



ESCUELA AMERICANA JUNIOR INTERNSHIP PROGRAM

The Escuela Americana Alumni Association in coordination with the Upper School Counseling Office promotes the Junior Internship Program to provide students with internship opportunities during their summer vacation.

The objective of this program is to offer students the opportunity to use their summer vacation to gain work experience, learn about the industry in which they are interested in pursuing their higher education, and enrich their curriculum making it more attractive for universities.

Space for the Junior Internship Program is limited to **15 PARTICIPANTS** and depending on the number of openings available in the companies offering positions.

CRITERIA FOR ADMISSION TO THE JUNIOR INTERNSHIP PROGRAM

1. **Academic Eligibility:** Interested students must have a cumulative GPA of 80 or above and no Semester I (11th grade) grades below 80.
2. **Behavioral Eligibility:** Must be in good standing and not under a discipline sanction and have no record of mayor infractions during the school year. Anyone who has been suspended, either internally or externally, during junior year may not participate in the program.
3. **Eligibility Approval:** Recommendation and approval from Upper School Counselors, and the Upper School administrators.
4. **Application:** All candidates must fill in the Internship Application form and complete the interview process with EA Counselors and EA Alumni Council members.
5. Completion of a **Resume** (Curriculum Vitae) (see template)
6. Final admission into the Internship Program will depend on compliance with all application criteria. **We will not receive incomplete or late applications.**

INTERNSHIP REQUIREMENTS, COMMITMENTS, AND GUIDELINES

1. Duration of Internship: Minimum 2 weeks / maximum according to the companies' availability and student's time.
2. Be at the internship as required by employer. Any absence or illness must be reported to the direct supervisor and Escuela Americana. Excessive absence will result in being removed from the internship program.
3. Interns are required to use their own transportation to and from the internship site.
4. Students need to be aware that some companies may require health/accident insurance policies.
5. Interns will not get monetary compensation.
6. Parents need to sign the application form and agree on the above guidelines and criteria.
7. Students are responsible to request a letter of recommendation at the end of the internship from their direct supervisor and submit a copy to the EA Alumni Council.

To apply: you need to talk to your Counselor expressing interest in the program and submit the Internship application form no later than **April 24th to Milena Viana at the Counseling Office.**

For questions or further information please contact Sofia de Miguel at miguel.sofia@amschool.edu.sv or Carmen de Núñez at nunez.carmen@amschool.edu.sv