WASHINGTON COUNTY SCHOOL DISTRICT | WORK-BASED LEARNING

CTE Internship Intake Form

Complete Steps 1–4, take this form to your counselor, then apply online.

Turn this page over before you start. The back has what to say — and what you're actually asking for — when you talk to a CTE teacher or an employer.

STEP 1 Student

STUDENT NAME _____ CURRENT GRADE _____

STEP 2 CTE Mentor Teacher

Ask the CTE teacher whose subject is closest to your internship work. Their signature means they agree to mentor you and that the work relates to their pathway. **See the back for what to say.**

TEACHER NAME _____ CTE PATHWAY OR COURSE _____

TEACHER SIGNATURE _____ DATE _____

STEP 3 Internship Placement

You are responsible for securing the placement — ask your mentor teacher for a lead if you need one. Full details go on the online application. **See the back for what to say.**

BUSINESS / ORGANIZATION _____ SUPERVISOR NAME _____ SUPERVISOR PHONE _____

STEP 4 Parent / Guardian

Signing approves your student pursuing this internship for high school credit, and acknowledges they provide their own transportation to the worksite.

PARENT / GUARDIAN NAME _____ SIGNATURE _____ DATE _____

Counselor SCHOOL USE ONLY

☐ Grade 11 or 12 ☐ GPA 2.0 or higher ☐ Work relates to a CTE course the student has taken or is taking

If all three check out: register the student in **CTE Internship** with the mentor teacher named in Step 2, then return this form to the student to complete the online application at **internships.washk12.org**. **If anything is missing:** send the student back to finish it, or refer them to the Work-Based Learning Specialist.

STEP 5 Students: Apply Online Now

As soon as your counselor hands this form back to you, go online and complete the internship application. **Your placement is not approved until you apply and the Work-Based Learning Specialist verifies your employer.**

internships.washk12.org

SCAN TO APPLY

Students may not begin internship hours until the Work-Based Learning Specialist gives final approval.

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Before You Ask: Talking Points

Two conversations you have to lead — here's what to say and what you're asking for.

CONVERSATION 1 Talking to a CTE Teacher

Pick the teacher closest to your work

TRY SAYING THIS

"I'm applying for a CTE internship at ____, and the work is ____ — which lines up with your class. Would you be willing to be my mentor teacher and sign my form?" — or, if you don't have a placement yet: "I want to do an internship in ____. Do you know any employers who might take a student intern?"

What you're asking them to do

1. **Monitor your Canvas course**
   Check that you're keeping up with the internship coursework.
2. **Collect your documentation**
   Time cards, evaluations, and the paperwork for the semester.
3. **Meet with you four times**
   Short check-ins on how the internship is actually going.
4. **Be your first point of contact**
   Your questions — and your employer's — go to them first. Anything they can't answer goes to the Work-Based Learning (WBL) Specialist.
5. **Point you toward employers**
   They keep the district's industry partner list and have their own connections in the field.

What is NOT on the teacher

- **Making the ask for you.** They open the door — you approach the employer.
- **Supervising you at work.** The employer provides an on-site supervisor.
- **Verifying the employer.** The WBL Specialist does that.

No employer in mind yet?

Start with your mentor teacher. If nothing in their network fits, ask the WBL Specialist — the district keeps a list of partners who have hosted interns before.

Before you leave: have the teacher sign Step 2 on the front of this form.

CONVERSATION 2 Talking to an Employer

Show this half to the employer

TRY SAYING THIS

"I'm a ____ at ____ in the ____ program. I'm looking for an internship this semester where I can learn ____. I'd work ____ hours a week and earn high school credit for it. Would you be open to hosting a student intern?"

What the district asks of the employer

1. **Designate an on-site supervisor**
   Someone who works alongside the student, coaches them, and answers their questions.
2. **Meet with the WBL Specialist first**
   A short conversation to verify the placement. **No hours can be worked until that meeting happens and the placement is approved.**
3. **Evaluate the student at the end**
   A written evaluation of performance plus a brief exit interview.

40+	11–12	Paid or unpaid
HOURS OVER THE SEMESTER	GRADE LEVEL	EMPLOYER'S CHOICE

Be ready to answer

- Which days and hours you're available
- Why this field interests you
- What you're hoping to learn
- When you could start

Pay and schedule are the employer's call

Internships may be paid or unpaid — entirely up to the employer. Days and times are worked out between the employer and the student, around the student's class schedule.

What the school handles

Enrollment and credit, a CTE mentor teacher who checks in four times a semester, all coursework and documentation, and a district contact the employer can call anytime.

What happens next: write the employer's information into Step 3 on the front, then the WBL Specialist reaches out to them. Nothing is final until the employer and the WBL Specialist have talked.

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