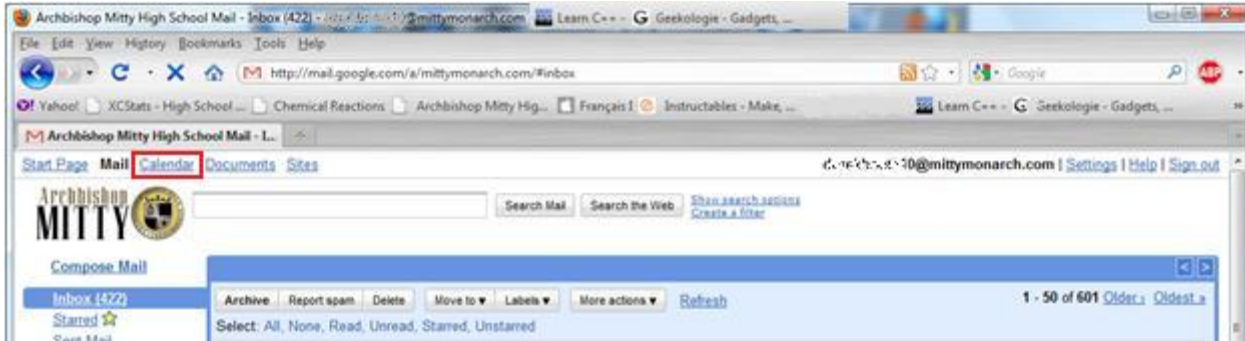


AMHS 2018 Corporate Internship Program Student Schedule and Important Dates

Thank you for your interest in the Archbishop Mitty Corporate Internship Program.

There are a number of dates important to your participation in the Corporate Internship Program. You may find these dates listed on the calendar which is accessible through your Mitty email account. (The calendar link is highlighted by the red box in the example below.)



Please check the calendar regularly for upcoming deadlines and possible date changes.

If you have any questions about the Corporate Internship Program, please contact Mrs. Mary Ann Prescott at mprescott@mitty.com or (408) 342-4208.

AMHS 2018 Corporate Internship Program

Step-by-Step Guide

Step 1: Fill out a Student Internship Application.

Student Internship Applications will be completed online. You can complete the application either on campus or at home. However, you should be on a computer that has a printer attached.

Start by opening a browser window and typing the address: <http://www.mitty.com/counseling/corporate-internship-program1> into the URL. This will take you to the webpage where most of the material that we plan to use in this program is located.

Click the hyperlink "[Student Internship Application](#)". This will take you to the application login window. Your Account Name and Password are the same that you use to access your digital locker at Mitty. Follow onscreen instructions.

When you have completed the application you will be provided a review screen that looks similar to Figure 1.

AMHS Corporate Internship Program

Student Intern Application

[Print and Sign this Page!](#) ([Logout](#))

Please PRINT this page with your browser print function. Then sign and date it. Also have a parent or guardian do the same. Submit your signed application to Mary Ann Prescott. If you have any further questions, please contact her at 408-342-4208.

Student: Test Student15
Address: 5000 Mitty Ave., San Jose, 95129

I understand and agree with the expectations of the Internship Program, which are:

- Submit this application, your resume and 2 teacher recommendations
- Attend the Resume Writing Workshop
- Agree to allow your GPA to be released to the Internship Committee and interviewers
- Attend an Interview Skills Workshop
- Attend a scheduled interview with a committee member.
- Accept an Internship if offered.

Hours and duration of Internship An Intern should be prepared to work 5 days/week, 8 hours/day for 6-8 weeks during the summer. However, you may have commitments or other restrictions that could limit your availability for, or your ability to accept an Internship. This may include immersion trips and/or family vacations. Most employers are usually very willing to accommodate reasonable prior commitments. You will need to negotiate your final work schedule with your employer if you are awarded an internship. You have listed the following commitments and/or restrictions:

Type	Description of Commitment or Restriction	Dates
Family Vacation	granny's 80th birthday	July 4-9
Immersion Trip	china	june

Transportation You have listed the following method of transportation that you will commute to work:

Other testother

Contacts These are the contacts we have on file, other than yourself, in case we have further questions to ask about your application

Contact	Phone	Relationship
Test1 Parent	408-666-9876	Mother
Test2 Parent	408-666-9876	Father

	Print Name	Signature	Date
Candidate	Test Student15	_____	_____
Parent	_____	_____	_____

Figure 1

At the bottom is a place for both you and your parent or guardian to sign and date the application. **Submit signed applications to Mrs. Mary Ann Prescott in the Main Office. Your signed application must be received in the Main Office no later than February 1, 2018.**

AMHS 2018 Corporate Internship Program

Step 2: Ask two teachers at Mitty to provide an Internship Recommendation.

Select two teachers to write a recommendation for you, one from either Math or Science and the other from either English or Social Studies. In the back of this packet you will find two blank request forms. On each, print your name, the name of the teacher making the recommendation and your Student ID from Step 1. Submit your completed forms to the teachers that you have selected. The teachers will fill out your recommendation online. ALL RECOMMENDATIONS ARE CONFIDENTIAL AND YOU WILL NOT HAVE ACCESS TO THEM.

Be sure to submit your teacher recommendation forms to your teachers early so they will have time to complete the forms. **The online teacher recommendations must be completed by March 2, 2018.**

Step 3: Take the online Resume Writing Tutorial.

You can complete the online Resume Tutorial and write your resume either on campus or at home. Your resume will follow a specified format that we have found most successful in placing interns.

Start by opening a browser window and typing the address: <http://www.mitty.com/counseling/corporate-internship-program1> into the URL. This will take you to the webpage where most of the material that we plan to use in this program is located.

Find and click the hyperlink "[Resume Writing Tutorial](#)". This will take you to the tutorial login window. Your Account Name and Password are the same as Step 1. Follow onscreen instructions.

When you have completed writing your resume, you will see the screen that looks like Figure 2. It is very important to make sure your email address is correct. We use this address to email your completed resume back to you. Follow the instructions provided on the website if you have made an error.

We use the PDF format for your resume, which is acceptable to most employers. **Please do not create your resume outside of this online tool.** If you submit your resume on the filemaker application by **February 16, 2018** your resume will be reviewed and you will receive an email with comments or suggestions for improvement. Resumes will be reviewed and returned to the students within one week after the **February 16, 2018** date. **Please note that you are only able to submit your resume for review once to a resume reviewer.**

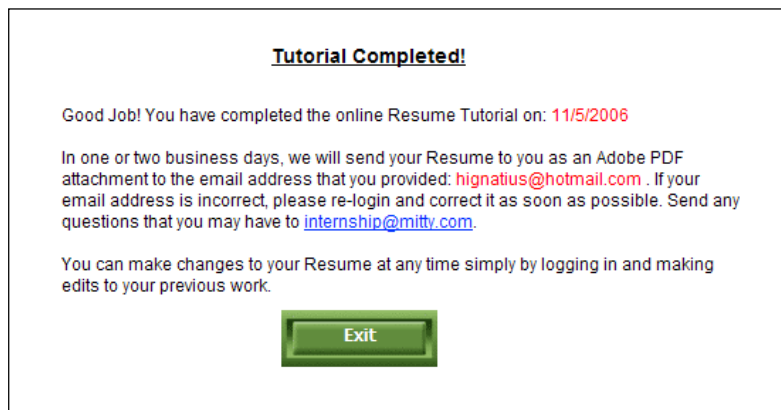


Figure 2

AMHS 2018 Corporate Internship Program

Step 4: Attend a Resume Writing Workshop.

We offer a Resume Writing Workshop that will help you to write and/or improve your resume. See schedule for dates and time. If you have completed your resume and have questions please bring a copy with you to the workshop. **You must attend one of the scheduled workshops.**

Step 5: Complete online Interview Training course.

We offer an online Interview Training course to help you better understand what is expected of you during an interview. Instructions for accessing this service can be found at <http://www.mitty.com/counseling/corporate-internship-program1>. If you have changed your email address or you believe it is incorrect please notify us immediately at mprescott@mittty.com.

Step 6: Attend an Interview Skills Workshop.

In addition to online training, we also offer an Interview Skills Workshop. It would be helpful to have completed the online training prior to the workshop. Please bring a copy of your completed resume with you to the workshop. See schedule for dates and time. **You must attend one of the scheduled workshops or face removal from the program.** Also, it is helpful to us if you would check the nights that interviews will be held and let us know at the workshop if you have any conflicts that we should know about.

Step 7: An interview schedule will be emailed out to all students in the program about fourteen (14) days prior to Interview Night (April 10, 2018). If you have a conflict you must contact Mrs. Prescott in the Main Office or email her at mprescott@mittty.com immediately with the time and date that works for you. You will receive a confirming email showing this change has been accepted.

Step 8: Interview with member of the Internship Committee. See schedule for interview dates and times. If you miss your scheduled appointment you will not be able to continue in the program.

Step 9: Students who will be placed in a summer internship will be notified by May 11th, 2018.

Further instructions will be provided at a later date. Please review enclosed Student Schedule and Important Dates for other events that you will need to know if selected for an internship. If you have any questions about the program contact Mrs. Mary Ann Prescott at mprescott@mittty.com or (408) 342-4208.

AMHS 2018 Corporate Internship Program

Teacher Recommendation Instructions

Please Print:

Teacher's Name _____
 First Last

Student's Name _____
 First Last

Student ID: _____

The above student has requested that you provide us with a Teacher Recommendation. As part of our process, we require each student to ask two of his or her teachers for recommendations. We use the information you provide to help us determine the suitability of the student to take on the responsibilities of an internship with a company here in Silicon Valley. **RECOMMENDATIONS ARE STRICTLY CONFIDENTIAL AND WILL NOT BE SHARED WITH STUDENTS.**

Recommendations are filled out online. Each should take only five 5-10 minutes to complete. **The online recommendation forms must be filled out by March 2, 2018.**

A link for the Student Recommendation will appear on the "Student Details" page which you can access from the Student Information/Attendance system. The link will appear under "Available Actions" on the left side of the page. Look for the Internship Recommendation link. This will take you to the proper form to fill out. Please use the Save button to save as you go. Click the Done button when you have completed the recommendation. You will see a Thank You page when you have successfully completed the recommendation for the specific student.

Each student has a unique "Student ID" that when entered will automatically fill-in the students name. If this name does not match the name of the student requesting your recommendation then please contact us.

If you have any questions about the program contact Mary Ann Prescott at mprescott@mitty.com or (408) 342-4208.

Thank you for your participation!

AMHS Corporate Internship Committee

AMHS 2018 Corporate Internship Program

Teacher Recommendation Instructions

Please Print:

Teacher's Name _____
First Last

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Thank you for your participation!

AMHS Corporate Internship Committee