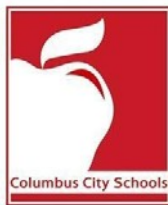


Mrs. Rasberry
Career and Community Resource Coordinator

Eastmoor Academy
Phone: 614-365-6158
Fax: 614-365-6960
Email: krasberry3276@columbus.k12.oh.us
Website: www.eawarriorway.com



IMPORTANT: Students must complete a total of 120 internship hours. The total must include a minimum of 30 community service hours. The remaining hours can be earned through work, internship, job shadowing or other career exploration activities.

PETITION FOR APPROVAL OF INTERNSHIP HOURS
Eastmoor Academy

Student Name

Student Number

Grade Level

Type of Experience Community Service Internship Career Exploration

Write a brief description of your experience.

Name of Company/Organization

Print Mentor Name

Address, City & State

Phone

Start Date of Internship

End Date of Internship

Total Number of Hours _____

Student's Signature

Mentor's Signature

Mentor's Verification

I, as mentor of the above named student, verify the above information is accurate by providing WRITTEN DOCUMENTATION. This could be any of the following:

- Pay stubs
- A letter on company letterhead listing the dates (start date-end date), total number of hours worked, and duties
- Copies of log-in sheets, which include the company name printed or other documentation utilized by the employer/agency to keep track of hours worked, which include the company name.

The Career & Community Resource Coordinator will complete this section:

Date _____ Approved _____ Disapproved _____

Total hours awarded

Career & Community Resource Coordinator's Signature