



# ***WeSTEP***

## **2015-16**

### ***Westfield Senior Transition Enrichment Program***

Student's Name (Please Print or Type) \_\_\_\_\_

Student email address \_\_\_\_\_

Student Phone Number \_\_\_\_\_

As part of the We-STEP application process, students need to obtain teachers' signatures in all classes. The application committee will review the following criteria:

1. A 2.5 cumulative GPA at 7<sup>th</sup> semester. In addition, students must have a C or higher as a cumulative grade in each class at the end of the third quarter.
2. No more than three (3) excused absences during the third quarter or three (3) excused absences during the fourth quarter until the internship starts, **excluding school-related activities**, and two (2) days allotted for college visits.
3. Teachers' signatures and the senior class administrator (or his/her designee) signature to show that student is in good standing regarding attendance, discipline and grades.
4. Completion of *WeSTEP* Application Packet (available December 2015).

Period 1 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 2 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 3 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 4 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 5 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 6 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Period 7 \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Patricia Lee, *WeSTEP* Advisor \_\_\_\_\_

**Please return this sheet with your completed application to Mrs. Lee (Room E101) on or before March 01, 2016. Questions email me at [pylee@fcps.edu](mailto:pylee@fcps.edu).**

**Description of Program:** Eligible seniors will participate in a 10-day internship in local businesses, schools, and community service organizations in our area. This experience will benefit students in numerous ways: to help them explore a possible area of interest in college, to provide tangible experience putting academic interests in action in a non-academic setting, and, for some, to have a chance to give time and effort to organizations that need both.

**Tentative Timing of Senior Experience:** June 6<sup>th</sup> through June 17<sup>th</sup>

**Performing Arts Policy:**

If you are enrolled in a choir, orchestra, guitar, theater and/or band course this school year and plan to participate in *WeSTEP* program you need to consider that all rehearsals are **mandatory**. These include class period rehearsals, afterschool rehearsals, and dress rehearsals.

**Grading:** Students will complete classes by the time the internships start. A student's final grade for each class will be determined by the grades achieved up to the point of the internship. ***WeSTEP* seniors will be exempt from final exams EXCEPT AP and Academy final exams.**

## ***WeSTEP***

### **2015-16 Proposed Calendar**

December 2 <sup>nd</sup>	Overview of program in Auditorium
TBD	Interest meeting during Bulldog Block- Auditorium
January 5 <sup>th</sup>	Application packets available (during senior meeting) 9:00
NOW to February 12 <sup>th</sup>	Students look for internship opportunities
February 22 <sup>nd</sup>	Application packets due: <b>Room E101</b>
End of third QTR	Notify students of acceptance
June 6 <sup>th</sup> * through June 17 <sup>th</sup>	<i>WeSTEP</i> internship days (up to 14 days)
June 20 <sup>th</sup> through June 22 <sup>nd</sup>	Student presentations

**The *WeSTEP***  
**Senior Internship Proposal**  
**2016**

Name: \_\_\_\_\_ 7<sup>th</sup> Semester GPA \_\_\_\_\_

Student Email address: \_\_\_\_\_

Internship Sponsor: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor Telephone: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_

1. Briefly describe what your internship sponsor's business or organization does.

2. Describe what you will be doing each day. What are your daily responsibilities?

3. Why did you choose this internship? What interests you about the organization and the work it does?

4. Is the sponsor listed above your direct supervisor? If not, please provide the name, email address and telephone number of this supervisor.

5. You will have the opportunity to interview your sponsor which is due at the end of your internship. Please acknowledge and *write the following below: **Yes, I understand I will interview my sponsor.***

6. You will present a ten-minute PowerPoint on your experience at the end of your internship to a teacher mentor. Please acknowledge and *write the following below: **Yes, I understand I will present a PowerPoint with photographs to a teacher mentor.***

7. How will **you** get to your internship each day? How long do you estimate it will take **you** to commute?

8. What is the dress code at your internship?

**I have read my child's WeSTEP proposal; I have spoken to my child's sponsor, and I agree to this proposal. I also understand transportation will not be provided and is our sole responsibility.**

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

<p style="text-align: center;"><b>Internship for the period of 6/06 - 6/17</b> <b>Sponsor Commitment Form</b></p>
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Student: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_

Sponsor Telephone: \_\_\_\_\_

1. Briefly describe the nature of your organization.
  
  
  
  
  
  
  
  
  
  
2. Briefly describe the role and responsibilities of this intern during the internship period.
  
  
  
  
  
  
  
  
  
  
3. Please indicate specific hours this intern will be working for you during the internship.
  
  
  
  
  
  
  
  
  
  
4. Please indicate where this intern will be working.
  
  
  
  
  
  
  
  
  
  
5. Has the student provided his Westfield's advisor contact information to you?
  
  
  
  
  
  
  
  
  
  
6. Has the student shared his/her area of interest for the school presentation?

\_\_\_\_\_  
Sponsor Signature