GERMAN INTERNATIONAL SCHOOL WASHINGTON D.C.

Independent. Bilingual. *Weltoffen.*

8617 Chateau Drive | Potomac, MD 20854 | 301.767.3800 | www.GISWashington.org

Potomac, August 23, 2018

Grade 10 Internship (May 20 – May 24, 2019)

Dear Parents and Guardians of Grade 10,

This school year, from **Monday, May 20th through Friday May 24th, 2019**, our tenth-graders will be on an **internship** as part of our career and college guidance program.

The purpose of this internship is for our students to gain first experiences in the job market. Primarily, students will be exposed to experiences that they cannot gain in a school environment: Impressions of what it's like to work in a "real" job.

A core component of the internship concept is to empower students to act independently. Therefore, they are in charge of finding a company where they can intern. (Hint for the search: *www.volunteernation.org*)

The students receive an official letter by the German International School Washington D.C. (GISW) which explains the purpose of the internship in English to the companies. This letter should be included with the application for an internship. In case a student applies for an internship outside the greater Washington D.C. area, they have to ask permission from the Head of School in writing by April 2nd, 2019.

We will talk to our tenth-graders about the application process and about the expectations of the GISW. It usually takes a while until companies respond to applications, so we recommend applying early, before the Winter Break. It is also important to apply to more than one company to have a back-up solution if you don't get your first choice.

If you have questions or run into issues during your search for an internship, please contact Ms. Doris Fricke at dfricke@giswashington.org.

The **document** "Letter to Companies" is on our website www.GISWashington.org under **ACADEMICS > Career and College Guidance**

We would appreciate if you please support the efforts of your child in the search of an appropriate internship, so that it will be a successful experience.

Best regards,

Petra Palenzatis, OStD'
(Head of School)

Doris Fricke, OStR'
(Career and College Counselor)

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Acknowledgement of Receipt

I/we acknowledge the receipt of the parent letter dated August 23, 2018 regarding the internship in tenth grade

Student's Name: _____ class: _____

Date: _____ Parent/Guardian Signature: _____

Return to homeroom teacher by Friday, September 8, 2018!