



Dear Parent(s):

Congratulations! Your senior has been selected to participate in this session of the Executive Internship Program. We would like to take this opportunity to let you know a little about us, the program and the experience your student is about to begin.

Since its origination in the early 70's, EIP has grown to include three coordinators and all 16 high schools in Pinellas County. Through the years our students have been given the opportunity to learn about and participate in a myriad of professions. The business/professional community has benefited from the interns' excitement and eagerness to work within and to explore varied career fields. As parents, you are asked to encourage your student and to observe and appreciate the changes that will occur as (s)he matures through experiencing the world of work in a professional setting. Enclosed you will find the Executive High School Internship Association's Parent Agreement which serves as a guideline for parents of interns. You will be given an opportunity at the end of the semester to write an evaluation of EIP, sharing your thoughts on the program, its effect on your student and any suggestions and/or recommendations you may have to help us make the internship experience even better.

During orientation each student will receive a program handbook. Among the items included are:

- a brief description of the program
- an explanation of the Dual Credit aspect (students receive high school and four general elective credit hours from St. Petersburg College for each semester of EIP participation)
- a course syllabus outlining the students' academic responsibilities
- seminar and assignment schedule
- other pertinent information related to EIP and the career consultant who provides information and guidance during EIP orientation in business etiquette, resume development, and in all forms of business communication, including the interview process.

Since we know these items may be of use and interest to you, we have asked the students to share these materials with their parents.

You have provided the Executive Internship Program with bright, highly skilled, enthusiastic students. We can proudly send them out to our business and professional communities as ambassadors for their generation, their schools, and their families. We recognize and appreciate your contribution to their readiness for this pre-professional experience.

If you are asked by others about EIP (students, parents, or potential cooperating organizations, sponsors, or mentors), please share your information with them, or have them contact our office. Each term we enlist new cooperating sponsors and mentors to meet the needs and interests of our students. Without obligation, sponsors may request by phone or by mail a contact from an EIP coordinator and/or a Sponsor Information Packet. Similarly, if you have any concerns, questions, suggestions, need further information, or just want to give us some feedback, please feel free to call us throughout the course of the semester. Once again, thank you for your continuing support of the Executive Internship Program.

Sincerely,

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