

## High School Internship Application Checklist

Student Name \_\_\_\_\_

To apply for Mote's High School Internship, please submit the following items in one envelope:

- Student & Parent Contact Information
- Three Short Essays (typed)
- Extracurricular Activities
- Two Recommendation Forms

*Recommendation forms should be completed by someone who knows you well, such as a teacher, academic advisor, extracurricular activity supervisor, or work supervisor. Recommendations from family members will not be considered. Recommendation forms should be treated as confidential and submitted in sealed envelopes.*

- Official School Transcripts

*Home school students should provide the most official grade documentation that is available.*

Please address your envelope to Mote Marine Laboratory – High School Internship Program, Attn: Gina Santoianni. You may deliver your application to the front desk of the Laboratory or mail it to 1600 Ken Thompson Parkway, Sarasota, FL 34236. We do not accept faxes or e-mails.

**Applications are due by 5:00 p.m., Friday, May 17, 2019.**

*Late and/or incomplete applications will not be considered.*

**High School Internship Application  
Student & Parent Contact Information**

**Student Information**

Name \_\_\_\_\_ Birthday \_\_\_/\_\_\_/\_\_\_ Gender \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Grade in 2019/2020 \_\_\_\_\_ High School \_\_\_\_\_ County \_\_\_\_\_

Participated in Mote Teen Volunteer Program. If yes, what term? \_\_\_\_\_

**Parent/Guardian Information**

1. Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

2. Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Student and Parent Agreement**

*I understand that I am applying to be considered for admission into Mote's High School Intern Program. I understand that this is a commitment of responsibility, time, energy, and enthusiasm and I will meet this commitment to the best of my ability. I further understand that my participation in group meetings, projects, and service hours is part of my commitment, and if I fail to meet the participation guidelines, I will be asked to leave the program.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*I support my child in their application for Mote's High School Intern Program. If my child does not have their own transportation, I also pledge to provide transportation to and from group meetings, projects, and service opportunities.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## High School Internship Application Extracurricular Activities

Time management is an important skill for all students, including Mote interns, to master. We require our interns to spend an average of five hours each month, from September through April, participating in group projects and activities. There are also additional service requirements throughout the year. *Please answer these questions on a separate sheet of paper. Each page should be numbered and have your name on it.*

### Part I – Academic Year 2018/2019

**1. What extracurricular activities did you participate in during the 2018/2019 school year?** Extracurricular activities may include sports, music, clubs, Scouts, 4-H, jobs, volunteering, or personal projects. If you held a leadership role in any of your activities, please include this information as well.

**2. How did you manage your time this past year? Which activity took priority over all the others?**

### Part II – Academic Year 2019/2020

**1. What extracurricular activities do you plan to participate in during the 2019/2020 school year?**

Extracurricular activities may include sports, music, clubs, Scouts, 4-H, jobs, volunteering, or personal projects. If you plan to hold a leadership role in any of your activities, please include this information as well.

**2. How much time will you spend each week on your academics (homework & studying)? How much time will you spend on your extracurricular activities (outside of Mote)?** Please use the table below to answer this question.

Activity Name	Fall or Spring	Hours per week
<i>ex. Marching band</i>	<i>Fall</i>	<i>20</i>
<b>Total Hours in Fall</b>		
<b>Total Hours in Spring</b>		

**3. How will you balance your other commitments with your internship at Mote?**



## **High School Internship Application Essay Questions**

We want to know more about you! *Please answer these questions on a separate sheet of paper. Each response should be typed and range between 250 and 400 words. Each page should be numbered and have your name on it.* When we read your responses, we will be evaluating your knowledge, your writing skills (including grammar and spelling), and your creativity.

1. Why do you want to be a Mote High School Intern?
  
2. Describe your strengths and weaknesses. How can the Mote Internship Program help you improve upon your weaknesses?
  
3. Please choose from one of the two questions below.
  - a. Write about a challenge to ocean health using the 1<sup>st</sup> person voice of an ocean animal.

-OR-

- b. Discuss one thing you've done (big or small) to benefit ocean health.

## High School Internship Recommendation Form

Student Name \_\_\_\_\_

Your Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Position \_\_\_\_\_ Place of Work \_\_\_\_\_

Address \_\_\_\_\_

Best Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part I.** Please answer the following questions as completely and candidly as possible on a separate sheet of paper, giving specific examples. Please number each question.

1. For how long and in what capacity have you known the student?
2. What are the student's most outstanding abilities or characteristics?
3. In what areas can this student show improvement?
4. Do you have any reservations or concerns about the student's potential to succeed in this experience?
5. Any additional comments you feel would help us to evaluate this candidate.

## High School Internship Recommendation Form

Student Name \_\_\_\_\_

**Part II.** We realize that sometimes it is difficult to assign a number to human skills and strengths, but please attempt to rate the student in the following areas, according to the scale provided. Wherever possible, compare the applicant to other employees, volunteers, or students you have supervised or taught in comparable positions.

**Scale:**

- 1 = Superior
- 2 = Very Satisfactory
- 3 = Satisfactory
- 4 = Needs Improvement
- NA = No opportunity to judge

Communication Skills	1	2	3	4	NA
Speaks clearly and articulately					
Writes clearly and articulately					
Clear reasoning ability					
Self-confidence when speaking to a group					
Job Skills	1	2	3	4	NA
Organizational ability					
Quickness in learning a new skill					
Professionalism on the job					
Ability to work independently					
Ability to work in a group					
Common sense and good judgment					
Time management skills					
Interpersonal Skills	1	2	3	4	NA
Willingness to accept instruction					
Ability to get along with other students/ teammates					
Patience with others					
Maturity when working with/for others					
Ability to change behavior to accommodate others					
Ability to work with people of different backgrounds					



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Your Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

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