

Ardsley High School Externship Program

Dear Senior,

The Senior Externship program is designed to provide you with an opportunity to direct your own education through a full time experience of career exploration, community service, or personal interest. It enables you to extend your learning beyond the school. It offers an opportunity for you to apply your high school knowledge and skills in what we hope will be a culminating experience of your four years at Ardsley High School.

During the last few years, the Externship has been either canceled or modified due to the pandemic. Last year we began our return to a traditional Senior Externship experience and we will continue that experience this year.

In order to properly process your application, it will be necessary to submit the following materials **in person**, to the Principal's office on or before **April 10th**.

- A completed information sheet
- A description of the internship experience
- Parent and site supervisor signatures

Once the application has been submitted, it will be evaluated using the following criteria:

- Directions on the proposal material are read and followed correctly.
- The feasibility of the project
- Evidence of thought and planning
- Clarity of goals and objectives
- A detailed description of the experience

Each Senior will have a faculty member serve as their mentor/advisor. We also have our faculty coordinator, Mr. Milonovich, as a resource for the Senior Externship. Proposals are due by **April 10th**. **Seniors may submit their proposals any time prior to April 10th. The proposals will be reviewed and students will be notified of acceptance and the name of**

their faculty advisor/mentor. Seniors will be required to meet with their faculty mentor/advisor once per week and submit a weekly journal.

The last day of school for AHS Seniors is Friday, May 12th. The Senior Externship begins Monday, May 15th. We understand some externship experiences occur during the weekend hours. Students may begin their hours starting Saturday, May 13th.

Sincerely,

Danielle Trippodo
Principal

Ardsley High School Externship Program

Student Information Form

Student Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Cell Phone _____

Email Address _____

Externship Site _____

Site Supervisor _____

Site Address _____

City _____ State _____ Zip Code _____

Site Phone Number _____

Site Email Address _____

Ardsley High School Externship Program

Externship Description

On a separate sheet, please provide typewritten responses to the following questions. **Please answer completely and in detail. Applications with incomplete or vague responses will be returned.**

1. Describe the setting for your externship experience. Where is it? What do they do there?
2. What will be the primary activities that you will be involved with for the duration of the externship? Describe some of the tasks you will be given.
3. What do you hope to gain from your experience? Why have you chosen this topic and placement/project? Please provide at least one specific goal and how you plan on achieving that goal.
4. Will there be a connection between your externship and your future? Is this something you want to pursue in college or as a career? Explain.
5. Is there any additional information you would like to provide that will assist us in evaluating your application?
6. If you believe that your externship will not provide you with enough hours to reach 90 hours, you may supplement those hours with community service. If you would like to utilize this option please describe the community service you will perform.

Ardsley High School Externship Program

Externship Permission Form

I have read and understand the terms and conditions of the Externship Program. If selected, **I will complete an average of 22.5 hours per week, minimum 90 hours total.** I will complete a weekly progress report. I will have at least one meeting with my mentor per week. At the conclusion of the experience, I will develop a presentation for AHS faculty and students.

Student Signature _____

I have been contacted by the Ardsley High School student listed above and agree to provide supervision for the duration of the externship.

Site Supervisor Signature _____

I give permission for my child to participate in the Senior Externship Program. I have read and discussed the Externship Fact Sheet with my child. I am in support of the Externship proposal and agree to provide transportation to and from the Externship site.

Parent Signature _____

Ardsley High School Externship Program

Medical Emergency Release

I give permission for my Externship Supervisor _____
or their designee to take my son/daughter to a hospital emergency room for
treatment if necessary during his/her externship.

(Parent/Guardian Signature)

Medical Information

Daily Medication Yes _____ No _____

If Yes, please explain _____

Allergies Yes _____ No _____

If Yes, please explain _____

Phone number where parent can be reached in case of emergency:

Ardsley High School Externship Program

Transportation Information

Student Name _____

Internship Site _____

Site Address _____

I understand that the school will not provide transportation to and from the externship site.

I give permission for my son/daughter to use the following transportation plan:

Parent Signature

Date



January, 2023

To: Whom it May Concern;

Thank you for considering to be part of the Ardsley High School Senior Externship program. The Senior Externship program is designed to provide our seniors with an opportunity to direct their own education through a full time experience of career exploration, community service, or personal interest. It enables them to extend their learning beyond the school. It also offers an opportunity for them to apply their high school knowledge and skills in what we hope will be the culminating experience of their four years at Ardsley High School. The Senior Externship is a graduation requirement for the Class of 2023.

We have put together some Frequently Asked Questions to help you decide on whether or not you can accommodate one of our students at your place of work.

What are the requirements for the students?

Students are expected to complete a minimum of 90 hours over the course of four weeks (May 15 - June 9). Students are expected to participate as much as is reasonably possible so they can receive an authentic experience. Students are also expected to correspond with a faculty mentor each week via Zoom or in-person. They will also be completing journal assignments and making a final presentation at the conclusion of the program.

What are my responsibilities if I agree to host a student?

We would ask that you provide the student with opportunities and activities that will get them involved as much as possible. We understand this will differ at each placement. **Students will be expected to adhere to all health and safety guidelines required at their placement, and complete permission forms to include emergency contact information and parent/caregiver consent.** We also suggest you spend some time reviewing the expectations with the student so they are clear about the proper responsibilities and requirements. As students go through this experience, please give them feedback and support.

Can I attend the final presentation?

Absolutely! It would be great for you to attend. The presentations will be taking place during the week of June 12th - June 16th.

What if I have concerns about a student's progress and/or behavior during the externship?

You will receive contact information of the students' faculty mentor. They will be your contact at Ardsley High School.

If you have other questions or concerns please do not hesitate to contact me at dtrippodo@ardsleyschools.org or (914) 295-5810.

Sincerely,

Danielle Trippodo

Danielle Trippodo
Ardsley High School Principal