



# CAREER INTERNSHIP APPLICATION INSTRUCTIONS

1. **Take an elective or ROP class relating to their career interest.** Students must have applicable skills to bring to the internship. First priority will always go to students who have taken the most related classes. (Exceptions are made on availability basis.) Career interest information is available on [www.cacareerzone.org](http://www.cacareerzone.org) or by logging on to Naviance from each school's website.
2. **Internships may not be available in all industry areas.** Certain areas such as art, music, or healthcare occupations can be hard to place and may not be possible. There are no internships for law enforcement, hospitality, child care, firefighting, or animal care as these disciplines are covered with "on the job training" within their classes. Engineering internships have a pre-requisite of Physics, Drafting, or ROP Exploring Engineering Technology.
3. **Review the class dates and make sure they can attend all of them.** Weekly classroom attendance is **required** in addition to the on-site internship. Submit an application as soon as possible.
4. **A grade of C or better in all classes on their most recent report card is required.** A good record of attendance and behavior is also mandatory.
5. **Students must have a working email account that they check regularly.** They will be contacted by email once their application is received.
6. **Availability of potential internships changes semester by semester.** Students are not limited to the industries on the Hart District's list. If a student has a potential internship site, the site can be contacted to verify if student workers are appropriate.