What is the Career Explore Internship Program?

- A summer (June-August) or school year (August-May) paid internship, 150-180 hours paid minimum wage by the business host.
- An opportunity to acquire further knowledge in relation to students' career pathways.
- A work experience to include observation and evaluation.

Business Opportunities

- Business agrees to host student intern for 150-180 hours paid internship specifying school or summer program.
- Business host provides job description and work plan listing expectations, and outlining potential projects to be completed.
- Business will interview student to determine best fit for placement.
- Business responsible for articulating policies and procedures including but limited to drug screen, background checks, technology usage, and cell phone use.

Student Information

- Students must have parent/guardian permission, be 16 years of age, and be able to provide own transportation to and from internship.
- Student will comply with all business policies and procedures including but limited to drug screen, background checks, technology usage, and cell phone use.
- Student will need all documentation for I-9 paperwork, and be expected to attend any and all hiring process meetings and orientations.

For more information about Career Explore internships, contact C.J. Renaud at 970-348-6305 or crenaud2@greeleyschools.org

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District 6, Greeley, Colorado, does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, gender identity, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district employees and members of the public.

Assistant Superintendent of Human Resources, 1025 Ninth Avenue, Greeley, CO 80631 • Phone: 970-348-6000

Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Avenue, Suite 510, Denver, Colorado, 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, Colorado, 80202.
What is the Career Explore Internship Program?

- A summer (June-August) or school year (August-May) paid internship work experience.
- An opportunity for local business partners to host Greeley-Evans District 6 high school students for a robust, educational internship.
- The internship is 150-180 hours paid minimum wage by the business host.
- An opportunity to acquire further knowledge in relation to students career pathways.
- An internship includes learning objectives, observation, and evaluation.
- An internship provides practical and meaningful experiences for students in a career area of interest.

Business Opportunities

- Business agrees to host student intern for 150-180 hours paid internship. Must specify school year or summer participation.
- Business host completes agreement form listing direct student intern supervisor.
- Business host provides complete and thorough job description and work plan listing desired student skill set and outlining potential projects to be completed.
- Business will interview student and determine perfect fit for placement.
- Business will onboard student as regular employee.
- Business is responsible for articulating any and all policies and procedures including but not limited to drug screen, background check, technology usage, uniform or dress codes, and cell phone use.

Student Information

- Student must be 16 years of age, have parent/guardian permission, and be able to provide own transportation to and from internship.
- Student must have a resume, and two letters of reference. Students will work alongside of current school counselor to participate in this program.
- Student will comply with all business policies and procedures including but not limited to drug screen, background check, technology usage, uniform or dress codes, and cell phone use.
- Student will need to provide all documentation for I-9 paperwork during his/her onboarding process.
- Intern will be expected to attend any and all onboarding, district meetings, and orientations.

For more information about Career Explore internships, contact C.J. Renaud at 970-348-6305 or crenaud2@greeleyschools.org