

Potomac, October 6<sup>th</sup>, 2021

### **Internship Grade 10 (May 16 through Mai 20, 2022)**

Dear Parents, dear Guardians of Grade 10,

as part of our career and college guidance program students of 10<sup>th</sup> grade will take part in an internship beginning May 16 through May 20, 2022.

The main goal of the internship is to have students gain initial experience in the field of economy and the vocational world. We are talking about an experience which school as an environment students primarily know as educational cannot provide: the opportunity to experience an authentic company and work environment and the impression of labor as a primarily output-driven occupation aimed at economic benefit.

A core feature of our concept is to empower students to act independently. On that account students are expected to seek and run for an internship position on their own.

On our website you'll find an official letter by the German school addressed to the company or organization your child is applying to ("Academics" > "Grades 5 through 12" > "College Guidance and Standardized Testing" > "Career and College Guidance" > "Internship in grade 10" > "Letter to companies"). This letter explains spirit and purpose of the internship. This letter should be included with the application letter.

**In the event that a student intends to complete her or his internship outside of the Washington metropolitan area, the German School requires a written request addressed to the principal (until March 18, 2022).** In general, students will be visited once at the site of their internships by one of their teachers. This visit will occur through a video call if the site of the internship is too far from our school.

Well before the internship begins, the students will be informed about details of the internship and the associated requirements of the GISW.

As companies and organizations might require some time to consider and respond to a student's application we strongly advise researching possible internship positions early on and sending an application (if possible) before the winter break. In addition, students should consider applying for more than one position.

Should you have any questions or concerns regarding the application for an internship position, please feel free to contact Mr. Stefan Thomä at [sthomae@giswashington.org](mailto:sthomae@giswashington.org).

We appreciate your efforts to support your child in seeking out and applying for an appropriate internship position and thank you for your effort in advance.

Kind regards,

**Annegret Jung Wanders, OStD'**  
Head of School GISW

**Stefan Thomä, StR**  
Career and College Counselor GISW

### ***Acknowledgement of Receipt***

I/we hereby acknowledge the receipt of the parent letter dated October 6<sup>th</sup>, 2021 regarding the internship in grade 10.

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

***Please return to homeroom teacher or Mr. Thomä by Friday, October 29<sup>th</sup>, 2021.***