

# ***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.)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

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 \_\_\_\_\_