

My name is Jeremy Smith, and I am the Internship Coordinator at The Houston Academy for International Studies (HAIS). Our entire senior class during the 2019-2020 school year will be engaged in off-campus work-based learning/internships every Friday in the career field they wish to pursue after high school graduation.

Going forward we are actively seeking new partnerships within Midtown, Downtown, Montrose, 3rd Ward, Museum District and Texas Medical Center areas of Houston. We have found that our school is a hidden gem in Central Houston. Every year more than 60% of our senior class graduates with an Associate's Degree from HCC and 90 % are college bound. Our school consistently ranks in the top 10% in the state of Texas for high schools with US News & World Report as well as with Non-Profit Children-at-Risk. We are confident that our students are ready to be productive and successful citizens in our society.

HAIS continually seeks new innovative methods of helping our students reach their goal of becoming globally prepared for college and a career. The objectives of the program are to give seniors:

- "Real world" on-the-job work skills
- Help select and/or reaffirm choice of college / major through work experience
- Opportunity to explore an area of academic interest in depth and produce a research project

We value your willingness to consider being a mentor to our students. This is an opportunity for you to give back to the community while significantly impacting our future generation. We designed the program to honor your time commitment and understand that you have many requirements. We need mentors who are able to commit to the following minimum requirements.

- Provide supervision for the student intern at your worksite every **Friday 9/6/2019 – 5/15/2020 8:30am– 3:30pm**.
- Occasionally, if you cannot have the student intern, it is not a problem.
- Occasionally there will be a few Fridays during the year where the students need to stay at school for required activities. Those dates will be communicated to you as we plan for the upcoming school year.
- Share your professional experience and content expertise with the student intern.
- Verify student work hours weekly
- Review student performance to mutually set goals once every six weeks. (1 page - rank 10 items from 1-10)
- Provide a business card with contact information

Support for Students

Students will be supported in a variety of ways during the year:

- Internship Facilitator is the teacher/educator responsible for guiding each student.
- Other educators, such as counselors, college access coordinator, media specialists, campus administrators, and district and regional coordinators will help locate resources and provide additional support as needed.

Many students graduate from high school, and even college, without a professional experience of this type. Students need experts in the field of study to help guide them through their career selection process. We hope that you will be able to help him or her in this endeavor.

If you have any questions that your protégé cannot answer, please do not hesitate to contact me.

Thank you,

Jeremy Smith, M.B.A.

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HAIS...an Exemplary Early College High School

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