time
June 13th	Last day of internships (subject to change based on number of snow days)

2017 MLHS Senior Internship Program

Employer Registration Form

E-mail completed forms to Internships@mlschools.org or fax to 973-334-3550

by March 15th

Company/Organization Information	
Company/Organization Name	
Product, Service or Industry	
Address	
Contact Name	
Phone	
Fax	
E-Mail (Required)	
Website	
Internship information	
Internship Field	
Internship Objective	
Intern Responsibilities	1. 2. 3. 4. 5.
Intern Will Report To	
Age Requirement	<input type="checkbox"/> Must be 18 or older
Driving Requirement	<input type="checkbox"/> Must have driver's license
Number of Openings	
Student Selection Process	<input type="checkbox"/> MLHS should select the most appropriate student <input type="checkbox"/> MLHS should select students for us to interview
Additional Comments	