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**“A mind that is stretched by a new experience can never go back to its old dimensions”**  
Oliver Wendell Holmes, Jr.

**JOHN JAY HIGH SCHOOL**

**SENIOR INDEPENDENT EXPERIENCE**

**PART I**

**Katonah-Lewisboro School District  
John Jay High School  
60 North Salem Road  
Cross River, New York 10518**



**Senior Independent Experience  
John Jay High School  
60 North Salem Road  
Cross River, NY 10518**

Dear Seniors,

You are about to embark on what can be one of the most valuable experiences of your high school education!

The John Jay Senior Independent Experience (SIE) is an exciting program that facilitates off-campus independent learning experiences for our students in the last 5 weeks of senior year. The feedback we received from the students who participated in the Senior Independent Experience in past years was overwhelmingly positive and we would like you to be part of this year's program!

Off-campus opportunities will include full-time (25 hrs/wk) internships and volunteer work directed by both an off-site Supervisor and a JJHS Senior Experience Advisor.

**Please be sure to attend all required meetings and read all the materials in this SIE packet very carefully. There are forms in this packet that MUST be returned on or before the deadlines indicated or your application will not be considered.**

At this point in time please begin your own research, and reach out to potential internship opportunities that are of interest to you. You will be asked to provide that information on the SIE application form due on **JANUARY 11, 2019** for our review. Until then, please check your school email regularly and join our Remind class (SIE 2019) to inform yourself about upcoming meetings and deadline reminders.

Congratulations on taking your first steps to a very rewarding and exciting experience!

Sincerely,

Ms. Liberatore and Ms. Tewksbury



## SENIOR INDEPENDENT EXPERIENCE

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### Internship Program Overview

#### ***Expectations of Student:***

1. To attend the internship 25 hours a week
2. Behave in a professional manner
  - a. Dress appropriately
  - b. Be on time
  - c. Notify one's on-site supervisor and JJHS advisor of illness/absences
3. Make a serious effort to learn your job, related job skills, and related career information
4. Maintain a weekly time log and daily journal
5. Make weekly contact with JJHS Advisor
6. Submit all required SIE documents by deadlines

#### ***Expectations of Parents:***

1. Grant permission for program participation by the student and encourage his/her efforts
2. Accept responsibility for the safety and conduct of the student while he/she is traveling to and from the school, internship site, and home
3. Sign all required SIE documents by deadlines

#### ***Expectations of Internship Supervisor:***

1. Within the scope of the internship, provide the student with work of instructional value
2. Provide a safe and healthy work environment and appropriate health/safety training if necessary
3. Provide adequate supervision by a qualified employee
4. Contact School Advisor with any questions or concerns
5. "Sign off" on student's weekly time log (hours)

#### ***Expectations of School Advisor:***

1. Oversee student's weekly journal and time log, make weekly contact
2. Help guide preparation for student's final presentation
3. Report any concerns or problems to SIE coordinators (Lucy Liberatore or Susan Tewksbury)



## SENIOR INDEPENDENT EXPERIENCE PROGRAM (SIE) 2018-2019

### PROGRAM OVERVIEW

The John Jay Senior Independent Experience (SIE) is an exciting program that facilitates off-site independent learning experiences for our students in the last 5 weeks of their senior year. Senior Independent Experiences are full-time (25+ hrs/wk) internships or other volunteer/community work directed by both an off-site Supervisor/Mentor and a JJHS Senior Experience Advisor. Seniors who are in the SIE Program are released from all classes beginning on May 13, 2019. The students enrolled in the SIE Program have expectations and obligations that they must meet in order to successfully complete the program. Senior participation in the program will be graded using a pass/fail system.

### TYPES OF SIE EXPERIENCES

- Career Exploration
- Community Project/Volunteer Work
- Creative Pursuits

### STUDENT ELIGIBILITY

All student applicants for the SIE Program must fall into the following criteria:

- Must be in good academic standing
- Must have good attendance records
- Must have demonstrated good citizenship and responsible behavior while a student at JJHS

### TIMELINE AND IMPORTANT DATES

#### **NOVEMBER – JANUARY**

- November 28 Student attend mandatory informational meeting / period 8 in the auditorium
- January 11 – Senior Independent Internship program application due to Counseling Office
- Late January – Attend before/after school appointments with SIE coordinators to review or assist with SIE proposals.

#### **FEBRUARY – MARCH**

- JJHS SIE Program Coordinators will continue to review applications and proposals with interns
- Students research internship opportunities, secure site mentor/supervisor and finalize details of internship
- March 22 – **ALL REQUIRED FORMS DUE TO COUNSELING CENTER**

## APRIL

- JJHS Program Coordinators finalize student internship materials/proposals
- Attend mandatory SIE Internship prep sessions (work place expectations and JJHS expectations, etc.)  
**Date TBD**

## MAY

- May 10 Last day of classes
- May 13 Internships begin

## JUNE

- June 13 Internship ends. All outstanding forms and materials due: timesheets, journal, feedback forms
- JUNE 18 **MANDATORY PARTICIPATION IN SENIOR INDEPENDENT EXPERIENCE FAIR**



**REQUIRED FORM**

**DUE JANUARY 11, 2019**

## **SENIOR INDEPENDENT EXPERIENCE**

### **STUDENT APPLICATION**

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In this application be as specific as you can about your interest and what you hope to gain from the SIE experience. Students cannot be failing a course for the year and must have **good** attendance records to be eligible to participate in the off-site SIE program.

|                        |               |
|------------------------|---------------|
| <b>Student Name:</b>   | <b>Email:</b> |
| <b>Student Cell #:</b> |               |

- 1. What field(s) are you interested in pursuing and explain why you would be interested in such an internship or project (future career, hobby, interest, etc).**

- 2. Do you have any ideas of where or with whom you would like to intern? Please list any possible contacts you already have or plan to investigate. (Please be as specific as possible)**

**OVER →**

3. List any possible conflicts that may overlap with an internship (AP exams, sports schedules, performance rehearsals, etc.)

I give my child permission to participate in the Senior Independent Experience. I understand that my child will not be attending regular classes at JJHS after May 10<sup>th</sup> 2019.

I have read and understand the “Expectations of Student” and “Expectations of Parent” in the Internship Program Overview. I understand all required forms are due to the Counseling Center no later than **March 22, 2019**.

\_\_\_\_\_  
**PRINT** Parent or Guardian Name

\_\_\_\_\_  
**PRINT** Student Name

\_\_\_\_\_  
Parent or Guardian Signature

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

**Please return this completed application to the Counseling Center by January 11, 2019**