



March 12, 2019

Re: Summer STEM and STEAM Internships

Dear Parents and Guardians,

At their request, your student has been matched with a host in a STEM or STEAM business who will provide a two-week unpaid shadowing/work experience this summer. These internship opportunities have been built through relationships with parents and school affiliates.

We have had great success placing students over the past few years via a process that puts students and internship partners in direct touch with one another. The emphasis on students making and retaining this relationship has resulted in high student autonomy and responsibility, and both students and internship partners have been highly satisfied with their experience. It is vital that students are proactive and professional in their communication and responsiveness with their hosts.

The safeguarding of students is important to us and because we cannot monitor the internship itself or the individuals that students interact with, we want to make sure that your students are communicating their experiences with you. Students should feel safe and respected. We do not monitor the students' internship experiences, thus families support their students in travelling to the internship location and facilitate the day-to-day monitoring of their experience.

While we do not anticipate that students will have any problems we want to ensure they know that they must not accept anything that makes them feel uncomfortable or is less than professional just because they need their internship for their STEM graduation endorsement. We can work out an alternative should such an instance ever occur. We want students to have an authentic work experience, with all of the professional expectations, but also to ensure that they understand that if they feel a respectful or safe line has been crossed, they need to discuss it with you so that you can help them decide how to proceed.

We look forward to supporting our internship students as summer approaches. The second page of this document provides a list of internship expectations that we ask for students and parents to review together, agree to, sign and return. Please contact me if you have any questions.

Thank you,

A handwritten signature in cursive script that reads "Peluchi P. Flores".

Peluchi P. Flores
Interdisciplinary STEAM Coordinator



Dear Parents, Guardians & Students,

This agreement outlines expectations for AIS students who are completing summer STEM or STEAM internships as part of their STEM/STEAM Graduation Endorsement. Our goal is for every student and host to have a positive experience that results great learning and future opportunities.

Please review the expectations below, print, sign, and return this agreement to Mrs. Flores by March 1, 2019. Your signature indicates that you have read and agreed to the expectations.

Students are responsible for all communication with the employer and for following through on all requests and expectations in a timely manner. The internship is a professional work experience and an opportunity for students to demonstrate maturity, responsibility, and professionalism.

Parents are asked to ensure transportation, and to communicate with their student about their experience, but not to communicate with the host directly, or to solve problems for their student.

Employers are responsible for ensuring that their general liability insurance covers a student onsite. In instances when an unpaid intern cannot legally be covered by worker's comp, a family may be asked to confirm that their personal medical insurance will apply.

By accepting a school-arranged internship placement, AIS students agree to:

1. Respond to all emails from the host within 48 hours, preferably 24.
2. Reach out to arrange internships dates and other logistics with the host as soon as you are offered a placement. Email Mrs. Flores to let her know the dates you have agreed to -- as soon as you have confirmed them with your employer.
3. Follow all safety, privacy, dress code, and other expectations set by the host.
4. Email Mrs. Flores immediately (the same day) if there is a scheduling problem, change in plans, or any other concern that may impact the internship.
5. Complete the [Employer Planning & Feedback](#) form with your host before and after your internship and return to Mrs. Flores by September 1, 2019.

(AIS Student name)

(AIS Student signature)

(Parent or Guardian signature)

(Date)