

2024-2025



Broken Arrow High School
Project Pathways Internship Application

>> PLEASE PRINT CLEARLY <<

Last Name First Name Birthdate (M/D/Y) ID #

Student (personal) e-mail Student Cell Phone # 2024-2025 Grade Level

Parent/Guardian Name Parent/Guardian e-mail Parent Phone #

List any courses you are currently taking or plan to take that will only meet at a certain time of day (sports, band, Tulsa Tech, etc) that could limit availability for internship.

- 1.
2.
3.
4.
5.
6.

Do you have your own transportation? (\*\*Required\*\*) YES NO

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

What hours would you prefer? 1st and 2nd or 5th and 6th hour?

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?

What are your academic strengths and best professional traits?

List the teachers who you will ask to complete the Educator Recommendation forms:

1) 2)

Please return completed application to Main 122 or 124 College & Career Office - Interview will be required

For Office Use Only:

Attendance - days absent GPA Behavior record Teacher Rec.



## Project Pathways Internship Permission Form

BAHS Project 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.

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Parent/Guardian Signature	Print Name	Date
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Parent/Guardian e-mail address	Parent/Guardian Phone #
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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.

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Student Signature	Student ID #	Date
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# Project 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 Project Pathways Internship 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 Project Pathways Internship Program, a selection process is followed:

- Students must provide their own transportation to their internship sites.
- Students must have 2 class periods in their school day during 11th or 12th grade year to dedicate to this internship.
- Students are required to submit an application to be considered for the program.
- Students will interview with the Project Pathways Program Coordinator and, depending on the internship, complete any additional application, interview, and/or onboarding requirements set by the individual company.

## 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. Internship is generally scheduled for 1-2 hour or 5-6 hour Monday through Friday.
- **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, program assignments 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 it for you.

**Teacher** – Please complete and return to the College and Career Office - Main 124.

Student Candidate Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

How long have you known this 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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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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