

EXECUTIVE INTERNSHIP PROGRAM

Application Instructions

If you wish to be considered for acceptance as an executive intern, it is important that you strictly follow directions in completing and returning the application packet. Each item in the packet is designed to give important information and insight into your ability to perform as an executive intern. **Do not omit any information requested.** Detach this cover sheet before submitting the application.

It is your responsibility to:

- ✓ Type or complete in ink each item on the application form and obtain required signatures.
- ✓ Fill in your name and other information at top of the Personal Reference (Teacher) forms.
- ✓ Distribute the Personal Reference (Teacher) to two teachers who know you well.
- ✓ Return your completed EIP application to your counselor well in advance of the submission deadline to allow sufficient time for the guidance office to process the application. (Remember, the teacher reference form will be given directly to your counselor).

Criteria for acceptance:

- ✓ Weighted cumulative GPA of 3.0 or better
- ✓ Excellent attendance
- ✓ Exemplary discipline
- ✓ Completed application received on or before deadline
- ✓ Successful interview with coordinator
- ✓ Successful interview with sponsor
- ✓ Provide own transportation to and from internship
- ✓ For a medical internship, intern must get or have current TB test, have immunization record, and have a valid driver's license, passport or Colorado State ID. (Process can take up to two weeks.) Your site will usually provide the TB test free of charge.
- ✓ Participation in the Executive Internship Program requires that students follow attendance regulations and student code of conduct, perform satisfactorily at the internship site and complete all required assignments. Some internship placements, in compliance with federal law, may require verification of identity and eligibility to work in the United States.

If you have further questions regarding the application, consult your counselor or call the Executive Internship Program Office.

If you are accepted into the Executive Internship Program, you will be responsible for following directions and meeting deadlines independently. Receipt of your application packet – complete, accurate, and on time – is a reflection of your seriousness and attention to detail. **Successful completion of this task is a prerequisite for further consideration of your application.**

Executive Internship Program

500 Airport Boulevard, Aurora, CO 80011
Phone: 303-344-4910; FAX: 303-326-2096

Kim Wisneski, Coordinator

Cell: 303-949-0054

High School Credits Offered

0.5 to 3.0 Elective Credit (**Weighted**)
VEI 1031 **AND** VEI 1061 **OR** VEI 1062

Pickens Technical College Courses (No college credit offered)

CIS 120 Technology for Career Development
CIS 203 Technology for Career Success
BUS 281/BUS 282 Internship