**Pre-Internship Schedule 2022-2023**

| **Due Date** | **Assignment** |
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| Week of August 22, 2022 | Troy Tech Juniors Pre-Internship Google classroom assigned Coach invite |
| Wednesday, Aug 31, 2022 | 1. Mandatory Pre-Intern/Parent Info Group Zoom Meetings 6-7:25 p.m. (Join 6-6:25, 6:30-6:55, or 7:00-7:25)* For students: Link posted in Pre-Internship Google classroom.
* For parents: Link emailed to parents. If you do not receive the link, email Ldownum@fjuhsd.org to be added to the email list.

2. Optional 7:30-8:00 p.m. Question & Answer Zoom. A recorded version will be posted after the meeting. |
| **Friday, Sept 2, 2022** | 1. **Complete Sept 3 Questions in Pre-Internship Google classroom**
2. **Complete and submit Pre-Internship Syllabus/Field Trip Signature Page to Google classroom**
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| Wednesday Sept 7, 2022 | Optional Student Resume Writing Workshop at Lunch in North Gym |
| *During September* | *Pre-Internship Coaches available for career search and resume assistance* |
| **Friday, September 30, 2022** | 1. **Career Search** (Naviance assessment screen shot and report)
2. **First Draft Resume**
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| *During October* | *Pre-Internship Coaches will meet with students – individually or in groups to review career search and resumes* |
| **Friday, October 28, 2022** | **Resume Revised** |
| **Friday, December 2, 2022** | 1. **Job Shadow #1 and Thank you note**
2. **Interviewing Questions Assignment (Answers to 15 Interviewing Questions and Questions to Ask Interviewer)**
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| **Friday, January 27, 2023** | 1. **Interview Video**
2. **Self-Evaluation of Interview Video**
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| **Friday, February 24, 2023** | **Job Shadow #2 and Thank you note** |
| Tuesday, March 14, 2023 | Mandatory Intern/Parent Group Zoom Meetings 5:30-8:30 p.m for 2024 Srs  |
| Wednesday, April 26, 2023 | Troy Tech Fair 2023 Seniors – Pre-Interns attend during 2nd period |
| Thursday, April 27, 2023 | Mandatory Intern Lunch Meeting in North Gym |
| Monday, June 5, 2023 | Mandatory Senior Interns Summer Meeting 8:00 a.m. |
| Wednesday, July 12, 2023 | Summer Internship Ends |

The format of these events is subject to change as needed.

Updated 8/22/2022