

**Are you interested in reducing tuition costs?
Are you interested in professional work experience?
Are you interested in earning 0.5 business elective credit?
Then the Sacred Heart-Griffin Internship Program may be for you.**

Sacred Heart-Griffin is pleased to offer next year's Juniors and Seniors the opportunity to be part of the SHG Internship Program. This SHG administered program assists qualified students with tuition costs while providing them with professional work experience in businesses in the community. Upon completion of course work, students also earn 0.5 business elective credit.

Parents of current sophomores and juniors are required to complete and submit the Facts Grant and Aid Assessment form by **March 15, 2012**. Students are required to complete an internship application . Qualified students will be contacted for a confidential interview.

Internship applications are now available on-line and in the Main Office and the Finance Office. To be considered for the internship program, the internship application must be received in the Finance Office by **March 15, 2012**.

For more detailed information on this exciting program, please visit www.shg.org>[Admissions](#)>[Financial Aid](#)>SHG Internship Program, or contact Ellie Garvey, Program Director, at 787-1595 ext. 145, or email garvey@shg.org

Benefits of the SHG Internship Program

- Provides SHG families with tuition assistance.
- Provides SHG students with exposure to the Springfield business community.
- Introduces our students to a wide range of work experiences and skills necessary in the professional world.
- Creates a network of references for our students for summer jobs, college applications, and future employment.



Get connected and reach your full potential through the SHG Internship Program.



SHG

INTERNSHIP PROGRAM

*Connecting Students
with the Workplace*

For more information, contact:

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SHG INTERNSHIP PROGRAM

What is the SHG Internship Program?

The SHG Internship Program is a tuition assistance program offered to SHG juniors and seniors. This SHG administered program assists qualified students with tuition costs while providing them with professional work experience. Students also earn 0.5 business elective credit.



How can my junior or senior participate?

Sophomores and juniors complete an internship application for the next year's internship program which must be turned in by the due date shown on the application. Parents of interested students are required to complete the FACTS Grant and Aid Assessment form by the designated due date.

What is the process for selection of student interns?

After the applications are received in the Finance Office, the Program Director solicits recommendations from the applicant's counselor, teachers, and the Dean of Students. If qualified, the student is contacted for a confidential interview. Student interns are interviewed by a selection committee and notified after the selection is made.



Where do the student interns work?

Student interns are placed in various partnering businesses in the community by SHG. Interns have worked in such businesses as health care, funeral homes, public accounting, law, banking, insurance, commercial building, and real estate.



How many hours do the student interns work?

The student interns are required to work approximately 240 hours during the academic year. Students may work several afternoons a week after school, school holidays and breaks, weekends, or during the summer to fulfill their hours. Student interns are also required to meet bi-weekly with the intern instructor to complete non-graded course work which helps to develop work place skills.



What kind of work do the student interns perform?

The type of work is as varied as the needs of the business. However, it is common for the student interns to perform clerical duties.



What amount of tuition assistance will my student receive?

Student interns who have fulfilled all requirements of the program will receive tuition assistance. The partnering business submits a check in the amount of \$3,000, payable to SHG, which is then credited to the student intern's tuition account. SHG provides the interns with W-2 forms and pays for workers compensation insurance.

1. Why are you interested in participating in the SHG internship program?

2. List extra-curricular and community activities in which you have participated. Describe the role you played.

3. In order to match your interests with the partnering business, please describe your career goals.

4. As a Sacred Heart-Griffin Intern, you will need to transport yourself to and from the job site and, depending on the needs of the partnering business, may be required to drive as part of the internship program. Please check the statement which applies to your situation.

I will have a car available. _____ Driver's License # _____
I will have to depend on my parent(s) to drive. _____

5. Do you have valid automobile insurance? _____
Automobile Insurance Company _____ Policy # _____

6. Are you able to work after school? _____
If yes, days of week available _____
Are you able to work weekends? _____ Summer? _____ School Breaks? _____

Application must be received in the Finance Office by March 15, 2012