

Career Engagement Opportunities (CEO) Program



Student Packet 2020-2021

This packet includes:

- *Student Application
- *Student Agreement
- *Internship Questionnaire
- *Weekly Log

Career Engagement Opportunity – CEO Program
Student Application

Student name: _____ ID#: _____

Address: _____

Cell # _____ Grade: _____ Email Address: _____

Graduation Year: _____ Birth Date: _____ Age: _____

Career Goals (Top 3 occupations):

1. _____
2. _____
3. _____

Explain what internship you are looking for and why:

What classes are you taking presently or have completed that relate to this area of interest?

What do you hope to gain from your internship experience?

Do you have any concerns about committing to an internship?

Date you would be available to start: _____

Date you'd like to have your internship completed by: _____

Daily Availability (Please list the hours you are available each day.)

Monday	Tuesday	Wednesday	Thursday	Friday

Driver's License: (check) YES NO

Please explain your transportation arrangements (be specific i.e. parents, own car, transit bus, relatives):

Student Signature _____ Date _____

Parent Signature _____ Date _____

CEO Program

Student Agreement

Student Name _____

The CEO Program is designed to give students an opportunity to explore a career in their area of interest. In order to participate, you, the student, must agree to and adhere to the following:

**Student
Initials**

_____ I will maintain good attendance and be on time to school and my internship site. I understand that if I do not attend school, I may not go to the worksite. I also understand that I must treat this experience as a job; therefore, I agree to contact my internship supervisor if I cannot be there.

_____ I agree to give priority to my internship site commitment and I will not be absent unless it is ABSOLUTELY necessary.

_____ I will complete and turn in all necessary paperwork at the beginning, throughout, and at the end of my internship experience. This includes, but is not limited to the weekly log. I understand if I fail to do so, I may be jeopardizing the credit that I would receive for the internship.

_____ I will carry out the internship experience in such a manner that I will be a positive representation of my high school.

_____ I will perform all of my duties in a commendable manner, working effectively both independently and with others.

_____ I will abide by school rules and regulations, realizing while I am at my internship site, I am in a school program and the appropriate school rules apply.

_____ I will adhere to all rules and regulations of the internship site and will act in an ethical manner at all times.

_____ If I have any concerns about my placement, I will discuss this with my guidance counselor in a timely fashion.

_____ I will dress appropriately for my internship.

I fully understand the above statements and I agree to follow these requirements. If I do not comply, I understand that my guidance counselor and/or principal may choose to not allow me to continue my internship experience.

Student Signature

Date

Parent Signature

Date

CEO Program
Student Internship Questionnaire

Student Name _____

Internship Site _____

Supervisor / Mentor _____

Please answer the questions below thoroughly and honestly.

What was the most important thing that you learned from the internship?

What was the most valuable part of this experience?

Were your expectations of the internship experience met? _____ Yes _____ No Please explain.

After this experience, do you believe this is a career path/field that you will explore further?

_____ Yes _____ No **Please explain.**

What are two things that you learned about yourself as a result of participating in the internship?

What did your site supervisor/mentor do that was helpful and in what areas could he/she improve in?

What is a recommendation you have of how the CEO program could be improved?

Student Signature

Date

CEO Program WEEKLY LOG

Student Name _____

Internship Location _____

Week of _____

DATE	HOURS	ACTIVITIES	EQUIPMENT / MATERIALS USED	INTERESTING EVENT / SPECIAL PROJECT

Please explain at least one thing that you have learned, either about the position or yourself, from this experience.

Student Signature _____

Date _____

Supervisor Signature _____

Date _____