

CTE Student Internship Opportunities

Spring 2023 - Applications due
November 11th, 2022 @ 5:00pm



Earn a semester (.5) credit by completing an internship in your interest area!
Complete 60 hours of job-site experience to build your resume.

Student Eligibility Requirements

- Entering Junior or Senior year
- Completed 1 credit minimum in a CTE pathway, related to the internship
- Minimum of 3.0 GPA in all CTE courses completed
- Have 90% or better attendance at school
- Reliable transportation to/from site (transportation assistance available)
- CTE teacher recommendation (after you apply, they will receive a link)

Apply online: <https://www.asdk12.org/cte/internships>: Complete/upload the following:

- List of CTE courses taken, grades received, and attendance
- Resume – be sure to include skills and knowledge in chosen CTE area
- Essay Questions (100-150 words each question)
 - What do you hope to gain from a CTE internship?
 - What makes you qualified for an internship in your chosen field?
- Teacher completed recommendation form due no later than Nov 14th, 2022
Questions? Contact your CTE teacher or High School Counselor



FAQ page for students

- Where do I turn in my internship application?

Students can apply through the online application form at:

<https://www.asdk12.org/cte/internships>

- What happens if I miss the deadline?

If you miss the deadline you can apply for the next application period. A student can apply for internships in November for spring semester, and April for summer.

- If I am not accepted, how long until I can apply again?

You can apply again during the next application period.

- Can I apply for a summer internship if I am graduating in May?

Graduating seniors are no longer eligible to participate in ASD internships.

- What happens if there are more applicants than internship openings in a particular field?

We make an effort to place as many qualified internship students with willing mentors as possible. If, however, there are more applicants than internship openings, there will be another interview process either by your supervising teacher or with the employer to decide who the successful internship candidates will be.

- Can I find my own internship?

Students are welcome to use their existing connections to find an internship, or to reach out and make new connections to find a good internship experience. This shows good initiative. The CTE department will follow up with the student's suggestion and meet with the prospective mentor to discuss the program and make sure it is a good fit for the student.

- Can I repeat the internship class for credit?

Yes, the CTE internship class can be repeated once for credit. (Example: summer after junior year and then fall of senior year.)

- Is the CTE internship class graded or pass/fail?

The class is graded.

- Will my internship class appear in Zangle / Q?

Yes, your internship class will appear in Zangle/Q and will become part of your transcript as a semester (.5) elective credit.

- What will I need to do for the class?

Students will attend an orientation before starting their internship and develop their goals with their teacher. Then, they will complete 60 hours at the job site, an interview, a learning log or reflection journal, and present a 10-15 minute final project at the end of the internship.

- What will the employer require before I start?

Employers often have their own requirements to work at the job site, such as proof of current vaccinations for a health care setting, a background check for education, childcare, or senior care, a drug test, or a food handler's card, etc. Once you have been placed in an internship with a specific employer, they will let you know what other documentation is necessary before you start.