



**Directions:** All sections **MUST** be completed in order to qualify for the Externship Program.

Name: \_\_\_\_\_

Student ID# \_\_\_\_\_ Name you go by \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

**List your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for Externship professions.** (Be very specific about career titles; e.g., type “Surgeon” rather than “Medical”; type “Elementary Teacher” rather than “Education.”)

**NOTE:** Externship placements include only professions that require a minimum education requirement of a bachelor's degree (four years of college).

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

**TEACHER RECOMMENDATIONS:** Download a teacher recommendation form and email a copy to EACH of your current teachers. The instructions on the form say they are to complete the form and email the it directly to me. Please give your teachers at least a few days to complete and return your recommendation form. All forms are due by Thursday, April 1<sup>st</sup>.

**Write your CURRENT class schedule below:**

	<u>COURSE Title &amp; Level</u>	<u>TEACHER</u>
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		

**Grade point average:** \_\_\_\_\_ Weighted \_\_\_\_\_ Unweighted

*\*\*This will be verified by the guidance office.*

Approximately how many days each 9-week term are you absent from school, including excused absences? \_\_\_\_\_

*\*\*This will be verified by the attendance office.*

**SELF-EVALUATION:** Rate yourself on a scale of 1 – 5. (1 being BELOW average and 5 being ABOVE average.)

	1	2	3	4	5
Responsibility	1	2	3	4	5
Appearance	1	2	3	4	5
Poise	1	2	3	4	5
Communication Skills	1	2	3	4	5
Punctuality	1	2	3	4	5

How many **AP/dual enrollment** courses are you planning to take next year? \_\_\_\_\_

**Extracurricular activities:**

**Offices & leadership positions held:**

**Written Responses:** Please answer the following questions as honestly and thoroughly as possible.

1. Why do you want to be in the externship program? What do you hope to gain from this experience?
2. What qualities do you possess that you feel will make you a successful participant in the externship program?

3. Of what accomplishment(s) are you the most proud? Why?

4. What courses and/or experiences have you had that would be of benefit in each career choice you listed?

**FOR PARENTS/GUARDIANS:**

**\*\*I give permission for my child to apply for admission in the Honors/Gifted Externship Program. I will give him/her encouragement and reinforcement in this educational experience, and will assist him/her in providing transportation and attaining an appropriate placement if he/she is selected for this program.**

Parent/Guardian Name: \_\_\_\_\_

Email & Phone #: \_\_\_\_\_

**RETURN TO [fultonm@leonschools.net](mailto:fultonm@leonschools.net)  
BY Thursday, April 1st.**

# **Students: Keep this page for your records. It contains important information.**

Part of the Externship Program includes you initiating the process of seeking out a prospective sponsor. You do not need to start the process of securing a sponsor until **AFTER** you find out whether or not you have been accepted into the program (see below).

- Talk with your parents, their professional associates, and friends to find a professional interested in becoming your sponsor.
- Externship placements include only professions that require a minimum education requirement of a Bachelor's Degree (four years of college).
- An information sheet explaining the program for potential sponsors is available on my website. You may access it by going to [www.leonschools.net](http://www.leonschools.net), "Teacher Websites," then Fulton, Mindy. On the left-hand side of the page, you will see a link to Honors/Gifted Externship. Click that and then the link Information for Potential Sponsors. Print or save it, and give it to potential sponsors.

**You will find out whether or not you have been accepted into the program no later than Friday, April 9<sup>th</sup>. Letters will be emailed to the address you included in your application.**

- If you receive a letter of acceptance into the Externship Program, you must quickly begin finding a sponsor. All students must have their placement for next year finalized and required forms turned in to Mrs. Fulton no later than Friday, June 4<sup>th</sup>. Please note that securing a sponsor often takes MUCH longer than you think.
- Once you obtain a sponsor, please notify him or her that you will begin externing beginning the third week of the 2021-2022 school year.
- **Questions?** There will be a mandatory meeting for students accepted into the program. It is *tentatively* scheduled for Wednesday, April 14<sup>th</sup> at 2:00pm. Attending via Zoom will be an option. Details will be included with your acceptance letter. Please go ahead and put the date of this mandatory meeting on your calendar, in the event you are accepted into the program.

**Additional materials about the externship program are available** on my teacher website. Go to:

- [www.leonschools.net](http://www.leonschools.net), click on "Teacher Websites," then Fulton, Mindy.
- On the left-hand side of the page, you will see a link to Honors/Gifted Externship.

**Please look carefully at the course requirements before committing to this endeavor; it is a year-long commitment.**

## **Contact Information:**

Externship Coordinator: Mindy Fulton  
Room 301  
[fultonm@leonschools.net](mailto:fultonm@leonschools.net)  
617-5700 ext. 1780