

GUIDELINES FOR INTERVIEWS

1. Practice interviews are recommended and will be held at school prior to internship interviews if at all possible. Evaluations will be given directly to the student if a practice interview is given.
- 2.** The Internship Coordinator will provide job leads when possible. **However, the interview and the secured internship are the ultimate responsibility of the student.**
3. Students can see the Internship Coordinator about potential positions. Student resumes will be sent to the internship provider. The provider determines who to interview based on resumes.
- 4.** The internship provider's contact information will be provided to selected students. **It is the student's responsibility to contact the organization and schedule the interview.**

PREREQUISITES FOR AN INTERNSHIP

1. Excellent attendance and punctuality during your junior year – no more than five absences per term
2. Students applying for an internship should have 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. Availability for a minimum of 135 hours either full time in the summer or part time in the junior/senior year
5. Register for the internship at the honors level and complete corresponding honors assignments
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 Internship Coordinator

11. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

12. 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) _____

Signature _____ *Date* _____

Witnessed by (Parent Signature) _____