# PART III – REQUIRED PROGRAM INFORMATION

**District Information**

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| --- | --- | --- | --- |
| **District/Entity:** |  | **Program Coordinator**:  |  |
| **Email Address:** |  |
| **We are applying for the following funding**  | **SY & Summer Internship Grant** | **Summer only internship grant** | **Estimated Number of Interns** |
| **SY** | **Summer** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Total Funds Requested** | **$** |
| **schools/sites that will host interns** **(add rows if needed)** | **grades served** |
|  |  |
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|  |  |

**Please respond to all the following questions.**

1. Please provide the planning team members and their roles/affiliations (e.g., HS guidance counselor). Add rows as needed.

|  |  |
| --- | --- |
| **Name** | **Role/Affiliation** |
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1. Please describe your strategies for recruiting HS student interns. Address the following in your response:
* Selected population and grade levels of students that will be the focus of your recruitment. Please note interns should reflect the background and identities of the students served by the 21st CCLC grant funds.
1. Describe what you envision to be the role of the interns in the 21st CCLC SY and/or summer program. (Interns may serve as teaching assistants, academic and social supports, mentors, etc.). Include the estimated hours per week and total internship hours.
2. Describe plans and timeline to recruit and hire an internship coordinator. Include qualifications you will be seeking for this role. If you already have someone in mind for this role, describe their qualifications and experience.
3. Describe plans to connect internship program to any of the following:
* Work Based Learning Plans
* [MYCAP](https://www.doe.mass.edu/ccte/ccr/mycap/) (My Career and Academic Plan)
* Internship Credits for participating students
1. Describe the process, topics, and timeline for training student interns and continued supervision. **Note:** To ensure the health and safety of staff and students, interns will be required to be trained to follow all established health and safety protocols.
2. Describe any plans for training program staff on how to engage with and effectively utilize student interns.
3. Describe the process that will be used to provide student interns with the opportunity to discuss challenges and success, and to reflect on their internship experience for deeper engagement and learning.