

Shaker High School
445 Watervliet Shaker Road
Latham, New York 12110

February 2003

Dear Parent

This letter is to inform you of a unique program your child is applying to participate in during the 2003 - 2004 school year at Shaker High School. The Career Exploration Internship Program (CEIP) allows high school students to complete an internship in various careers of interest to them. The internship program can be most helpful to the students as it allows them to sample a career before making a college choice. CEIP is unique, and requires a high degree of commitment from the student. We want to communicate to you our expectations and requirements.

Students are to provide their own transportation to and from the internship placement.

Students need to commit approximately three to four hours a week to complete 54 hours during the semester (September - January and February - June). They may intern after school on school days, weekends, evenings and vacations if the mentor is willing, and if time permits. It is each student's responsibility to balance work, sports, and any other extracurricular activities with the internship experience. Please remember the mentors are giving their time to our students. Therefore, the internship **MUST** come before work, sports, and after school activities.

Students will meet with their instructor once a week during their internship experience, complete journal entries after each internship experience, and complete various other classroom assignments and media center projects.

There is no guarantee as to which semester students will be scheduled. With the large number of students requesting this program, it is impossible to accommodate each student's request for a specific semester.

The success of this program is in the hands of each student. The student must communicate with the mentor, teacher and any other individual involved in order for this program to be successful.

We hope this letter has been informative in answering questions you may have about CEIP. Should you have any questions or concerns, please call us at (518) 785-5511 ext. 3642, E-mail them to Rheim@Ncolonie.org or visit our web page at www.northcolonie.org (then academic departments; CEIP is under the Business Education Department.)

Sincerely

Mr. Richard Heim
CEIP Coordinator

Mr. Robert Holtz
CEIP Coordinator

Mrs. Amy Murray
CEIP Coordinator