

**Galileo Academy of Science and Technology's Health Academy,
California Pacific Medical Center and Community Educational Services
Internship Application
Summer 2014**

Hello GHA Juniors!

If you are reading this, it is because you are interested in the Galileo Health Academy Summer Internship Program. Please read below for a quick synopsis of what is involved and how it will benefit you.

Why should I want to be a GHA Intern?

There are many benefits to this internship program. By participating as a GHA Summer Intern you will gain invaluable experience working alongside actual healthcare professionals, and exposure and experience in the healthcare industry. This will give you the opportunity to make connections and network with individuals in the healthcare field AND it will certainly look great on your college applications and resume. Most importantly, you will have the opportunity to make a contribution within your community and have a rewarding experience helping others.

What does a GHA intern have to do?

Interns provide support for staff and interact with patients in non-clinical ways such as helping with patient discharges, providing comfort items, stocking supplies. You will learn skills needed to be successful in the workplace.

What is the time commitment?

If you receive an internship, you will be expected to complete **120 hours of service over a 6 week period this summer. Essentially, 4 hours a day Monday through Friday. There are no weekend hours available. You must be available the entire length of time.**

**GOOD LUCK! I'm excited to read your applications.
Sincerely,**

Mr. McDowell (Richard McDowell)

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Some Important Dates:

- **Complete Applications Due: Friday April 25th**
- **Group/Individual Interviews: To Be Announced**
- **Two Teacher Recommendation Forms Due: Friday April 25th**
- **Interns Selected: May 16th**

Please fill out this application in its entirety. Make sure you attach all the forms and information as requested.

Due Friday April 25, 2014 by 3:30 pm.

General Information

Name: _____

Age: _____ **Grade:** _____

Address: _____

City: _____ **Zip Code:** _____

Parent/Guardian Name: _____

Home Phone Number: _____

Intern Applicant Cellular Phone Number: _____

Email address: _____

Are you eligible for the Lunch Assistance program at Galileo ___Yes ___No

Please Attach the Following Information:

- Attendance report from last grading cycle
- Last grading report
- Signed parent permission slip (see attached form)
- Essay questions (see attached form)
- Two signed recommendation forms **(due by 1pm on Friday 4/25)**
Please be respectful and ask your recommenders well in advance.
- A resume (See FAQs for assistance)

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Short Answer Questions

- 1) What are your obligations this summer, including family commitments, additional work or other responsibilities? Do you have a vacation planned?

- 2) If you could choose, in what department or area(s) of the hospital would you prefer to work and why?

Essay Questions

Please answer the following questions on a separate sheet of paper. It is important to spend time on these essay questions and write thoughtful answers. Responses must be typed and in paragraph form.

- 1) Describe your typical academic weekday. Discuss what classes you take, the difficulty of your classes, time spent on homework assignments and how this fits in the rest of your day.
- 2) Describe one important achievement during high school (academic or otherwise) that makes you proud. Explain why you are proud of this achievement, and how this experience has affected you.
- 3)
- a. If you were to receive one of the spots for the Galileo Health Academy CPMC Internship, how will your interest in health or science benefit the other program participants, CPMC hospitals, and the Galileo Health Academy as a whole?
 - b. If you do not get the Galileo Health Academy CPMC Internship, what are your goals and plans for this summer? Provide a detailed action plan of the steps you plan to take to achieve these goals. Include information on how you will prepare, who you will seek advice from, and how your family, teachers, and community will support you.

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GHA Internship Recommendation Form

Applicant's Name: _____

To the Recommender:

The above mentioned student is applying for a placement in the Galileo Health Academy Summer Internship Program; please return the form to the applicant after completing the recommendation.

Please rate the applicant in comparison to others of similar age and position whom you have known:

	Superior	Excellent	Above Average	Average	Below Average	No basis for judgment
Ability in oral expression						
Ability in written expression						
Perseverance						
Emotional maturity						
Dependability						
Effectiveness in working with others						
Past performance as a leader						
Potential as a leader						

Recommender: Please use another sheet of paper for additional comments. Thank you.

Recommender's name: _____

Recommender's relationship with applicant: _____

Recommender's phone number: _____

Recommender's signature: _____

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Parent Form

Dear Parent:

My name is Richard McDowell and I am the Lead Teacher and Program Coordinator for the Health Academy at Galileo Academy of Science and Technology. We are currently accepting applications for the Galileo Health Academy's Summer Internship program. Your child has expressed an interest in joining the program and is in the process of submitting an application. Your support is vital to the success of this program as well as your child's. The internship will take place Monday through Friday at either Pacific Campus, Davies Campus, or California Campus. Your child's summer commitment starts on June 9th and ends July 18th. — this is four hours a day in the morning for six full weeks. July 4th is a vacation day. It is imperative that nothing be planned that conflicts with these dates. Students will not be able to leave for vacation or miss time as this will create a hardship on those that are volunteering to provide your son/daughter with a meaningful experience. The activities your child will participate in will vary depending on their internship placement. More information will follow upon your child's acceptance.

Please call me, at (510) -708-8612 if you have any questions or concerns.

By signing below you agree to let your child continue in the application process.

I, _____ parent/guardian of _____
(Parent Name) (Student Name)

agree to let my child apply for a summer internship position with the Galileo Health Academy CPMC Summertime Internship Program sponsored by CPMC Hospital. If accepted to this program I understand my child will participate during the summer at CPMC. I also understand that he/she must maintain good attendance and grades in order to continue participation in the program. Lastly, I understand this is a commitment from June 9th through July 18th.

Parent Signature

Date

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Frequently Asked Questions

The following are questions regarding the internship that you may have:

Q. When do we start?

A. The internship is scheduled to begin on **Monday, June 9th, 2014 and end on Friday, July 18th**. You will have Friday July 4th off. The summer portion of the internship will last six weeks. You will be expected to complete 120 hours of service, 4 hours a day, 5 days a week. Many interns continue as volunteers after completing the internship. Students are also expected to participate in the internship graduation ceremony. Date TBA.

Q. How many hours will we be participating in as interns?

A. Internship participation is always 4 hour a day Monday through Friday. In almost every case these hours are conducted in the morning.

Q. Can I take summer school classes and participate in the internship?

A. Unfortunately you cannot. You must be available for the entire period of time which means you can't be away during this time.

Q. What do I have to do to get an internship?

A. The first step is to fill out your application, gathering all the information it requests, and then turn it in by the due date of **April 25th**. Successful applicants will have interview with the Galileo Health Academy student, staff or volunteer. CPMC will pick interns from the list of successful interviewees. Placements are dependent on availability and how well you match the required skill sets. Additional interviews may be required. Don't forget to get the recommendation forms completed

Q. Why do you need my grades and attendance?

A. You **do not** need to have a 4.0 or perfect attendance to get this internship-but we do want to see that you come to school on time and you put effort into your schoolwork.

Q. Will there be any training that we have to complete?

A. Yes. Prior to starting your internship you will participate in the new employee volunteer orientation, transport training, health screenings and additional training depending on your placement.

Q. Who may I ask for a recommendation?

A. You may ask any adult who is not a family member or associated with the Galileo Health Academy. If you are unsure whether a recommender is acceptable, please do not hesitate to ask.

Q. Will this internship look good on my personal statement for college?

A. No, it will look great!

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Q. What if I don't know how to put together a resume?

A. There are a few resources you can use.

1) KUDER: This website has a resume builder that will guide you through the process. To use this resume builder, do the following:

1. Go to www.kuder.com

2. New users register by selecting **New Users**. (Returning users select **Returning Users**, enter your user name and password, and click **Login**.)

2. Select "**Get A Job**" from the navigation menu on the left-hand side of the window.

3. Select "**Resume Builder**" from this menu.

4. Click on "**Add a new resume**." You will be taken to the Resume Builder Template.

2) If you would like further assistance, please see Ms. Boran, your College and Career counselor, in the Counseling Office.

Q. Where do I turn in my application once it is done?

A. There will be a box in Mr. McDowell's classroom marked 'Internship applications'.

Q. Can I turn my application in before **April 25th?**

A. Yes-in fact it is suggested that you do.

Q. Who can I ask for help?

A. We encourage you to get help from your parents or other teachers.

Q. What happens if I do not get an internship?

A. If you are not chosen for an internship it does not mean that we do not like you or that we didn't think you would make a good intern. We only have a limited number of positions. If you did not get chosen this year, you can try again next year. It is also encouraged that you volunteer at the hospital; it is a great way to build your resume.