

Sports & Wellness Internship Proposal

GENERAL INFORMATION

Mountain Pointe's Sports & Wellness Academy is committed to "learning by doing." Internships provide students with opportunities to explore possible areas of interest in the work force. Internships bridge the gap between academia (the classroom) and practice. Internship sponsors may act as mentors, role models, instructors, and important connections in one's future.

A proposal is the first step and an important aspect of an Internship experience. Internship proposals must be approved by the Internship Committee (PE department) before the start date of the Internship.

Deadlines for proposals are absolute! Please allow sufficient time for any revisions that may be necessary after your initial proposal submission.

Once your proposal has been approved by the Internship Committee, it constitutes a contract between you and the institution that you will be visiting. Remember, you will be representing not just yourself, but Mountain Pointe High School as well. **If you fail to show up for any of your internship hours, then you will be jeopardizing the chances for a future Mountain Pointe Sports & Wellness Academy student to complete their internship at that institution.** An internship performance evaluation form will be given to your sponsor/supervisor. This evaluation discusses your general work habits and how well your performance met the supervisor's expectations. **It will be your responsibility to hand deliver** this evaluation to either Mrs. Fazz or Ms. Zimmerman in a **signed AND sealed envelope** before the end of the semester.

CRITERIA FOR INTERNSHIP PROPOSALS

- At least 3.0 GPA
- Realistic timeline that allows for completion of established objectives by the end of the internship period.
- Reasoning and justification for the specific internship request.
- On-site supervision of intern by a specific employee/mentor.
- Confirmation that the internship position is not being used to fill community service hours for another class.
- Signatures of the Sports & Wellness supervisors (Mrs. Fazz and Ms. Zimmerman) and the site mentor indicating that the internship request has been approved.

INSTRUCTIONS FOR COMPLETING THE INTERNSHIP PROPOSAL FORM

Internship Proposal Forms will be accepted year round as long as the following deadlines are met:

The deadline for Internship Proposals is October 31!

Send your completed proposal form as an e-mail attachment to:
afazz@tempeunion.org AND nzimmerman@tempeunion.org

If you have any questions or need assistance with this process please contact either Mrs. Fazz or Ms. Zimmerman at the above e-mail addresses or stop by either of their rooms before or after school.

**Mrs. Fazz
Ms. Zimmerman**

**Girls' Locker Room
E206 or Girls' Locker room**

SPORTS & WELLNESS INTERNSHIP APPLICATION FORM

Must be typed, printed, and scanned after the required signatures are obtained. Please then e-mail this form as an attachment to Mrs. Fazz AND Ms. Zimmerman

Circle One: Fall Semester OR Spring Semester

Date Submitted: _____

I. Student Information

A. PERSONAL

Name:
Address:
City:
State:
Zip:
Current Cell Phone:

Career Goals:

B. ACADEMIC STATUS

Current Classification: Junior Senior

Classification at time of Internship: Junior Senior

Cumulative GPA: _____

List of classes to be taken at the time of the internship:

Registrar's (Ms. Banks) Verification of Academic Status

II. Approval Signatures

A. _____

Mrs. Fazz

And/or

B. _____

Ms. Zimmerman

Over

It is **mandatory** that you include the following information in your internship proposal. If the following areas are not fully explained, then you may have to resubmit your proposal with revisions. This could impact the amount of time available to complete your internship.

- 1. Title & Description of the Internship Position:** Create a short, interesting and descriptive title for the position you are submitting. Remember, the title "Fall Intern" does not indicate anything about the nature of the position. The answers to the following questions should also be included in this section:
 - Have you worked at this institution before? If "Yes," present a persuasive argument that explains how this experience will be a new and different learning experience for you.
 - Position Objective – what do you hope to gain by the end of your internship? Please be as descriptive as possible in a one paragraph response.
 - Major Tasks – specifically, what will you be doing? Type two paragraphs fully describing your proposed internship experience. What will be your internship responsibilities? With what departments/areas of the sponsoring institution will you be involved? What will be expected of you as an intern? How will you interact with various employees at this institution? What will you do to make sure you are best representing the Pride?
 - Briefly describe the academic preparation you have had that prepares you for this internship.

- 2. Start Date/End Date:** Please give your best estimate of these dates. Note that Mountain Pointe High School operates on a semester basis in which the Fall Semester generally ends in the third week of December and the Spring Semester ends in the third week of May. **It is imperative to have all of your internship hours completed and your final evaluation delivered to Mrs. Fazz or Ms. Zimmerman BEFORE May 1!** If these items are not completed on time, then you will not earn credit.

- 3. Estimated Hours per Week:** Please give your **best estimate** of the hours required per week. To receive academic credit, Mountain Pointe's Sports & Wellness Academy requires students to complete a **MINIMUM of 15 internship hours per semester.**

- 4. Daily Intern Supervisor:** Include the name and **ALL** contact information of the person who will be supervising you. This should include the name of the person(s) who you will be most closely working with, name of the institution, address, phone number, and the institution's website (if available).