

# EL SEGUNDO HIGH SCHOOL

Dear Community Professionals:

Thank you for your interest in partnering with El Segundo High School to provide internship opportunities for our students. Below are the guidelines and requirements:

- Consider one or more interns (grades 11-12) per semester
- Provide intern(s) a minimum of **50 hours** of hands-on **skills training by a mentor/supervisor**
- Complete an intern performance evaluation (form provided)
- Verify in writing the completion of 50+ hours (form provided)

To begin the process, we need a **Job Description** for each position/department, including

- Name of company
- Industry/Field
- Department (optional)
- Address
- Intern duties and responsibilities
- Preferences or prerequisites (if any)
- Approximate hours and times per week
- Career or college major goal best suited for position (optional)
- Contact person
- Phone number(s)
- Email

By signing the attached **Internship Authorization Form**, you agree to the above requirements. Please send me the internship job description as described above. We will post the internship opportunity in our College and Career Center, collect applications, and forward them to you to schedule interviews. (*Note:* You are not obligated to "hire" any of the applicants.)

Once you hold interviews, each student selected will complete an **Internship Authorization Form**, which will also be signed by their parent. El Segundo Unified School District provides workers' compensation insurance coverage for students who participate in off-campus internships with our established business partners.

Students are responsible for tracking their hours. Once we receive their signed **Hours Verification Sheet** and your completed **Intern Performance/Evaluation**, students can then earn five high school credits on their transcripts.

This is a great way to give back to our community, get some help at your company/office, and create a skilled pipeline of workers for your industry.

Thank you again. We look forward to partnering with you.

Sincerely,



Linal Harada  
Career Readiness Coordinator  
[lharaada@esUSD.k12.ca.us](mailto:lharaada@esUSD.k12.ca.us)  
310-615-2662 ext. 2314

**EL SEGUNDO HIGH SCHOOL**  
**INTERNSHIP AUTHORIZATION**  
CDE Form B1-6 (Rev. 04-12)

*(Print Information)*

**Minor's Information**

Minor's Name <i>(First and Last)</i>	Home Phone	Birth Date
Home Address	City	Zip Code

**Local Education Agency Information**

El Segundo Unified	310-615-2650	
LEA Name	LEA Phone	
641 Sheldon	El Segundo	90245
LEA Address	City	Zip Code

List educational program for this placement: High School Internship Program

**To be filled in by employer or agency of placement.**

Business or Agency of Placement Name	Business Phone	
Business Address	City	Zip Code

Minor's services during volunteer/unpaid training: \_\_\_\_\_

Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date
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**To be signed by parent or legal guardian.**

*As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training.*

*I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Parent/Guardian's Name <i>(Print First and Last)</i>	Parent/Guardian's Signature	Date
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**Certification**

*In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker's compensation insurance covering that minor.*

*I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Authorizing Personnel's Name and Title <i>(Print)</i>	Authorizing Personnel's Signature	Date
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Copy—Local Education Agency; Employer or Agency of Placement; Parent or Legal Guardian

# El Segundo High School Internship Hours Log

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Internship Position

\_\_\_\_\_  
Company

Date	Event/Activity	Start Time	End Time	Total Hours
Total Hours This Period				

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date