

Dear Sophomores and Juniors,

Please use this STE(A)M endorsement process checklist to make sure you are on target in accomplishing your summer internship requirements.

I have	✓
1. Responded to the "Internship Interest Survey" <i>(Deadline: September 14th)</i>	
2. Emailed my host and copied Mrs. Flores thanking them for the opportunity and letting them know of my 2-week availability in the summer <i>(Deadline: 2 days after receipt of email placement from Mrs. Flores)</i>	
3. Returned to Mrs. Flores the signed "Safeguarding Form" <i>(Deadline: 2 days after receipt of email placement from Mrs. Flores)</i>	
4. Emailed Mrs. Flores of the final dates of my summer internship <i>(as soon as you have the final dates)</i>	
5. Completed and submitted my "Employer Planning and Feedback form" before and after my internship <i>(Deadline: September 1, 2019)</i>	

NOTE:

1. All documents can be found in our [STE\(A\)M Endorsement Google Site](#)
2. If you have questions, email Mrs. Flores (Pflores@aischool.org)
3. ALL forms should be returned to Mrs. Flores on her desk at the Science Office or at her main office at Rm. 1-215.