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Dear Parent/Guardian,

Your child may have the unique opportunity to participate in an unpaid internship for the 2017-18 School-Year through Herkimer BOCES, School to Careers Program. Internships place high school seniors at an advantage when applying for colleges and jobs, especially for college programs that require volunteer hours such as physical therapy and veterinary medicine.

Students spend a 3-hour block of time, one day per week at their internship from early October through mid-April for a total of 72 hours at the site. We will do our best to work around your child's school schedule, but please understand that he/she must be flexible since we work around the mentor's availability. Students are required to attend an Orientation on the evening of the second week of September at Herkimer BOCES, at which time they will receive their internship placement and schedule. We will also review the required paperwork that students must complete over the course of the school year which includes monthly log reports, evaluations, and a reflective essay. Upon completion of the program in mid-April, students are required to attend a Recognition Ceremony at Herkimer BOCES.

Because students are missing part of their school day to complete their internships, it is important that they are responsible in making-up missed work. In order to participate in this program, students must have reliable transportation to and from their internships. BOCES will not provide busing.

Students were given an application packet to complete and return to their school counselor by April 28, 2017. The application requires students to answer questions related to why they want to participate in an internship and they must also provide a resume. Students must also have a waiver signed by a parent or guardian. If your child is interested in a placement in the health field, he/she will need to complete a medical form which is also in the application packet. On the medical form, please note the important time frames for a physical, Mantoux Test and Flu Vaccine. We are required to comply with the regulations of the health care facilities we work with. Failure to provide this information will result in the delay of your child's internship.

We will mail acceptance letters and the date and time for orientation over the summer. If you have questions, please contact us.

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