

## Internship & Career Center Referral Form

A **student internship** is an unpaid, **career-focused** experience during which students become **directly involved** in the workplace. Internships **help student** to **define** career goals, **enhance** professional work skills and **build connections** within the **community**.

Student name: \_\_\_\_\_

Referral reason: \_\_\_\_\_

Cohort: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_

Is the student aware of the referral? Yes \_\_\_\_ No \_\_\_\_

**We highly recommend that each student be aware they have been referred to the Internship & Career Center**

Please ***attach/copy and paste*** the students schedule to referral

E-mail referral: [TDierna@kingstoncityschools.org](mailto:TDierna@kingstoncityschools.org)

***-OR-***

Drop off: Internship and Career Center in M109