



AURORA PUBLIC SCHOOLS
PICKENS TECHNICAL COLLEGE

Executive Internship Program

WHAT IS AN EXECUTIVE INTERNSHIP?

High school students spend one or two semesters during their senior year with a professional in their desired career field. Placements may include business organizations, government agencies, educational institutions, newspapers, medical clinics or hospitals, law offices and courts, community agencies, or other areas. The intern has the ability to make contributions to the organization while achieving personal, academic, and career growth.

WHAT DOES THE INTERN DO?

The intern is a special assistant to the sponsor, attending meetings and conferences, preparing reports, participating in organizational activities, and assisting with projects requested by the sponsor. Interns typically spend 8-10 hours per week at their internship and responsibilities differ greatly depending on the internship site.

All Interns attend weekly seminars at Pickens Technical College. The topics of these seminars include communication skills, human relations, team building, leadership development, career exploration, and self-assessments.

HOW DOES THE INTERN BENEFIT?

The Executive Internship offers broad educational opportunities. It introduces high school students to the world of work through close association with effective leaders in the community.

Interns refine their social and intellectual skills by relating to a variety of adults, writing reports, becoming precise in their analysis of issues, and initiating their own learning experiences. They gain career-specific knowledge while exploring possible career options. Interns develop or change their career goals as a result of meaningful internship experiences.

HOW ARE INTERNS SELECTED?

High school seniors selected have demonstrated: leadership and initiative in their schools and communities, special talents and skills of value to the particular sponsors, or a capacity for creating new solutions to problems. Interns are selected by demonstrating their maturity, sensitivity, and the capacity to assume responsibility. They must exhibit above-average ability in the academics. Applicants need approval by the high school counselors and administration.

SPONSOR'S ROLE & BENEFITS

Administrators and leaders of organizations are selected as sponsors because of their:

- Sensitivity to the concerns of youth.
- Ability to offer an internship with opportunities for assignments as well as observation.
- Readiness to involve the intern in activities of the agency or organization.
- Willingness to devote personal attention to the intern.

Each sponsor defines the Executive Intern's role and training, which provides useful experience to the intern and, hopefully, provides benefits to the company. Interns often offer a fresh perspective and new ideas that are useful to the sponsoring company.

WHAT ABOUT EMPLOYMENT?

While Executive High School Interns are not paid, the experience may lead to future employment. Many interns are invited to return to their sponsoring agencies for summer or after-school paid positions. Others are selected for paid college internships. Potential employers are usually impressed by the Executive Interns because they represent themselves at a relatively sophisticated level in a work environment.

WHAT ABOUT COLLEGE?

College placement officers view the internship experience as a positive factor in evaluating a student's potential. Some students have been able to waive some college requirements due to their participation in the Executive Internship Program. Each college is different, so students are advised to consult their college advisor with questions.

WHAT ABOUT ACADEMIC CREDIT?

The Intern receives high school credit and can take up to four additional high school classes while enrolled in the Executive Internship Program. The Executive Internship Program offers WEIGHTED GRADES.

The Intern must keep an analytical journal of daily activities, maintain a high level of performance in the program, create a multi-media presentation about their internship, and present a professional portfolio to the coordinator at the close of the semester. A memorandum of understanding is signed by the high school administrator, the student, parents, the sponsor and the student's counselor to formalize the arrangement.

CREDIT OFFERED

1-3 High School Credits (Weighted):

0.5 Computer Elective (VEI 1031)

0.5 – 2.0 Internship Elective Credit (VEI 1061 or VEI 1062)

Curriculum

CIS 120 Technology for Career Development (15 hours)

CIS 203 Technology for Career Success (30 hours)

BUS 281/BUS 282 Internship (45-180 hours)

EXECUTIVE INTERNSHIP PROGRAM

500 Airport Blvd., Aurora, CO 80011

Phone: 303-344-4910

Fax: 303-326-2096

Kim Wisneski, Coordinator

Cell Phone: 303-949-0054

kkwisneski@aps.k12.co.us