



CAREER INTERNSHIP & JOB SHADOW

Dear Business Partner!

Thank you for agreeing to become a host for the Hart District community classroom / on-the-job training (OJT) site through the Career Internship course, or job shadow. Your partnership offers high school students the opportunity to gain valuable hands-on training to enhance their ability to explore their career aptitudes and interests, and eventually lead to their future career success.

In the Career Internship class, students are matched with business sites based on their evolving career goals. The student receives school credit as part of their class. The student is not paid and is covered under the school district's worker's compensation insurance policy. We currently have many community business partners already part of our program.

Your Career Internship student will contact you directly to determine their OJT work schedule. During the Fall or Spring session, the student can work a minimum of five hours a week or up to eight hours a week at the site. During the Summer session, students need to work a minimum of six hours a week. The student will prepare a list of goals to be met during the internship.

The classroom teacher, Summer O'Brien, will be visiting students on the job every three to four weeks to check on student progress. Please contact Summer O'Brien directly at 661-312-3570 or summerobrien2@gmail.com should you have any questions or problems with a student.

We also would be grateful if you could host a student just for a job shadow visit, a brief but valuable exposure to your workplace. Such a visit of only a few hours might influence their career!

Enclosed please find a Joint Venture Training Agreement that we will need signed and returned to document our partnership. More information is available at <http://www.hartrop.com/contact.html>. I look forward to a successful collaboration with you as a partner and educational community leader. Please contact us with any questions you may have.

With our deepest thanks, on behalf of our emerging workforce!

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