

West Orange High School  
**Executive Internship Application**

Academic Year: 2024-2025

The mission of the West Orange High School Executive Internship program is to: *foster personal success, campus involvement, and the personal development of West Orange High School students*. This is achieved by developing students into young leaders through support and involvement in various areas across campus. Qualified applicants must be willing to make a year-long commitment to a faculty of staff member every school day during a designated period. Executive interns are an invaluable asset to West Orange High School, and our Interns are a source of pride for the entire West Orange community.

**RETURN COMPLETED APPLICATIONS TO STUDENT SERVICES**

**Personal:**

Name: \_\_\_\_\_  
First Middle Last

Class [August 2024] (Circle One): Junior Senior

Extracurricular Activities (Clubs, Sports, Organizations, Employment): \_\_\_\_\_

**Academic:**

Cumulative GPA (Minimum 3.0 GPA Required): \_\_\_\_\_

Subject Area(s) of Greatest Strength (Circle All that Apply): Mathematics Social Studies Science  
Language Arts Foreign Language

Favorite Class in High School: \_\_\_\_\_

Scholastic Awards (Honor Roll, Scholarships, Academic Programs or Prizes, etc.): \_\_\_\_\_

**Short Answer:**

Describe yourself in one (1) word and briefly explain your word choice.

What area(s) are you interested in supporting? Is there a specific faculty or staff member?

What are the reasons you wish to serve in the Executive Internship program?

How will you help support your area of interest?

Sometimes, when a student supports an area, there may be instances of less work or support needed. How do you plan to fill this lull in activity?

Period of the day you are interested in working (you may also write *any*): \_\_\_\_\_

## Executive Internship Student/Staff Agreement

### Student Expectations:

I, \_\_\_\_\_, would like to serve my internship with you for the year during \_\_\_\_\_ period. During this time I will be able to provide you with any assistance you may need during that time. Some things you can expect from me during the internship are:

1. I will be on time to my assigned post daily. If not, I will follow the tardy policy and lose participation points.
2. I am not to be exempt from any school rules during this time. I.e....being in the hallway without a pass.
3. I will be available to work for you during the period that I am assigned to you.
4. I will seek ways to help in my assigned internship area and participate to the best of my ability in order to maximize effectiveness in this program.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

### Staff Member Expectations:

1. If a student intern is absent, please e-mail Mr. Meke Smith so that he may log accurate attendance daily.
2. If there is any issue with a student intern, please notify Mr. Meke Smith.
3. Please remember student confidentiality in the duties you assign the intern.
4. Do not use student interns in any way which violates school rules (i.e....going to get you food, or sending them out without a pass).

I approve of the above mentioned student to be my student intern.

\_\_\_\_\_  
Staff Name/Room Number (Please Print)

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Subject/Department