

Summer Internship Beyond the Local Area

At times, Summer Internship opportunities may arise in another area, e.g., at a university in another state or a business in another country. **Before committing and/or purchasing plane tickets**, please inform the Troy Tech Coordinator, Mrs. Laurie Downum-Bonnett (Ldownum@fjuhsd.org). Housing arrangements are the responsibility of the Intern's family and should meet his or her family's approval. In addition, the Intern must fulfill the following requirements:

- Attend the mandatory meeting on **Monday, June 1, 2020** at 8:00 a.m. in the Troy Lecture Hall.
- Travel to the remote location the week of June 3 and plan to commence Internship no later than **Thursday, June 4, 2020**.
- Check your school email address, checked every three days at minimum, and provide an email address for your Mentor. Email will be the channel of communication with Troy High School—the Intern must be accessible.
- Expect weekly email updates from your Troy Advisor. Communicate promptly with your Troy Advisor via email.
- Submit weekly timesheets online using Google classroom before the Monday, 8:00 a.m. deadline based on Pacific Standard Time.
- Submit other required Internship documents including reports online using Google classroom.
- Complete the entire 150 hour Internship tenure at the remote location prior to the July 8, 2020 deadline.