



## NEW CANAAN HIGH SCHOOL COUNSELING DEPARTMENT

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Susan Carroll  
Coordinator, College and Career Center

January, 2016

Dear Neighbor,

The *New Canaan High School Senior Internship Program (SIP)* is in its sixth year and is flourishing. The program's purpose is to expose students to the workplace outside of their formal educational experience. Briefly, the program is designed as follows:

- SIP consists of a four-week, unpaid internship, usually the last four weeks of the academic year.  
\*Currently the dates are from May 16th - June 10th (a large number of snow days could change the end date).
- Intern on-site work hours will be from 20 – 25 hours per week according to the schedule determined by the work site supervisor and the work site's needs.
- The program is designed to operate during school hours (with interns working their hours sometime between 7:30 a.m. and 2:00 p.m.) but other arrangements may be made with particular students.
- Students will be matched as closely as possible with internships in their skill and interest areas.
- Students will receive a ¼ credit added to their transcript upon completion of the internship.

If you need further information, or have questions about designing an internship, please visit the [Internship Work Site Information Page](#) or contact me ([susan.carroll@ncps-k12.org](mailto:susan.carroll@ncps-k12.org)). If you would like your workplace to be part of our program, please complete the attached form and return it New Canaan High School by January 25, 2016.

We urge you to participate in SIP as we know that the benefits will be plentiful for your organization as well as for our students. We look forward to hearing from you soon.

Sincerely,

Susan Carroll  
Internship Coordinator

New Canaan High School  
Senior Internship Program  
**Site Information Sheet**

**Site Name:**

**Contact Name:**

**Address:**

**Phone:**

**Email:**

**Site Description:**

**Internship Description:**

**Would you like to interview the intern before the internship begins?**

**Please return to:**  
**Susan Carroll**  
**College and Career Center**  
**New Canaan High School**  
**11 Farm Road**  
**New Canaan, CT 06840**  
**FAX: 203 594 4652**