



January 17, 2014

Dear Parent of an LCDS Sophomore:

This letter is a reminder that our annual sophomore **Intern Day** is on the horizon. If you attended our September *PLAN Test* meeting for sophomores and their parents, then you heard a brief presentation regarding Intern Day. In the event that you were not able to attend that meeting, this letter should help clarify some details of Intern Day.

The date of Intern Day is **Friday, March 28, 2014**. Each tenth grade student will spend the day with a host who is engaged in a career that is of interest to the student. **Each sophomore student (and his or her family) is responsible for coordinating their internship for March 28th.**

We ask that you discuss with your child what Intern Day placement might be interesting and useful. ***It is very important that parents assist their child in selecting and coordinating a useful and appropriate Intern Day placement.*** You might want to consider the results of the “Career Interest Questionnaire” that was a component of the *PLAN Test* that your child took this past October when identifying career areas of interest. Some ***possible*** career fields for you to consider for Intern Day are listed at the end of this letter, but students are not in any way limited to these career areas. They are only listed to give you ideas of career areas that may be of interest to your child.

Once your child has identified a career area of interest, he or she may need help finding and contacting a potential host site to see if they would be willing to allow your child to spend a day “shadowing” a person at that place of employment. You may know a contact person at a place of interest that would be able to assist you with formalizing the internship. Also, the sophomore advisors may know of places to call or contact people that might be able to help place your child for the day. If you are struggling with the process, do not hesitate to contact your child’s advisor.

Note that we suggest that the internship occur on Friday, March 28th (a professional day), so that sophomores do not miss a day of school. We realize this may restrict what internships are available to the student. If a good internship is available to your child but it cannot occur on Friday, March 28th, **then it must occur on another non-school day** (such as over Spring Break or Easter Break). The time of the internship typically matches the hours of a normal school day. Of course, this depends on the availability of the host. We are very appreciative of any time the host can give to our students. If the host can only be with your child for a portion of the day, then perhaps a second internship host site should be considered for the other portion of the day.

While your child may need your help with the initial arrangements for the internship, we ask that the student take the lead in coordinating the details. Students have already received a list of the information they need to confirm with their host in preparation for Intern Day. The details include arrival time, departure time, where to meet, lunch plans (normally students pack a lunch), appropriate dress, and exchange of contact information. Once they’ve gathered this information, they will be responsible for entering it into a Google Form. The link to this form will be emailed to all sophomores, but it can also be found on the Sophomore page in CORE.

The Google form should be completed **by February 28th**. At that point, LCDS will send a letter to your child's host site, giving them the details of Intern Day and thanking them for their willingness to participate.

Your child will represent our school at the internship site. We will rely on each student to be prepared, courteous and appreciative of whatever experience the host can provide that day. Please assist us in making sure that Intern Day is a success for your child and for our school. Immediately after Intern Day, see that your child sends a timely thank you note to his or her host.

Thank you in advance for your cooperation and assistance with all aspects of Intern Day. If you have any questions or suggestions regarding Intern Day, please contact us. We are easily reached by e-mail.

Sincerely,

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Sample Career Choices for Intern Day

financial services	graphic arts	architecture/design	teaching
software design	business admin/marketing	computer programming	computer networking
software applications	environmental science	banking	theater
college admissions	activities director	fund raising	engineering
dietician	chemist/biochemist	retail (by type)	advertising
law enforcement	law (by type)	manufacturing	interior design
health care field	product design	food service	community service
physical therapy	photographer	library science	occupational therapy
art	city planning	politics	field biologist
web page development	journalism	veterinary medicine	pharmacology
radio communications	T.V. communications	video producer	research