

Herkimer ■ Fulton ■ Hamilton ■ Otsego BOCES
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Dear Student,

You may have the exciting opportunity to participate in an unpaid internship for the 2017-18 School-Year. An internship will help you decide which careers you are interested in and as equally as important, help you to identify the careers that you do not wish to pursue, which will save you time and money in college.

If you are unsure of a career you are interested in, we have included an interest inventory to help you identify possible careers of interest. Enclosed, please find an application that you are required to complete and return to your counselor by April 28, 2017. Be sure to have someone else review your application to check for spelling and grammar. The contents of this packet are distributed to prospective mentors so it is important to make a good impression.

You will intern for a 3-hour block of time, one day per week, from early October through mid-April for a total of 72 hours. Students are required to attend a mandatory orientation in September and a Recognition Ceremony in mid-April. During orientation, we will discuss the required paperwork over the course of the program which includes monthly log reports, evaluations, and a brief essay at the end of the program. Students will also receive their placement and schedule. Every effort will be made to work around your school schedule, but you must be flexible since mentors are volunteering their time and we must work around their availability.

Since you will be missing school for your internship, it is important that you communicate with your teachers and make-up missed work. Transportation is the responsibility of the student.

If you have any questions, please contact us.

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