



Dear Internship Provider,

Program of Advanced Scientific Studies (PASS) is a special four-year program designed to meet the needs of a select group of students who qualify by achievement and interest in science. The PASS program is career oriented toward areas of scientific research, medicine, and health. The students are required to complete two internships to receive first hand experience in their chosen field. We are trying to build partnerships within the community that will offer our students this field experience.

We ask that the internships be 2-4 hours of field study. It can be one full day or a combination of half days. It can also be extended to several days. If this is not possible, please provide as much quality internship time as your organization will allow; to maximize the student's learning experience.

If you are participating with one of our students, would you please take a few minutes and visit our website to provide feedback for the student intern. This survey gives us valuable information regarding each student's individual internship as well as the overall success of our internship program. Also please fill in the attached form which the student will bring back to school.

<http://www.seabreezehigh.org/forms-docs.htm>

Sincerely,

Bridget Baranowski
PASS Coordinator

Ruthie Labno
PASS Director



**Program of Advanced Scientific Studies
Seabreeze High School
Internship Behavior Contract**

I, _____, agree to abide by all rules and regulations set forth by the institution providing me with an internship. I will also follow school rules. I represent the school and as such I will behave appropriately.

I will,

- be on time.
- be courteous.
- dress appropriately (only students interning outdoors can wear shorts).
- participate actively in the internship experience.
- provide my own transportation (Students with a driver's license and insurance can drive to the internship with parents permission. Otherwise, parent provides transportation).

Signature of student intern

Date

Signature of parent

P.A.S.S.
INTERNSHIP
STUDENT REFLECTION FORM

Name of student _____ Date _____

AID letters _____ Student phone number _____

Business you visited: _____

Person(s) you interned with: _____
(attach business card to this page, be sure the contact name is on the card)

Signature of person you interned with: _____

Describe the site you visited:

What type of work activities did you observe during the day?

What did you like BEST about this experience?

What did you like LEAST about this experience?

What surprised you most about what you observed, heard, learned? _____

If you wanted to work in the business you visited, what might you do to prepare in the next five years? _____

Would you consider a career in this field? Why? Why not?

Add any comments that might help us understand your experience.

Job Shadowing

Students, as you are researching potential careers, try opening your conversation with a line similar to one of these questions before you ask if you can shadow...

- "I HAVE AN INTEREST IN _____, ARE THERE JOBS IN YOUR COMPANY THAT ARE RELATED TO MY INTEREST?"
- "I HAVE TAKEN CLASSES IN _____, WILL THESE CLASSES HELP ME GET A RELATED JOB IN YOUR COMPANY WHERE I COULD BEGIN ENTRY LEVEL WORK?"
- "I AM REALLY GOOD AT _____, IS THERE A JOB IN YOUR INDUSTRY FOR THAT SKILL?"

You will be surprised how many different companies your skills are used in. Think beyond the Company's Name.

Example: Did you know that Florida's Blood Bank Organization has a Graphic Design Department? When you get the answer of "yes", it would be beneficial to take some additional information from your representative that you are speaking with. **Fill in the information areas below** and be sure to thank them!

Company Name	
Contact Name	
Phone Number for Human Resources	
Address for Human Resources	
Website	
Product, Service or Industry Area they specialize in	
What department in the company did you discover you could work in with your skills?	
At what education level can you begin working for this company? (H.S., 2 year Occupational Training, 2 year AA or AS, Bachelor's Degree)	
Where do they recommend you get this training? (locally (DBCC), University, or ON THE JOB)	
What additional courses in h.s. or college do they recommend you take if you are interested?	
Does this company offer entry-level positions with high school diploma or occupational training from a community college?	
Additionally, do they offer tuition reimbursement for a bachelor's or master's education to reach management or administrative positions?	
What qualities does this company value equal to if not more than a college education? (examples: flexibility, good communication skills, teamwork, responsibility and respect)	





This is to confirm that _____
from Seabreeze High School shadowed with me.

Signature: _____ Date _____

Please attach your business card below or print your name, business name, address, etc.

Name _____
Business _____
Address _____ _____
Phone _____
Fax _____
E-Mail _____

