

**STUDENT INTERN APPLICATION**

1700060 – Career Research & Decision Making

Student Intern is a yearlong course for 8th Graders.

Applications must be returned to Ms. Bohatch no later than March 15, 2016.

REQUIREMENTS:

1. Excellent character; i.e. integrity, honesty, confidentiality, helpful
2. Access to a computer and internet at home and school
3. At least a C average
4. Good attendance in the 2015-2016 school year
5. Completion of essay (see page #2)
6. Parent signature (below)
7. Teacher Recommendation

In addition to your service as a student aide, you will be required to meet the following course requirements:

DISTRICT DETERMINED ASSESSMENTS – Students will be required to take a DDA at the end of each semester. This is a district created assessment and will make up a percentage of your grade.

EDMODO ONLINE LEARNING- Students will be required to maintain an Edmodo account. All assignments for the class will be posted on Edmodo and students will be required to check the class page regularly. Students are required to create and save assignment files in Word or PDF and submit through Edmodo (not email or hard copy). Students must have home access to the Internet.

*Qualified applicants will be selected by lottery, if there are more applicants than positions.*

***Valley Ridge Academy Student Intern***

*STUDENT INTERN APPLICATION*

STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your placement preference by numbering (1-3).

*Your preference is not guaranteed and your assignment is subject to scheduling constraints.*

\_\_\_\_\_K-2 Classroom– Students will be assigned to a classroom teacher in kindergarten, 1st, or 2nd grade. Students will assist the teacher by tutoring students, assisting with class activities, preparing classroom materials and other duties as assigned.

\_\_\_\_\_Front Office – Students assigned to the front office will assist with running passes and attendance envelopes, sorting mail, and other duties as assigned.

\_\_\_\_\_Art – Students assigned to the art teacher will assist with preparing art supplies, assisting students with projects, organizing the art room and other duties as assigned.

\_\_\_\_\_PE – Students assigned to the PE teacher will assist with preparing equipment and supplies, assisting students in PE games and activities and other duties as assigned. The student aide will not dress out for this assignment. The student aide must be prepared to be outside each day. Students will not be assigned to PE if they do not specifically request this assignment.

SHORT ESSAY (Between 100 and 150 words) *Please write an essay about the skills and character qualities you can bring to the job of student aide and why you have selected the above placement.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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I understand that if I am accepted for an internship that I will accept the position to which I am assigned for the full school year. I understand that every effort is made to honor requests for placement, however they are not guaranteed. I understand that requests to transfer to another assignment will not be granted.

*STUDENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*PARENT APPROVAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Valley Ridge Academy Student Intern***

*TEACHER RECOMMENDATION FORM*

STUDENT INSTRUCTIONS:

* 1. Write your name below
  2. Indicate the position you are applying for
  3. Write your recommending teacher’s name below
  4. Give this form to the recommending teacher to complete

TEACHER INSTRUCTIONS:

Please complete and return to Ms. Bohatch by 3/15/2016

STUDENT AIDE CRITERIA SHOULD POSESS:

* Excellent character; i.e. integrity, honesty, confidentiality, helpful
* At least a C average
* Good attendance in the 2016-2017school year

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position Appying:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommending Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECOMMEND:** YES\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_

COMMENTS:

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TEACHER SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO NOT RETURN THIS FORM TO THE STUDENT.

Please return directly to ***Ms. Bohatch.***