CCPS Internship Platform

 Student Gudie

**Are You Ready to Apply for an Internship Opportunity?**

**Step 1: Confirm with your teacher that you are eligible for an internship**

**To be internship eligible, a student must:**

* be in a NAF Academy
* be a junior in good academic standing
* complete one of the following:
	+ Students in the Academy of Finance & Entrepreneurship, Information Technology, Hospitality & Tourism or Health Sciences
		- 2 NAF courses, including the culminating project and EOC
	+ Students in the Academy of Engineering
		- 2 PLTW courses with a stanine score of 4 or higher
	+ Students in the Academy of Aviation Technologies (non-themed)
		- 2 ERAU dual enrollment credits with a C or higher
* be recommended by academy teacher(s)

**Step 2: Prepare for an Internship Opportunity**

**Prior to applying students should:**

* Review the Internships Procedures Manual
	+ This can be requested through your academy teacher or found online at [www.collierschools.com/wbl](http://www.collierschools.com/wbl) under the “Teacher and Student Resources” tab
	+ Participate in all work-based learning activities (missing 1 or 2 does not make you ineligible, however participation in all activities is highly recommended to prepare you for your internship)
		- Career Fairs
		- Job Shadows and Worksite Tours
		- Guest Speakers
		- Mentoring
		- Informational and Mock Interviews
		- Virtual or School Based Enterprises
		- Presentations to Business Partners
* Have the following available (must be a final draft, approved by your academy teacher(s):
	+ Elevator pitch
	+ Resume
	+ Reference sheet (minimum of 3 non-family references)
	+ Reference letters (minimum of 3 non-family reference letters)

**Step 3: Create an Account on the CCPS Internship Platform**

Go to [internships.collierschools.com](http://www.internships.collierschools.com) and complete the following steps:

* Log into the internship platform using the below information
	+ User Name: Student Number
	+ Password: Birthday (MM/DD)

(Use the same information you normally use to log into the computers at school)

* Click on 
* Continue through the prompts to create an application and upload a resume
	+ Note: you must upload a resume (that has been approved by your teacher) or your application will not be approved
	+ Please allow for 24-48 hours for your application to be approved
	+ You will receive an email telling you that your application has either been approved or denied (if it is denied, you will receive feedback telling you how to fix it and then you can resubmit)
* Once your application has been completed, submitted and approved
	+ Click on 
	+ Review the available positions by clicking on 
	+ If you find a position you would like to apply for, click the down arrow to select your resume, scroll to the bottom of the page and click on 
	+ If you do not want to apply for the position you are viewing, be sure to click to go back to the list of available internships
	+ You can apply for up to 5 positions, be sure to only choose ones you are truly interested in
* Once you apply to an internship
	+ The internship company will receive an email showing your interest and, if they are interested, they will contact you for more information and/or schedule an interview

Remember, not only are you representing yourself, but you are representing your teachers, your school and your school district! Be the best YOU, you can be!!

**Congratulations!**