## Parent Letter

College and Career Internship Program

Dear Parent(s)/Guardian(s):

Your son/daughter is currently scheduled to participate in the College and Career Internship Program. This program has been developed through our College and Career Center and School-to-Career Team to expose high school students to their chosen career and our local business community. It will also help them make the connections between what is learned in class and what is needed in the working world outside of school.

Students will earn academic credit for the internship, which will count toward their high school diploma. Students will be required to keep a daily journal, set goals based on the Work-Based Learning Plan and at the conclusion of their internship, each student will also be required to write a reflective paper. Students will receive a pass/fail grade. Evaluations and the WBLP will be done jointly with the worksite supervisor and the internship coordinator.

The Internship Coordinator will act as a liaison between the employer and the student to assist in any problems that may arise during the course of the internship. The coordinator will visit or call the worksite on a regular basis to insure that both the student and worksite are benefiting from the program.

With your permission, he/she will spend one to two hours a day at their selected worksite. Please read the attached rules and sign the permission forms.

We look forward to an exciting and rewarding year. If you have any questions, concerns and or suggestions, please feel free to contact or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Internship Coordinator