

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

-OR-

Drop off: Internship and Career Center in M114