



**NOBLESVILLE
HIGH SCHOOL**

ENGAGE | INSPIRE | EMPOWER

Career Internship/Cadet Teacher Application

Last Name: _____ First Name: _____

School Email: _____

Other Email: _____

Phone: _____

What career pathways interest you? What career experience would you find interesting?

1. _____
2. _____
3. _____
4. _____

What are some jobs or job characteristics that you would find unappealing? (Ex: outdoor work, heavy lifting, office work, customer service)

1. _____
2. _____
3. _____
4. _____

I request admission into the Career Exploration Program and understand that admittance to the program will be determined after application review and a conference with the internship coordinators.

Student Printed Name: _____

Student Signature: _____ Date: _____

Please return this form to Mrs. Shonkwiler or Mr. Wilkinson in the main office.



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Code Of Conduct for the Career Exploration Program

Requirements for Admission to the Career Exploration Program

1. Student must be on track and remain on track to graduate as verified by the guidance department.
2. Student must be in and remain in good standing.
3. Attendance and disciplinary records will be reviewed before admittance to the program.
4. Student must pass semester one in this class to be admitted to semester two.
5. Student must submit a completed application, which includes this signed Code of Conduct, and a transportation verification form.

Requirements to Remain in the Career Exploration Program

1. Student will promptly return a signed mentor agreement.
2. Student will *not* be paid for services during school hours.
3. Student will miss no more than three days without a medical excuse. Student is subject to removal from program for attendance issues.
4. Student *must* call/contact placement according to their policy for every absence. Being AWOL from placement will be dealt with according to student handbook policy and could lead to removal from the program.
5. Parent/Guardian *must* call the attendance line for any school absence, including for career exploration placement.
6. Student *must* contact the internship coordinator for every placement absence.
7. Student *must* follow attendance procedures when leaving school and arriving back at school. Tardiness to placement or school will be dealt with according to student handbook policy.
8. Student must remain in the placement for a full semester unless agreed upon by the mentor and the internship coordinator.
9. Attendance or behavioral issues resulting in removal from program can result in a withdrawal/failure from the class. Career Exploration Programs count as two classes.
10. Student will follow all dress, behavioral, and attendance policies at the placement.
11. Student will follow all NHS Student Handbook guidelines. Student is a Noblesville High School student at ALL times.
12. Student must complete all assignments given on Canvas by internship coordinator.

By signing below, the student and parent/guardian acknowledge that they have read, understand, and agree to abide by this Code of Conduct.

Student Printed Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____



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Parental Travel Permission

(Student Name) _____

has my permission to travel between the NHS main campus and his/her assigned internship/cadet teaching site. I understand that my student is required to provide his/her own transportation.

Student Name Printed: _____

Student Signature: _____ Date: _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____

Contacts

Alaina Shonkwiler
Workforce Development Coordinator
alaina_shonkwiler@nobl.k12.in.us
317-773-4680x12262
Office 1010

Mark Wilkinson
Internship Coordinator
mark_wilkinson@nobl.k12.in.us
317-773-4680x12350
Office 1014

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Please return signed application, code of conduct, and transportation agreement to
Mrs. Shonkwiler or Mr. Wilkinson in the main office.