

PARKLAND IMMANUEL CHRISTIAN SCHOOL



Careers INTERNSHIP PROGRAM

OFF CAMPUS COORDINATORS:

MRS. LEFFERS

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PICS Internship Program Outline

Step 1: The student expresses interest in an internship and shares this with the Career Counsellor.

Step 2: The Career Counsellor goes over the PICS requirements to be placed in an internship.

Step 3: The student completes an exploration activity on the occupations of interest at <https://alis.alberta.ca>. Example: with a medical lab assistant internship you would research a medical lab assistant occupation.

The student shall submit completed activity to the Career Counsellor.

Step 4: The student completes the required online course to participate in an internship with Careers. HCS3000 Workplace Safety Systems is **required**. Students can register for this course through Safe Gen (The Career Counsellor will provide know you access). Grade 10's will be completing HCS3000 at PICS starting 2023 and going forward.

[Alberta High School Safety Courses | SafeGen | Workplace Safety for Teens](#)

The student shall inform the Career Counsellor when completed.

Other **recommendations:** CPR/First Aid training and a valid driver's license

Step 5: The student needs to provide 3 teacher/school reference forms (confirming the student is on-time, completes assignments etc.)

The references could be completed by administration, teacher, EA or career counsellor. The student shall submit completed documents to the Career Counsellor.

Step 6: The student makes a cover letter outlining why they have chosen this area for an internship, their goals, and how their experience relates to the field. They also need to complete a **targeted** resume. Submit to the Career Counsellor.

Step 7: The student completes Careers application online and the Career Counsellor scans their documents into the portal on the Careers website. <https://www.careersnextgen.ca/>

Step 8: If Careers has an opportunity in the students specified interest area, Careers will match the student to employers that have positions available.

(students compete for positions with other students in the Edmonton area, so there are no guarantees that they secure a placement)

Step 9: Once an interview is set up the Career Counsellor or Careers Program Coordinator will do some interview prep with the student. They will outline employee expectations, conduct, potential drug/alcohol testing, proof of vaccination etc.

Step 10: The student will attend scheduled interview and report back to the Career Counsellor how it went.

Step 11: If student is offered a position they are required to let the Career Counsellor know.

Step 12: Once the student has secured an employer the student contacts (VV) [Vista Virtual School - \(vvschool.ca\)](http://vvschool.ca) and enrolls in Work experience. [Off-Campus Programs - Vista Virtual School \(vvschool.ca\)](#)

Step 12: The student will connect with an off-campus coordinator at Vista Virtual who will set up a site visit with the employer.

Step 13: The student will be supervised cooperatively by their VV off-campus coordinator and their employer. Their off-campus coordinator will maintain regular contact with both the student and their employer.

Step 14: The Career Counsellor will have regular contact with the VV off campus Coordinator to track the students progress.

(The student will earn one credit for every 25 hours of logged work. Students may use a maximum of 15 work experience credits toward their Alberta high school diploma requirements.)

Internship Program

Students that want to participate in an internship through Careers will be required to complete a career exploration activity. The student must choose the occupation of interest as one option plus 1 more and turn the assignment into the Career Counsellor.

Please use <https://alis.alberta.ca> for researching.

Please submit these forms to the Career Counsellor.

OCCUPATIONAL SUMMARY

1.

Career of Interest:

Main Duties:

Is a High School Diploma required? _____

Is further Education required? How many years?

Where can you complete this Education? (Pick 2-3 locations)

What is the work environment like?

Average Salary? _____

Wage Range: High? _____ Low? _____

Is there high demand for this Career? _____

List Skills/Abilities needed:

Physical Requirements: (example: heavy lifting)

What sparked your interest in this Career?

What I think I'd like about this work:

2.

Career of Interest:

Main Duties:

Is a High School Diploma required? _____

Is further Education required? How many years?

Where can you complete this Education? (Pick 2-3 locations)

What is the work environment like?

Average Salary? _____

Wage Range: High? _____ Low? _____

Is there high demand for this Career? _____

List Skills/Abilities needed:

Physical Requirements: (example: heavy lifting)

What sparked your interest in this Career?

What I think I'd like about this work:

Teacher/School Recommendation Letter **(Internships)**

(Can be administration, teacher, EA or career counsellor)

Student Name: _____
Internship of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ___ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in an Internship through Careers.

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:

Teacher/School Recommendation Letter **(Internships)**

(Can be administration, teacher, EA or career counsellor)

Student Name: _____
Internship of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ___ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in an Internship through Careers.

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:

Teacher/School Recommendation Letter **(Internships)**

(Can be administration, teacher, EA or career counsellor)

Student Name: _____
Internship of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ___ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in an Internship through Careers.

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:
