

So You Want to Be an Intern

.50 elective credit- Semester Class

Requirements:

- have 3.0 or above GPA
- be on track for graduation
- you must have a Career Goal & have taken classes relate to your career goal

To earn this credit you will be expected to:

- Complete required paper work
- Complete a Resume - must meet Mrs. Jardine's standard
- Attend 8 Seminars on Critical Workplace Skills
- Complete other assignments related to the workplace
- Turn in 8 Time Cards -
No credit will be given without Time Cards and regular attendance at your Internship
- Required!!!** You **MUST** have a working email address and you **MUST** look at it at least 3 times per week

What to do:

- Meet with your counselor to:
 - * make sure you are on track for graduation
 - * put the class on your schedule
- Meet with Mrs. Jardine to be accepted into the program** and to discuss your internship placement
- Complete an **Internship Application** (get from Mrs. Jardine)
- Attend class with Mrs. Jardine for the 1st two weeks of the term **starting on the 1st day of the semester**

For questions contact your counselor or Mrs. Jardine at: janj@provo.edu