

THE EDGE

Extended Development for Graduation and Employment | College and Career Technical Education

EDGE WORK SITE LEARNING 2017-2018

FALL

September 28, 2017: Internship application materials due to school's career center.

Applicants are forwarded to Employers. Employer contacts all student applicants for interviews. Interviews cannot take place during school hours between 8:45 a.m. and 3:15 p.m.

September 29, 2017 - October 6, 2017: Employer interviews with all student applicants. Selection made by **October 10, 2017**. Employer to inform Corey Van Brunt on intern selection. Corey Van Brunt notifies student on next steps.

Employer informs students who are not selected.

October 10, 2017 - Jan 26, 2018: Students perform internship; complete 90- hours. Employers maintain clock hours through timesheets. All district paperwork must be signed by all parties before student can begin.

January 26, 2018: All internships conclude.

WINTER/SPRING

February 7, 2018: Internship application materials due to school's career center.

Applicants are forwarded to Employers. Employer contacts all student applicants for interviews. Interviews cannot take place during school hours between 8:45 a.m. and 3:15 p.m.

February 8, 2018- February 16, 2018: Employer interviews with all student applicants. Selection made by **February 23, 2018**.

Employer to inform Corey Van Brunt on intern selection. Corey Van Brunt notifies student on next steps.

Employer informs all students not selected.

February Feb 19, 2018- June 6, 2018: Students perform internship; complete 90- hours. Employers maintain clock hours through timesheets. All district paperwork must be signed by all parties before student can begin.

June 6, 2018: All internships conclude.

SUMMER

June 2, 2018: Internship application materials due to school's career center.

Applicants are forwarded to employers on **June 5, 2018 at 2 p.m.** Employer contacts all student applicants for interviews. Interviews cannot take place during school hours between 8:45 a .m. and 3:15 p.m.

June 6 - June 13, 2018: Employer interviews with all student applicants. Selection made by **June 14, 2018**. Employer to inform Corey Van Brunt on intern selection. Career Guidance notifies student on next steps.

Employer informs students who are not selected.

June 26, 2018 – August 29, 2018: Students perform internship; complete 90- hours. Employers maintain clock hours through timesheets. All district paperwork must be signed by all parties before student can begin.

Evergreen Public Schools | 13501 NE 28th Street, P.O. Box 8910 | Vancouver, WA 98668-8910 | www.evergreenps.org

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August 30, 2018: All internships conclude.

The deadlines above are essential in meeting our district enrollment timelines for grading and credit purposes. It also allows good communication to students who are curious about their status.

Dates are subject to change.

Corey Van Brunt

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