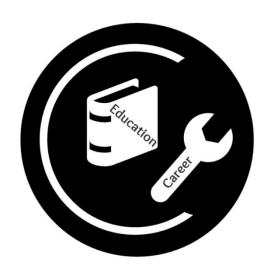
# Career Engagement Opportunities (CEO) Program



## 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 A	ddress:	
Graduation Year:	Birth Date:	Age:	
Career Goals (Top 3 occ	eupations):		
1			
Explain what internship y	ou are looking for and why:		
What classes are you tak	king presently or have completed that re	elate to this area of interest?	
What do you hope to gai	n from your internship experience?		

Do you have any concerns about committing to an internship?							
Date you would be ava	nilable to start:						
Date you'd like to have	your internship compl	eted by:					
Monday	Daily Availability (P	lease list the hours yo	ou are available each d Thursday	ay.) Friday			
Monday	rucsuay	Wednesday	mursuay	Thady			
Driver's License: (checl	k) □YES	□NO					
Please explain your trai	nsportation arrangeme	nts (be specific i.e. pare	nts, own car, transit bus	, relatives):			
Student Signature			Date				
Parent Signature			Date				

## CEO Program Student Agreement

Student Name	
	udents an opportunity to explore a career in their area of ne student, must agree to and adhere to the following:
Student Initials	
that if I do not attend school, I may not go to	I be on time to school and my internship site. I understand the worksite. I also understand that I must treat this ontact my internship supervisor if I cannot be there.
I agree to give priority to my interns ABSOLUTELY necessary.	ship site commitment and I will not be absent unless it is
	sary paperwork at the beginning, throughout, and at the ides, but is not limited to the weekly log. I understand if I it that I would receive for the internship.
I will carry out the internship experience representation of my high school.	ence in such a manner that I will be a positive
I will perform all of my duties in a coindependently and with others.	ommendable manner, working effectively both
I will abide by school rules and reguschool program and the appropriate school	ulations, realizing while I am at my internship site, I am in a rules apply.
I will adhere to all rules and regulat at all times.	ions of the internship site and will act in an ethical manner
If I have any concerns about my pla a timely fashion.	acement, I will discuss this with my guidance counselor in
I will dress appropriately for my inte	ernship.
	d I agree to follow these requirements. If I do not comply, I d/or principal may choose to not allow me to continue my
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?YesNo 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
Pleas	se explain at least	one thing that you have learned,	either about the position or yours	self, from this experience.
	Student	Signature	Dat	e
Supervisor Signature		Da	Date	