



It's time for you to start planning for a 40-hour internship tryout now that you have a better understanding of your perceived innate talents, the basic skills all employers seek and 5 to 10 occupations by title you feel 'matches up' with your current list of talents and strengths. The following are the steps and accompanying forms that are, and continue to be, used to help high school and college students secure and successfully complete an exploratory internship experience.

1. Approach an employer in your current area of occupational interests, Talent Transcript in hand, and ask them if they would be willing to provide you with a non-paid 40-hour internship experience.
2. Be prepared to tell the employer the kind of experience you are seeking and determine their interest and willingness to provide such an experience.
3. Present the employer with a FIT Expectations Form to be signed by both you and the employer as well as a mutually agreed upon description of the experience along with an evaluation form upon completion.
4. You mutually agree on an experience and time to complete your one-week experience that could happen within one week or a ten-week period at 4 hours per week during the school year or summer.



FIT (Forty-hour Internship Tryout) Expectations Form

The purpose of the FIT program is to provide high school junior and seniors with an opportunity to 'tryout' a career experience prior to their entering a technical, associate or bachelor's degree education experience.

Please read the list of expectations and responsibilities for the intern and internship supervisor and then sign and date at the bottom of the form.

FIT Intern

- Know and abide by all policies, rules, regulations of the site where you are assigned to intern.
- Be prompt, responsible, respectful and self-motivated during all intern related experiences.
- Maintain a mature and professional relationship with clients, staff and peers.
- Exhibit behaviors as a positive role model in representing yourself and your school.
- Complete an evaluation at the conclusion of your experience focused on how you contributed to and what you learned at your internship location.

FIT Internship Supervisor

- Review student Talent Transcript and interview student in person or by phone prior to beginning.
- Inform student of the format for and the expectations of your internship opportunity.
- Help intern understand the nature of the career area to which you are exposing them.
- Complete brief evaluation of the student intern at the conclusion of the internship.

A one paragraph overview of the intern experience will be prepared by the employer. The intern host will do everything possible to convey as much information about their career as possible in the time allotted.

This internship experience in no way is deemed to be an employer/employee relationship between the intern and internship host. By signing this document, the intern agrees to release the intern host from any and all claims, actions, damages and liabilities, injury or loss that in any way are caused by, arise out of or result from his or her participation in this internship experience.

The internship host has the right to end the internship for cause at any time during the experience.

Intern Signature _____ Date _____

Intern Employer Signature _____ Date _____



Application for FIT Forty-hour Internship Tryout

Name: _____

Grade: _____ Personal Finance Teacher: _____

Have you taken ACT? _____ If so, score: _____ GPA: _____

Have you had any part time work experience? If so, when &

where? _____

What did you learn about yourself from this work experience?

Career Area(s) of Interest: _____

What do you hope to gain from the internship experience?

What positive characteristics do you feel you would bring to the place of employment you will be interning with?

_____ Do you understand you are responsible for all schoolwork missed during this time?

_____ Do you have transportation to get to & from an assigned workplace?

_____ Do you have sports practice or a job that will require you to leave the workplace early? If so, what time will you need to leave? _____



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FIT INTERN ASSESSMENT FORM (EMPLOYER ASSESSMENT)

Intern's Name:

Name of Company:

Supervisor:

Date:

Intern's Position or Assignment:

PART I

Please complete this evaluation at the end of the student's work period. You are encouraged to discuss the completed form with the intern to aid in their professional development. The evaluation is a mechanism that the Faculty has employed to inform its continuous improvement program, therefore it is not confidential. Please use the scale below to evaluate your intern's performance in the following areas:

1	2	3	4	5	6
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance	Not observed

General Workplace Performance							
Attendance		1	2	3	4	5	6
Punctuality		1	2	3	4	5	6
Appropriate dress		1	2	3	4	5	6
Attitude		1	2	3	4	5	6
Acceptance of criticism		1	2	3	4	5	6
Asks appropriate questions		1	2	3	4	5	6
Self-motivated		1	2	3	4	5	6
Practices ethical behavior		1	2	3	4	5	6

	Specific Job Assignment Performance						
	Sufficient knowledge to perform tasks	1	2	3	4	5	6
	Verbal communication skills	1	2	3	4	5	6
	Written communication skills	1	2	3	4	5	6
	Analytical skills – analyses problems and takes appropriate action	1	2	3	4	5	6
	Uses technical skills required for the position	1	2	3	4	5	6
	Meets deadlines	1	2	3	4	5	6
	Takes initiative to get a job done, including overcoming obstacles	1	2	3	4	5	6
	Sets priorities	1	2	3	4	5	6

How would you assess the intern's overall performance?

- outstanding
 above average
 satisfactory
 below average
 unsatisfactory

INTERN ASSESSMENT FORM (EMPLOYER ASSESSMENT continued)

PART II

This section gives you the opportunity, as an experienced professional, to make recommendations that would help in the professional development of the student as well as give the Faculty some insight into the areas that may need more attention.

What do you consider the major strengths of this intern?

What areas need improvement?

What would you recommend to make this student better prepared for the workplace? (e.g., courses, activities, skills acquisition, programs)?

Other comments, commendations, or recommendations:

Thank you for your time in completing this evaluation!

Please return this assessment to the FIT coordinator.



The FIT STUDENT EVALUATION FORM

Student's Name: _____

Name of Company: _____

Name of Internship Host and his/her Job Title: _____

1. Please list some things you learned from your internship experience.
2. How did this experience impact your career decision-making process?
3. Is this a job/career you may choose for your future?
4. Did this experience change or confirm your career path? _____
5. Would you recommend this position for another student? Why?

Return form to: _____