

Pre-Internship Schedule 2019-2020

(Edited 8-16-19)

Due Date	Assignment
Monday, August 26, 2019	Complete Pre-Intern August survey
Thurs Aug 29 or Wednesday September 4, 2019	Mandatory Intern/Parent Meeting – Find out Pre-Internship Coach assignment
Thursday Sept 5, 2019	Student Resume Writing Workshop at Lunch in the North Gym
Friday, September 6, 2019	1. Submit Pre-Internship Syllabus Signature Page to Classroom 2. Submit Pre-Internship Field Trip Form to Classroom
<i>During September</i>	<i>Pre-Internship Coaches available for career search and resume assistance</i>
Friday, September 27, 2019	1. Career Search (Naviance assessment screen shot and report) 2. First Draft Resume
<i>During October</i>	<i>Pre-Internship Coaches will meet with students – individually or in groups to review career search and resumes</i>
Friday, October 25, 2019	Resume Revised
Friday, December 6, 2019	1. Job Shadow #1 and Thank you note 2. Interviewing Questions Assignment (Answers to 20 Interviewing Questions and Questions to Ask Interviewer)
Friday, January 24, 2020	1. Interview Video 2. Self-Evaluation of Interview Video
Friday, February 28, 2020	Job Shadow #2 and Thank you note
Tuesday, March 17, 2020	Mandatory Intern/Parent Meeting at 7pm in North Gym for Year 2021 (alternate date Tuesday March 31 at 3:15 in the North Gym)
Thursday, April 30, 2020	Troy Tech Fair 2020 Seniors – Pre-Interns attend during 2 nd period
Friday, May 1, 2020	Mandatory Intern Lunch Meeting in North Gym
Monday, June 1, 2020	Mandatory Senior Interns Summer Meeting 8:00 a.m.