



# Mountain View High School Engineering Design Internship Application



Please complete and return this application with your 2008-2009 Enrollment Form.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Academy: \_\_\_\_\_ G.P.A. \_\_\_\_\_

**A. LETTER OF RECOMMENDATION:** (*Attach* two letters of recommendation—one from a teacher and one from an employer and list their names.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

**B.** Attach a transcript copy and an attendance record for the year.

**C.** List **SKILLS** that make you a good candidate for this placement.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**D. PLACEMENT PREFERENCE:** \_\_\_\_\_

**E. GUIDELINES**

**Responsibilities:**

- A. A contract must be signed and dated by student, parent/guardian and the teacher intern instructor. This must be on file in room 210.
- B. Student must provide his or her own transportation to and from the work site.
- C. A copy of student valid driver's license and proof of valid insurance must be provided to the instructor and be on file in room 210.
- D. Student may not ride to and from the work site with any other student or provide a ride for any other student.
- E. A reprimand or note at work may result in disciplinary action at MVHS.
- F. Student will be responsible to both the MVHS instructor and the field site teacher.

**Attendance:**

- A. This is both a class and a job—student will be expected to be on time and maintain an above-average attendance record.
- B. Student will be required to keep a time card and have it signed by the field site teacher.
- C. Student will be required to notify the MVHS instructor and the field site teacher the morning of absence.
- D. Repeated offenses will be reason for removal from the Engineering Design Internship program.

**F.** I have read and understand the Engineering Design Internship guidelines and agree to comply with them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date