March 6, 2008

Dear Innovation Valley Employer,

The Knox County School System is pleased to work with hundreds of East Tennessee employers in providing career programs for our students. The Schooled For Success program is our career orientation program for eighth grade students. The program includes a student portfolio completed by each of our 4,000 eighth grade students, the KUDER career information website, a career fair, and a two-day internship in late May.

The summer internship component of the program gives students the unique opportunity to see a career field from the inside of a business. In previous years, we have averaged over 300 students in 50 employers throughout the area. These students always come away from this experience with a greater awareness of the path they need to travel for the career options that interest them the most. The goal of the program is not to designate a career for students, but to open their eyes to the many careers available to them.

The 2008 summer internships will be held on Wednesday, May 28, and Thursday, May 29. The students will be at their employment sites from approximately 9:30 a.m. to 2:30 p.m. each day. The students will also have lunch at the host business. The school district will transport students to and from the participating business sites each day.

Given the recent focus on workforce development, this internship program helps us better prepare students and their parents as they make critical choices during the early part of their high school careers. This program puts participating students in a better position to succeed in high school, and beyond, as they see the correlation between their education and career options.

You are invited to participate by hosting students on May 28 and 29. Please complete the enclosed form and fax it back to my attention at 594-2842, by April 2. You will also find a fact sheet enclosed with more details about the internships.

Please contact me at 594-1909 if you have questions about the summer internships. Thank you for your commitment to the young people in our community.

Sincerely,

Scott Bacon
Office of Public Affairs
Knox County Schools
2008
Schooled For Success
Fact Sheet

The dates for the 2008 Schooled For Success summer internships are Wednesday, May 28 and Thursday, May 29. The students will be at the participating businesses by approximately 9:30 a.m. on the 28th, and by around 9:00 a.m. on the 29th. They will depart from their businesses by 2:45 p.m. each day.

Knox County Schools provides transportation from the base school to the participating businesses. Students can be transported by businesses once on site. Parents sign a waiver as part of the application process, but we can do a separate release for the students coming to your business, if you plan to take them off-site.

It is the responsibility of the host business to provide lunch for their student interns.

The best internship experiences usually include hands-on activities for the students. Employment sites that include some project in the two-day program get a more enthusiastic response from the students.

We prefer to have a minimum of three students at a work site. This avoids the scenario where one student goes through the experience alone because another student is absent.

Students are expected to follow all workplace rules. In the event of rules violations, the student can be removed from the program.

A Schooled For Success facilitator (middle school guidance counselor or teacher) will be on each bus as the students arrive each day. This facilitator will contact you in the days leading up to the internship to coordinate logistical issues with you such as which door to enter, who to ask for upon entering the building, etc.

We will provide the participating businesses with a list of their interns, along with contact information, prior to the internship. We ask host businesses to send a letter to their interns, that provides details of any specific instructions about the internship. You are encouraged to inform your interns about any dress code requirements in this letter.

Participating businesses receive emergency information for each student intern, along with contact information for Knox County Schools staff in the event of an emergency or illness.
2008 Schooled For Success
Summer Internship
May 28 & 29

Please return this fax this commitment form to 594-2842 by Wednesday, April 2!

_______ Yes, our business will be able to host students during the 2008 Schooled For Success summer internship on May 28 & 29.

What is the number of students your business is able to accommodate? ________

Business ______________________________________________________________

Contact name ________________________________________________________

Address ______________________________________________________________

Phone ___________________________ Fax _________________________________

E-mail ________________________________

Contact: Scott Bacon
Knox County Schools
Office of Public Affairs
(865)594-1909
bacons@k12tn.net