



## Winterim 2019 Internship Application Asheville Christian Academy

### *Part I: To be completed by student*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Additional Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Company/Organization where you will intern: \_\_\_\_\_

Company Address (street, city, state, ZIP code):  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

To whom will you report/Direct Supervisor name?  
\_\_\_\_\_

Title: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a brief description of the internship and your responsibilities/opportunities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three goals you hope to accomplish during this internship:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Winterim internships will take place Monday, March 4 through Friday, March 8, 2019. A minimum of 25 hours must be worked during the internship. In the event of illness (or anything that prevents you from reporting to work on any given day), you must notify the upper school office. Please sign your name below to indicate that you understand this requirement.

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Sign Name Here

**Part II: To be completed by Parent**

PARENT PERMISSION

By signing below, you as parent acknowledge that you have read the following and accept all requirements and responsibilities.

- ✓ I realize that my student's internship location and working environment are not at ACA, and that ACA cannot guarantee that the standards held by ACA are the same as those standards held by the internship host or business.
- ✓ I understand that all insurance is the responsibility of the parents. I agree to provide adequate coverage for the needs of my student intern and will not hold ACA, the internship host, or the internship business responsible in any manner.
- ✓ I understand that transportation to and from the workplace is the family's responsibility. Neither ACA, the internship host, nor the internship business will be responsible for any transportation liability.
- ✓ I understand that the internship must be a minimum of 25 hours of unpaid time over the five-day internship period of March 4 through March 8, 2019 and that hours should not be altered to take whole days off.
- ✓ I understand that parents are not eligible to host their own child for an internship.
- ✓ The Head of Upper School must approve all internships, such approval evidenced by his signature below.
- ✓ Unapproved internships may NOT be done for Winterim.
- ✓ I give permission for ACA to provide information to the interning company as needed.

I (*print parent name*) \_\_\_\_\_ understand that there can be some risks involved in a student internship. Having read and understood the Winterim 2019 Internship Guide (found below), I knowingly and willingly give my student \_\_\_\_\_ permission to participate in an internship. I also agree to hold Asheville Christian Academy harmless and free of any legal responsibility of any claim, demand or suit for damages arising from a Winterim internship experience.

\_\_\_\_\_  
Parent Name (Signed)

\_\_\_\_\_  
Date

**Part III: To be completed by Head of Upper School**

I have reviewed this internship application and approve the internship as explained/described herein.

\_\_\_\_\_  
Head of Upper School

\_\_\_\_\_  
Date

**Office Use Only:** App Rec \_\_\_\_\_ Host Confirmation \_\_\_\_\_



# ASHEVILLE CHRISTIAN

## Winterim Internship Guide

The internship experience is exciting and challenging. You will have the opportunity to observe a professional in action and will be asked to reflect on those observations. It is our hope and prayer that God will teach you about yourself and His plans for your future.

*Once you have finished your internship experience, you will be required to submit a one-page paper describing your experience and what God taught you through it. This paper will not be graded but is required for you to receive credit for Winterim.*

1. Be on time to your internship.
2. Write a one-page paper describing your experience and what God taught you through it. Send it by email to Mrs. Boer, [keri.boer@acalion.org](mailto:keri.boer@acalion.org), by Wednesday, March 20.
3. Maintain a daily attendance log. Your host or someone with that authority at your internship is to sign off on your attendance log each day.
4. Accumulate a minimum of 25 hours with your internship host, ideally by working 5 hours per day for the 5 days of Winterim.
5. Wear the appropriate dress and attire to your internship, as required by the host.
6. Maintain communication with your supervisor.
7. If you are sick and need to miss a day of your internship, you must contact the upper school office. Remember that you must acquire 25 hours during your internship, and if you miss a day you must make up that missed time.
8. Take photos of your Winterim experience and send them to [advancement@acalion.org](mailto:advancement@acalion.org).