

**EXECUTIVE INTERNSHIP PROGRAM**  
**SUMMER 2024**  
**Pinellas County Schools**  
**Dual Enrollment, St. Petersburg College**  
*Celebrating 50 Years of Excellence in Education*

**ATTENDANCE DATES**

**ONCE CONFIRMED ALL MEETINGS ARE MANDATORY**

Interviews: TBD/late March between 3:00-6:00; one 20-minute individual virtual meeting – schedule is emailed

Orientation Dates: April 10, 17, 24; May 1, 22 and 29 (3:30 – 5:30)

Internship Dates: June 3 - June 27; Seminars: June 12 & June 27 (10a – 12p)

**PROGRAM DESCRIPTION**

Students observe and assist professionals in a career field of choice as they spend 15 hours per week in unpaid professional internships. The meetings are held at the SPC Clearwater campus after school during the spring semester and during daytime work hours throughout the summer internship period; once the summer term begins classes will be face-to-face, and face masks are currently required. Students must participate for the entire internship period and attend the internship 3-5 days per week - due to the brief time on-site no exceptions/vacations are allowed. Attendance at all orientation meetings and seminars is mandatory as information and curriculum delivery are critical to internship success. Students unable to attend ALL summer meetings at the scheduled times should only apply for the fall and/or spring semester(s).

During the internship, students explore an identified area of interest and participate in carefully monitored activities. Weekly logs and reflective journal essays, career related assignments, time sheets and short-term goal forms document activities and attendance. Assignments, participation, and attendance are graded. Successful completion of the college course earns one half elective credit toward high school graduation and three hours of social science elective college credit. No fees are charged for this summer course. At the end of the program, interns, sponsors, and parents evaluate learning activities and experiences.

The Program Coordinator visits internships periodically to ascertain student involvement and to meet with sponsors. Dr. Black is available to instruct, to facilitate, and to offer guidance.

**APPLICATIONS**

[www.pcsb.org/eip](http://www.pcsb.org/eip)

Students complete the Executive Internship Program online application and follow all instructions for requesting online School Counselor and Teacher References as well as completing the online Parent/Student Permission Form on or before Friday, February 9, 2024.

**QUALIFICATIONS**

The EIP summer program is designed specifically for students unable to participate during the regular school year. To qualify for the summer term, students must have an unweighted, cumulative GPA of 3.3 or higher and meet the criteria detailed on the EIP website. Student applications will be considered and evaluated individually. In the event of a large number of applicants, a randomized acceptance and wait list will result. Students will be notified of acceptance, wait list status, or denial by mid-March.