

Libby High School School – to - Career Internship Program



Our goals can be defined as the following:

- To expand student learning by connecting the classroom to the “real world.”
- To involve students in defining their own educational goals and futures
- To help students define areas of interest their skills and abilities and possible career options through hands-on learning.
- To enable students to acquire experience in career interest areas.
- To give students opportunities to understand how a community functions – i.e. their roles responsibilities.
- To help students acquire knowledge and skills about career and labor markets in order to make good decisions about their future.

This experiential learning experience is an elective class in which students must complete a minimum of 60 “contact hours” and meet standards-based requirements which include: researching career opportunities, timely completion of written assignments and regular meetings with the Career Coordinator at each high school.

- Work-site supervisors are asked to provide the intern with a valuable experience that offers insight into what a professional does, the kind of work performed in that field of endeavor and the qualities that make one successful. Interns are evaluated on their performance, utilizing the Colorado Workplace Standards as a guideline: communication Skills, organizational Skills, thinking Skills, worker qualities, technology Skills

As the internship progresses, we hope that the students are allowed to participate to a greater extent in the daily operation of the site’s business, as well as being encouraged to improve their skill level.



Montana Machine is a fabrication business that encompasses all aspects of fabrication, welding, and steel lay-out. It is a complete machine shop with all manual machines. Montana Machine is involved in the retail sales of steel supplies as well as welding gases and supplies. A student applicant for an intern position must have completed Welding 1 and 2 and either be G-I certified or enrolled in certification class. Successful completion of sheet metals class, drafting or AutoCAD class and geometry are also desirable experiences that benefit a student in this position.

**School to Career Internship Application
Mentorship Program**



Name: _____ Student ID: _____ Date of birth: _____

Current GPA _____ Address: _____ Email Address: _____

Home Phone: _____ Cell Phone: _____

Additional Items to attach to application: Resume, Transcript with current schedule for first semester, Hand written Letter of Intent, and a copy of my insurance information.

Teacher Recommendation forms were given to:

Welding Teacher (1) _____ Other Teacher (2) _____

Please list two adults not related to yourself and their phone numbers whom would give you a good work reference:

Reference (1) _____ Phone number _____

Reference (2) _____ Phone number _____

Student must provide transportation or walk to internship each day.

I understand that there are risks involved while performing an internship at a welding fabrication business. I agree to provide a copy my medical insurance information _____

I have obtained my G-I welding certification through FVCC _____ or I am currently enrolled to take the class for certification _____

Welding Internship Position at Montana Machine

- Welding
- Fabrication
- Steel Lay-out
- Retail

PARENT/GUARDIAN:

Internships are typically done out in the community at a “worksite” and although the student is registered for a class, they do not sit in a classroom, but rather, earn their credit by working at the internship worksite. The student needs to be responsible, dependable and self-motivated, with a desire to learn about the career field in which they are working. Once your student has discussed the potential internship with you, please sign below. This does not enroll your student in the class, but rather assures me that you are aware of the potential internship.

Parent Signature

Date

Email Address

Phone Number