



2022-2023
Broken Arrow High School
Career Pathway Internship Application
(PLEASE WRITE CLEARLY)

Last Name	First Name	Birthdate (M/D/Y)	ID #
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Student (personal) e-mail	Student Cell Phone #	Next Year Grade Level
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Parent/Guardian Name	Parent/Guardian e-mail	Parent Phone #
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Please list the classes that you must take next year, as well as any 'extras' you are applying for (dual credit, Tulsa Tech, sports, etc):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Do you have your own car/are you licensed to drive? (*****Required*****) YES_____ NO_____

Are you interested in a one semester (fall or spring) or full school year internship? _____

Why do you want to participate in an internship?

What career do you see yourself pursuing in life?

Do you have a specific BA business in mind for your internship? If so, where? (if not, that's fine too):

What are your academic strengths and best professional traits?

For Office Use Only:

Attendance – days absent _____ GPA _____ Behavior record _____ Teacher Rec. _____



Career Pathway Internship Permission Form

BAHS Career Pathway Internships were developed to give students an authentic learning experience in the business world. Through internships, students are provided with an overview of their chosen career area(s), as well as familiarized with the professional processes of that profession.

The following form is required to participate in an off school site internship. Please complete the form below and return it to the BAHS College and Career Office Main 124 with the program application.

I give permission for my child, _____ to leave the BAHS campus to attend their internship site. I understand that my child must have their own transportation to participate. I give permission for my student to use necessary tools to complete projects within their internship. I release Broken Arrow Public Schools and all of its employees and employees at the internship site from liability, costs, and damages that could result from participation in this activity.

Parent/Guardian Signature

Print Name

Date

Parent/Guardian e-mail address

Parent/Guardian Phone #

I agree that my safety is my own responsibility. I agree to make sure that I know how to safely participate in the activity, and I agree to observe any rules and practices that may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue, limit my participation to reflect my personal skill level, and to refrain from any and all actions that would pose a hazard to myself and others. I understand that misconduct, poor behavior, risky behavior that may result in injury or property damage, or at the request of my internship supervisor that I can be removed immediately.

Student Signature

Student ID #

Date



Career Pathways Internship Program Information

Research proves that students who are dialed into a career pathway are more likely to succeed beyond high school and easily transition to post-secondary education or the workforce. Through the Beyond BA Career Pathway Program, students are connected to a possible career path based on their personal interests, abilities and strengths as early as elementary school. Aligned with Career Tech and higher education degree programs, Broken Arrow Public Schools career pathways are an integrated collection of curriculum and programs that provide students with a roadmap for future success and an easy-to-read plan of study. This program is operated in conjunction with the Broken Arrow Chamber and the Broken Arrow Economic Development Corporation.

Candidate Selection - Prior to acceptance of a student into Career Pathways Program, a selection process is followed:

- Students must have 2 class periods in their school day during 11th or 12th grade year to dedicate to Career Pathways.
- Students must provide their own transportation to their sponsor sites.
- Students are permitted to complete a Career Pathways application during their sophomore or junior year.
- Students will submit two Educator Recommendation forms to faculty members who will rate the student's aptitude for the program.
- Students will work with the Career Pathways coordinator to compile a resume and practice interview skills prior to applying with the Broken Arrow business of interest. The business will then interview and make the final selection of student candidates. After the business has made their selection, placement in the Career Pathways Program will be finalized and reflected on the student's schedule.

Student Intern Roles and Responsibilities

- **Term:** Interns will dedicate one or two semesters (2 class periods a day/5 days a week) to their respective internships.
- **Site Overview:** Interns will fulfill responsibilities that correspond to the performance objectives at the sponsor's site.
- **Evaluation:** Interns will receive credit based on attendance and reviews from sponsors.
- **Professionalism:** Interns will follow procedures outlined by their sponsor in regard to proper etiquette, grooming, and demeanor when dealing with all persons with whom the sponsor has them in contact.

Educator Recommendation Form

Student - Detach this form and ask a teacher to complete for you.

Teacher – The student listed below is applying for a Career Pathway internship program. Please complete and return to the College and Career Office - Main 124.

Student Candidate Name _____

Teacher Name _____

How long have you known student? _____

Please circle the answer that best describes this student in your class. All recommendation forms are kept confidential. On a scale of 1-10, (1 = unsatisfactory/extremely low and 10 = EXCELLENT) where would you rate the student on:

Written communication skills?

1 2 3 4 5 6 7 8 9 10 or N/A

Oral communication skills?

1 2 3 4 5 6 7 8 9 10 or N/A

Responsibility?

1 2 3 4 5 6 7 8 9 10 or N/A

Attitude?

1 2 3 4 5 6 7 8 9 10 or N/A

Maturity level?

1 2 3 4 5 6 7 8 9 10 or N/A

Comments _____

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Comments _____

