AIME—Anaheim’s Innovative Mentoring Experience

The Anaheim Union High School District offers more than 20 Career Technical Education pathways representing more than a dozen industries at 10 high schools, including engineering, biomedical science, medical careers, finance, construction, hospitality and tourism, and computer science.

In addition, we have established a work-based learning program that is primed for growth. Our AIME–Anaheim’s Innovative Mentorship Experience program, launched by Anaheim Mayor Tom Tait and AUHSD Superintendent Michael Matsuda, enlists the support of 30 business partners and has provided mentoring experiences to over 1,300 students. With partners such as Kaiser Permanente, Wells Fargo, Ymarketing, Anaheim Public Utilities, Lennar and a range of other businesses, our students have benefited from experiences that prepare them for the world of work and provide connections with mentors that will continue for years to come.

Our mentorship program is organized around four tiers, offering businesses several options for providing work-based learning for our students. The tiers are summarized below, as well as in the attached brochure.

- Tier 1: Career Expo – several adults working with small groups of students, providing a career exploration experience.
- Tier 2: Job Shadowing – one adult with up to four students, meeting on a monthly or quarterly basis to provide a deeper understanding of the career and a more meaningful relationship between mentor and mentee.
- Tier 3: Beyond School Walls Anaheim – one adult per student, to provide a focused, career-readiness experience, in partnership with Big Brothers, Big Sisters, Orange County.
- Tier 4: Paid Summer Internships – AUHSD’s next step in providing work-based learning experiences, in partnership with Orange County United Way.

Why AIME? More than 70 percent of our students come from economically challenged backgrounds, and spend their time outside of school assisting their families, either at home or by working low-wage jobs. At the same time, the demands of our local and global economy call for a highly skilled, highly educated workforce. Our low-income and minority students are rarely provided enough opportunities to gain the necessary skills and experience to meet these demands. AIME, a comprehensive mentorship program that also includes opportunities for paid summer internships, holds the promise of transforming the lives of our students as they not only prepare for the demands of college and career in an authentic environment, but also make community connections that will last a lifetime.

AUHSD is currently in the third year of the AIME program, and in an effort to continue offering this experience to our students, we rely on the business community for their generous donations of time, talent and/or treasure. We are extremely grateful for your interest in supporting the AIME program and the students it serves.

Sincerely,
MJ Cooke Elliott
AIME Program Director
714-404-4001
elliott_m@auhsd.us
AIME: Anaheim's Innovative Mentoring Experience

Promotes College, Career, Community and Life Readiness Skills for Students

Make a difference today! With your generosity and support the AIME program is able to continue providing Anaheim Union High School District students with 21st century career exposure, mentoring opportunities with industry professionals, and summer internship positions. AIME is a 501(c)(3) non-profit organization. Donations to AIME are fully tax-deductible, as allowed by federal law.

$250  $500  $1,000  $1,500  $2,000  $5,000  Other: ____

Online Donation
You can donate to AIME right now, quickly and securely, with your Visa, MasterCard, American Express or Discover card by simply following this link: anaheimmentoring.org.

Donations by Check
Make the check payable to:
AIME, Anaheim Union High School District

Send to:
Bruce Saltz
Accounting Office, Anaheim Union High School District
501 North Crescent Way
Anaheim, CA 92801

Name: 
Business: 
Address: 
Phone: 

On behalf of the Anaheim Union High School District and the AIME Program we are extremely grateful for your support of the AIME program and the students it serves.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| 11:30 to 11:45  | Arrivals, Mingling  
                      "Getting Acquainted" Activity |
| 11:45 to 12:00  | AUHSD Superintendent Michael Matsuda - Welcome remarks  
                      Anaheim Mayor Tom Tait - The Value of Corporate Mentoring  
                      Timothy Ballard, Co-Founder and President, Buchanan Street  
                      Partners - About YPO |
| 12:00 to 12:15  | Ben Gold, President, QuickBridge, and Tim Ballard share their stories  |
| 12:15 to 12:45  | Lunch  
                      "Table talk" activity |
| 12:45 to 1:05   | Damien Mama, USC Starting Left Offensive Guard                        |
| 1:05 to 1:45 pm | Group activity                                                        |
| 1:45 to 2:00 pm | Closing                                                               |
AIME Project Kickoff: Kaiser Permanente
3430 E. La Palma Ave, Anaheim, Ca 92806
Medical Office Building #2, Conference Rooms on the 4th Floor
 Agenda Day 1: September 2, 2016
9:00am-12:30pm

7:30-8:45am  Student Pick Up/Transportation:
8:45-9:00am  Student Arrival
9:00-9:15am  Welcome - Introductions - Opening Remarks:
   - Kaiser Permanente Executive Director, Mark Costa
   - City of Anaheim, Mishal Montgomery, Representative for Mayor
     Tom Tait's Office
   - AUHSD Superintendent, Michael Matsuda
   - CSUF, GEAR UP/AUHSD, TBD
9:15-10:00am  Keynote Speakers: Tentative
   Physician; Dr. Crispina Chong-Han, Asst. Medical Director
   Nurse; Nick Bahner, RN, Critical Care Certified
10:00-10:15am  Break (restrooms and transition to Ice Breaker Activity)
10:15-10:45am  Mentor & Mentee Ice Breaker Activity: Mentor/Mentee
   Discussion Questions.
10:45-11:00am  Facility Tour Groups
11:00-11:45am  Facility Tour:
   1: Lobby/Rotunda
   2: Healing Garden
   3: Cafe
11:45am-12:00pm  Mentor & Mentee Small Group Discussion: First Impressions, Guest
   Speakers and Facility Tour.
12:00-12:30pm  Lunch with Mentors
12:30-12:45pm  Depart Kaiser Permanente

MJ Cooke Elliott
AIME Director
501 Crescent Way Post Office Box 3520
Anaheim, CA 92803-3544
Tel: 714-999-3794 – Cell: 714-404-4001

AIME Program: Kaiser Permanente
3430 E. La Palma Ave, Anaheim, Ca 92806
Medical Office Building #2, Conference Rooms on the 4th Floor
 Agenda Day 2: October 14, 2016
9:00am-12:30pm

7:30-8:45am  Student Pick Up/Transportation:
8:45-9:00am  Student Arrival
9:00-9:20am  Welcome - Introductions - Icebreaker Activity: Mentor Introductions
9:20-10:30am  Resume & Interview Workshop with Human Resources and Mary
   Ellen Blair's Team (students will have a copy of their resume to share
   within the group)
10:30-10:40am  Break
10:40-10:50am  Facility Tour Group Assignment
10:50-11:50am  Facility Tours:
   1) Inpatient Hospital Room
   2) Emergency Department
   3) Radiology
11:50-12:00pm  Mentor/Mentee Facility Tour Discussion
12:00-12:30pm  Lunch with Mentors
12:30-12:45pm  Depart Kaiser Permanente

MJ Cooke Elliott – Patty Hatcher – Scott Reindl
AIME Program Team
501 Crescent Way Post Office Box 3520
Anaheim, CA 92803-3544
Tel: 714-999-3794 – Cell: 714-404-4001
AIME Program: Kaiser Permanente
3480 E. La Palma Ave, Anaheim, Ca 92806
Medical Office Building #2, Conference Rooms on the 4th Floor
Agenda Day 3: November 3, 2016
9:00am-12:30pm

7:30-8:45am  
Student pick up/Transportation:

8:45-9:00am  
Student Arrival

9:00-9:10am  
Welcome – Introductions

9:10-10:15am  
Keynote Speakers:
  Kimi McAdam, MS, RD
  Assistant Department Administrator
  Food and Nutrition Services
  Felicia Cohn, PhD
  Bioethics Director
  Kaiser Permanente Orange County

10:15-10:25am  
Break

10:25-10:30am  
Video:
  Cleveland Clinic Video https://youtu.be/CDDVH4-e-nA

10:30-10:45pm  
Facility Tour Group Assignments

10:45-11:55pm  
Facilities Tour Groups (3 groups of 15):
  1. C.U.P.
  2. Pathology Lab
  3. Simulation Lab

11:50-12:00pm  
Mentor/Mentee Facility Tour Discussion

12:00-12:30pm  
Lunch with Mentors

12:30-12:45pm  
Depart Kaiser Permanente

MJ Cooke Elliott  ~  Patty Hatcher  ~  Scott Reioul
AIME Program Team
501 Crescent Way/ Post Office Box 3520
Anaheim, CA 92803-3544
Tel: 714-999-3794  ~  Cell: 714-404-4001

AIME Program: Kaiser Permanente
3480 E. La Palma Ave, Anaheim, Ca 92806
Medical Office Building #2, Conference Rooms on the 4th Floor
Agenda Day 4: December 2, 2016
9:00am-10:30am

7:30-8:45am  
Student pick up/Transportation:

8:45-9:00am  
Student Arrival

9:00-9:10am  
Welcome

9:10-10:00am  
Mock Group Interviews and Resume Workshop (Approx. 4 Mentees/2 Mentors per group)

10:00-10:15am  
Student Reflections

10:15-10:30am  
Student Awards Presented By:
  Mark E. Costa, Senior Vice President, Kaiser Permanente, Orange County
  Mihal Montgomery, Chief of Staff, City of Anaheim
  Melba Castro, CSUF Director of Educational Partnerships, Division of Student Affairs
  MJ Cooke Elliott, AIME Director, Anaheim Union High School District

10:30-11:00am  
Lunch

11:00am  
Depart Kaiser Permanente

MJ Cooke Elliott  ~  Patty Hatcher  ~  Scott Reioul
AIME Program Team
501 Crescent Way/ Post Office Box 3520
Anaheim, CA 92803-3544
Tel: 714-999-3794  ~  Cell: 714-404-4001
## Agenda

### 1st meeting/ Career Focus

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15-9:20</td>
<td>Welcome/ About Branch/ Mentor Introduction</td>
<td>Gilbert Vargas</td>
</tr>
<tr>
<td>9:20-9:32</td>
<td>Introduce the Mentors</td>
<td>All Managers</td>
</tr>
<tr>
<td></td>
<td>-Gabe Dela Cruz</td>
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<tr>
<td></td>
<td>-Liz Rodriguez</td>
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</tr>
<tr>
<td></td>
<td>-Anthony Evans</td>
<td></td>
</tr>
<tr>
<td>9:32-9:35</td>
<td>Review Agenda</td>
<td>Liz Rodriguez</td>
</tr>
<tr>
<td>9:35-9:40</td>
<td>Selection</td>
<td>Anthony Evans</td>
</tr>
<tr>
<td>9:40-10:05</td>
<td>Branch Tour Instructions</td>
<td>Gilbert Rodriguez</td>
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<tr>
<td></td>
<td>I. Vault/ Safe Deposit</td>
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<td></td>
<td>II. Teller Observations</td>
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<td></td>
<td>III. Lobby/ Platform Observation</td>
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<tr>
<td></td>
<td>IV. Business Banker Observation</td>
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<tr>
<td>10:05-10:15</td>
<td>Q&amp;A</td>
<td>Gabe Dela Cruz</td>
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<tr>
<td>10:15-11:00</td>
<td>what does a mentor mean to you?</td>
<td>All Managers</td>
</tr>
<tr>
<td>11:05-11:15</td>
<td>Closing</td>
<td>Gilbert Vargas</td>
</tr>
</tbody>
</table>

## Agenda

### 2nd Visit/ Financial Literacy Focus

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15-9:25</td>
<td>Welcome Back</td>
<td>Gilbert Vargas</td>
</tr>
<tr>
<td>9:25-9:28</td>
<td>Review Agenda</td>
<td>Gabe Dela Cruz</td>
</tr>
<tr>
<td>9:28-10:05</td>
<td>&quot;All about Banking&quot;</td>
<td>Anthony Evans</td>
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<tr>
<td></td>
<td>-Teach Children to save</td>
<td></td>
</tr>
<tr>
<td>10:05-10:45</td>
<td>Mock Budget</td>
<td>Group Activity</td>
</tr>
<tr>
<td>10:45-10:55</td>
<td>Group Presentation</td>
<td>Group Activity</td>
</tr>
<tr>
<td>10:55-11:05</td>
<td>Introduce Resume</td>
<td>All Managers</td>
</tr>
<tr>
<td>11:05-11:15</td>
<td>Closing</td>
<td>Gilbert Vargas</td>
</tr>
</tbody>
</table>
## Agenda

### 3rd Visit/Interview and Resume Focus

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:15-9:20</td>
<td>Welcome Back</td>
<td>Gilbert Vargas</td>
</tr>
<tr>
<td>9:20-9:23</td>
<td>Review Agenda</td>
<td>Liz Rodriguez</td>
</tr>
<tr>
<td>9:23-10:20</td>
<td>Interview Skills Workshop</td>
<td>Amanda Pulley</td>
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<td></td>
<td>-Before, During &amp; After an Interview</td>
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<tr>
<td>10:20-10:40</td>
<td>Mock Group Interviews</td>
<td>Group Activity</td>
</tr>
<tr>
<td>10:40-11:00</td>
<td>Resume Building</td>
<td>Group Activity</td>
</tr>
<tr>
<td>11:00-11:15</td>
<td>Certificate/ Closing</td>
<td></td>
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</tbody>
</table>
BEYOND SCHOOL WALLS ANAHEIM
Bunzl Distribution and Katella High School
Kick-off Agenda:

2:30pm: Big Brothers Big Sisters Staff arrives at Katella High School to set up

3:00pm: Mentees begin to arrive at Katella High School Theater

3:15pm: Bunzl mentors arrive at Katella High School Theater

3:15-3:25pm: Mentors & mentees meet for first time

3:25-3:35pm: Mayor Tait, City of Anaheim Welcome

3:35-3:45pm: AUHSD Superintendent Mike Matsuda Welcome

3:45-4:00pm: Ice Breakers

4:00-4:15pm: Katella High School tour led by mentees. Parents stay for a brief program orientation & Q&A

4:15-4:30pm: Mentor/mentee match paperwork & overview with Program Specialist

4:30-4:45pm: Session wrap-up & cake

MJ Elliott
P21 Community Mentorship Coordinator
501 Crescent Way/ Post Office Box 3520
Anaheim, CA 92803-3544
Tel: 714-999-3794 – Cell: 714-404-4001
AUHSD Career Mentorship Program – Tips for Students

The AUHSD Career Mentorship Program provides career exploration and work-based learning experiences to students in the AUHSD. Our business partners have generously donated time and other resources to the mentorship you are about to experience, and they are looking forward to meeting you! Here are some tips to help you get the most out of this experience.

**Dress:**
Dress appropriately for the mentoring experience. Examples of professional dress for boys: at a minimum, collared polo shirt and slacks, tucked in, but preferably dress shirt and tie. For girls, blouse and slacks, or dress/skirt of appropriate length. Please avoid wearing jeans if possible unless mentoring with a construction company or unless the company said casual clothes are appropriate. **Important:** Do not let these requirements keep you from attending. If you need assistance with clothing needs, please let your teacher know or contact MJ Elliott, AUHSD Mentorship Program Coordinator, at (714) 999-3794.

**Materials/Belongings:**
Please leave your backpack at school or on the bus, and do not bring valuables on the visit. Unless advised otherwise, you will not need any materials during mentorship activities. Please keep your cellphone silenced and put away during the entire event.

**Preparation:**
Prepare questions ahead of time to ask during your visit. This is a great opportunity for you to learn how to find a pathway to a future career. Some sample questions you might ask of mentors:

- What are the requirements for a career in this field?
- How did you become interested in this career?
- What do you enjoy most about your career? What do you like least?
- If I were interested in a job with your company, how would I apply?

**Additional Expectations:**
- Be on time for the bus
- Attend all sessions
- Actively participate in the mentoring event
- Conduct yourself appropriately while participating in the event
• If given homework, come prepared to share during the next event
• Get parent permission form signed and turned in on time
• If unable to attend an event due to an emergency, let your teacher/counselor know as soon as possible
• Come with an open mind and a positive attitude to get the most out of your experience

Follow-up:
After the mentorship experience, considering sending a thank-you note to those who provided the mentorship experience. This is a great way to maintain positive contact with your mentors. Also, be sure to add this experience to your resume, as participating in this experience shows initiative and interest on your part! If you need help developing a resume, speak with your teachers or visit the College and Career Center at your school.

Keep in touch with your mentors periodically, either via e-mail or telephone. Your network of professional contacts will be very important as you begin your career, and this program is designed to help you develop this network.
2017 AIME Summer Internships

Timeline

March 1st  
Student applications open

March 24th  
Student applications due

March 27th-31st  
Application selection process completed

April 3rd  
Internship provider commitments due

April 3rd-12th  
Interviews to be completed at school sites

April 14th  
Intern selections due from school sites (acceptance letters and student packets to be sent from district - distributed by site coordinators)

April 14th  
Internship provider commitments due

April 19th  
AIME Summer Internship Parent & Student Information Night @ Savanna High School Auditorium – Program overview, internship coordinators introduced, and give out paperwork.

May 6th  
AIME Summer Internship Student Orientation – Orientation, expectations, student selection of internship locations, and students turn in paperwork

May 22nd  
Internship Location reveal - students find out their locations and coordinator.

May 30th-June 2nd  
Coordinators meet & greet Intern providers, work out logistics (hours/travel) with interns

Week of June 5th  
AIME Summer Internships begins

June 23rd (Friday) AIME Summer Internships field trip

July 14th (Friday)  
AIME Summer Internships conclude and closing celebration

General Information

✓ 90 Internships will be awarded (representation from all high schools)
✓ 6 Week internships (June 5-July 14)
✓ $600 Scholarship awarded to each student
✓ AIME Summer Internship Site Coordinator Identified
AIME Summer Internship Program Now Recruiting Internship Providers!

The AIME Program is preparing for our second annual Summer Internship Program. Thanks to the generosity of United Way, we are excited to be able to offer a six-week internship to our students, for which they will be rewarded with a $600 scholarship. We hope you will consider participating in this exciting program that our partners have found benefits not only our students, but improves the workplace as well!

**Dates:**
March 1, 2017 – Student Application Process Begins
April 3, 2017 – Deadline for commitment from Internship Providers
June 5, 2017 – Summer Internships Begin
July 14, 2017 – Summer Internships End/Closing Celebration & Awards

**How it Works:**
AUHSD will:

- Provide workplace readiness training to all summer interns
- Provide OCTA bus passes to interns to assist with travel costs
- Provide an $600 scholarship to summer interns upon completion of the internship
- Provide Summer Internship Coordinators to assist students, parents, and partners with the internship experience
- Per California Labor Code Section 3368 and Education Code Section 51769, assume liability for worker’s compensation during the internship
- Secure parent permission agreements for all interns

AUHSD is requesting that Internship Providers:

- Provide six-weeks of meaningful work experience for summer interns to develop their career readiness skills, approximately 15-20 hours per week for each intern.
- Communicate expectations to summer interns as well as Summer Internship Coordinators
- Sign time sheets for summer interns to verify hours completed
- Consider participation in video-taping and photography of student interns by AUHSD staff and/or subcontractors for intern program promotional purposes
- Communicate any concerns to the AUHSD Summer Internship Coordinators
- Complete a pre- and post-survey to assist in improving internship program
- Consider writing letters of recommendation for your intern(s)
- Attend closing celebration to be held on Friday, July 14th (time and location to be determined)

Please let us know how many interns you are willing to host by e-mailing MJ Cooke Elliott, AIME Coordinator (elliot_m@auhsd.us). Thank you for your support of AUHSD students!

Sincerely,
The AIME Program Team
714-999-3794 / 714-404-4001
AIME Summer Internship Program Now Accepting Applications from Current Juniors!

The AIME Program is now accepting student applications for our second annual Summer Internship Program. Thanks to the generosity of United Way, we are excited to offer a six-week internship, for which accepted students will be rewarded with a $600 scholarship. This program promises to provide college, career, and life-readiness skills as students gain work experience in a professional setting. We hope you will consider applying for this exciting opportunity!

Important: the deadline for this application is Friday, March 24th, at midnight.

Students who are selected will be expected to fully participate in this program. To make sure the internship is right for you, please carefully review the following dates and information prior to submitting your application. You should add these dates to your calendar now, in case you are selected. We will expect our interns to attend all of the planned events during the weeks leading up to the internship and throughout the summer.

April 19th  Parent and Student Information Night, 6 p.m. @ Savanna High School  
May 6th  Student Orientation, 8 a.m. - 3 p.m. @ Savanna High School  
May 22nd  Internship Location Reveal - 6 p.m. @ Savanna High School  
May 30th-June 2nd  Meetings with Summer Internship Coordinators (times to be determined)  
June 5th  Summer Internship Begins (6 weeks, 15-20 hours per week, schedule to be determined)  
June 23rd  Summer Internship Field Trip  
July 14th  Summer Internship ends with Closing Celebration - parents to be invited

In addition, students will attend meetings with their Summer Internship Coordinators the morning of each Friday of the internship from 8 a.m.-1 p.m. (June 5th–July 14th).

You will be asked to attain the recommendations of two adults along with this application. Please ask the permission of two adults who know you (not family members), who can tell us about your work ethic, character, and other traits that make you a great candidate for this opportunity. These could be teachers, mentors, coaches, supervisors, or other adults who know you well. Provide the link below to the adults you select so that they can complete your recommendation online.

Your recommendations are also due by Friday, March 24th, at midnight.

Below is some additional information about the internship:

1) Student interns will receive a scholarship of $600 upon completion of the internship  
2) Student interns will be provided with OCTA bus passes if needed to assist with transportation  
3) Students interns will be provided with an AIME polo shirt  
4) Each student intern will be supported by a Summer Internship Coordinator, a district teacher or administrator who will provide support to students and assist with any problems that arise during the internship
If this program is right for you, please fill out the application at the link below as soon as possible. Once all applications are received, AUHSD will review them and select the strongest applicants for the program. Following this selection process, students will be invited to interview for the internship program at their school sites.

Link to application: https://goo.gl/forms/53GguvMOgydHivcS2

Link to recommendation form (for the adults recommending you): https://goo.gl/forms/9TAWzB8aghDGcr853

Sincerely,

(site coordinator name and contact information)
Summer Internship Agreement

AUHSD's Summer Internship Program enables students to experience work-based learning and earn high school credit at the same time. The internship experience requires communication and coordination between AUHSD, internship providers, summer internship coordinators, parents, and students.

Important: Please complete the student and parent/guardian portions of this form. Once your completed packet is turned in, the rest of the agreement will be completed and a copy will be provided to you.

Student:
As a student intern, I agree to:

1. Attend summer internship kickoff celebration and student orientation (time and location to be determined)
2. Arrive on time to the internship each day and sign in
3. Wear professional attire to the internship
4. Notify and work with my Summer Internship Coordinator to resolve any concerns during the internship
5. Notify Summer Internship Coordinator and internship provider if I will be absent during the internship (illness or emergencies only – contact information to be given during training)
6. Work to the best of my ability during the internship
7. Complete the entire 8-week internship - students who do not complete the entire internship will not be eligible for the $800 work-based learning scholarship (8 weeks, at least 15 hours/week)

_________________________________________  ____________________________
Student Signature                              Date

Print First & Last Name

Parents and Guardians:
I understand the obligation of this agreement and approve the Summer Internship for my son or daughter. I give my permission for participation in the Summer Internship.

_________________________________________  ____________________________
Parent Signature                              Date

Print First & Last Name
AUHSD:
The Anaheim Union High School District Agrees to:

1. Provide workplace readiness training to all summer interns
2. Provide OCTA bus passes to interns to assist with travel costs
3. Provide an $800 work-based learning scholarship to summer interns upon successful completion of the internship (8 weeks, at least 15 hours/week)
4. Provide Summer Internship Coordinators to assist students, parents, and partners with the internship experience
5. Per California Labor Code Section 3368 and Education Code Section 51769, assume liability for worker's compensation during the internship

Authorized Signature ___________________________ Date __________

Print Name & Title ___________________________

Summer Internship Coordinator:
During the summer internship, I agree to:

1. Attend summer internship kickoff celebration and student orientation (time and location to be determined)
2. Ensure that all necessary paperwork is at the worksite (agreements, emergency contact information, etc.).
3. Visit each business/organization periodically to ensure that summer interns are meeting the expectations of our internship providers
4. Meet with each summer intern periodically to ensure that their experience is meeting program and student expectations
5. Provide student support throughout the internship
6. Contact parents, internship providers, and students to resolve issues that may arise from internship activities
7. Interview summer interns to gather qualitative data for grant reporting purposes
8. Coordinate video recording and photography by AUHSD staff and subcontractors to document the internship

Authorized Signature ___________________________ Date __________

Print Name ___________________________

Phone Number ___________________________
Internship Provider:
During this internship, I agree to:

1. Consider attending summer internship kickoff celebration on June 6, 2016, from 8 a.m.-10 a.m. at Savanna High School.
2. Provide non-paid work experience for summer interns, approximately 15-20 hours per week for each intern, between the dates of June 6th and July 29th, 2016.
3. Provide adequate supervision and work conditions that will not endanger the health, safety, welfare, or morals of summer interns.
4. Help students demonstrate desirable work habits and develop career readiness skills.
5. Communicate expectations to summer interns as well as Summer Internship Coordinators.
6. Sign time sheets for summer interns to verify hours completed.
7. Consider participation in video-taping and photography of student interns by AUHSD staff and/or subcontractors for intern program promotional purposes.
8. Communicate any concerns to the AUHSD Summer Internship Coordinators.
9. Consider completing a survey to assist in improving internship program.
10. Consider writing letters of recommendation for your intern(s).
11. Consider attending closing celebration to be held on Friday, July 29th (time and location to be determined).

_________________________________________  __________________________
Internship Provider – Firm Name                        Date

_________________________________________
Address

_____________________________________
Phone Number

_____________________________________
Authorized Signature

_____________________________________
Print Name and Title