

FYI LIST FOR PARENTS OF EIP STUDENTS

Students are required to provide their own transportation to the internship site and to the seminars at St. Petersburg College Clearwater campus.

Students will begin the semester with several days of orientation meetings at St. Petersburg College. During this time, students will learn how to write a resume and cover letter for a particular position and learn how to interview for that position. They will be given the names, addresses and phone numbers of their prospective sponsors during orientation and will be instructed to set up an appointment for the interview.

During orientation students receive a handbook containing curriculum materials, including: a course syllabus, a calendar of seminar meeting times and locations, and a schedule of assignment due dates. We encourage you to ask your student to share these with you. Also, the following will be discussed:

Criteria to receive high school credit include:

- seminar and on-site internship attendance
- timely and competent completion of academic coursework
- reflective logs and sponsor evaluations
- number of hours spent at the job site:
 - Students enrolled for one 4 x4 block or two periods intern 10 hours per week.
 - Students enrolled two 4 x4 blocks or three periods intern 15 hours per week.

Sponsors and students decide how the time will be scheduled. Students are not required to report to the internship on school holidays, but many students elect to attend in order to participate in morning activities not available during the regular school day. Each seminar period students write weekly reflective journals of events, experiences, learning and feelings and write a reflective essay based on their selection from a bank of career-related questions. Finally, both sponsor and coordinator evaluate the student's performance each six-week or nine-week grading period.

To receive college credit for any of the dual credit courses, Career & Life Planning, Leadership Development Seminar, or College Success Skills students must:

- complete (on time and competently) the assignments outlined in the course syllabus;
- be present at the internship site the required number of hours;
- and attend each SPC seminar.

Students must attend mandatory seminar classes when scheduled. Please do not schedule appointments in conflict with seminars. In these important meetings, students receive the curriculum instruction and materials necessary to complete their assignments. They also share experiences and discuss strategies to enhance their internship experiences.