

## Sponsor Information

Students are responsible for finding their own externship sponsor.

Sponsors can work in any profession that requires a minimum education requirement of a Bachelor's Degree.

Sponsors should be selected based on the following criteria:

- They share a talent, interest, or expertise in an area to which the student wants further exposure.
- They relate well to young people.
- They are willing to involve students in decision-making activities.
- They operate at high levels of leadership and provide a good role model for the student.

## Application Information

- Applications are available in room 625 and online at the ACHS webpage.
- In order to be eligible, students must have:
  - A 3.0 weighted GPA
  - A good attendance record
  - A clean disciplinary record
  - College-ready scores
  - Parent signature
  - Verification of transportation
  - A completed application
  - Three teacher recommendations

(NOTE: Teacher recommendations are part of the application packet.)

All application materials are due no later than 2:30 pm on Friday, March 27.

### Questions?

Contact Nicole Gilbert at  
gilbertn@duvalschools.org.



## ACHS Externship Program

"The only source of  
knowledge is experience."

-Albert Einstein

Atlantic Coast High School  
Jacksonville, FL

## What is Externship?

The Externship course offers the unique opportunity for the true blending of education and community. Select college-bound twelfth grade Atlantic Coast students elect to take a portion of their educational program outside the classroom with an approved community sponsor for the purpose of exploring a career, pursuing an academic study, and/or working with an outstanding leader. Any area of placement based upon the student's interest, talents, and/or abilities may be considered. Students can choose sponsors in such areas as medicine, law, government, business, education, and community agencies.

Candidates for the Externship program are screened to assess maturity, self-direction, and interest in the program. The student must demonstrate the ability to make important decisions regarding time management, problem solving, and goal setting. The student must be highly motivated to work independently, as well as directly with experts in the field.

## Externship— The Class

A student who is accepted to the Externship Program can expect the following:

- To be released (off-campus) during the time that the Externship class is scheduled — this will be 4th or 8th period..
- To participate on-site with their Externship sponsor 5 hours a week.
- To keep accurate time logs and journals that reflect what they are learning and doing at their placement..
- To attend a class seminar every two weeks with Ms. Gilbert.
- To participate in class projects and activities assigned during the seminars.



## Externship— Activities

- Attend meetings or conference.
- Make telephone calls and handle telephone inquiries.
- Do research.
- Write reports, correspondence, or memos.
- Do investigative field work.
- Observe.
- Participate in or observe decision-making process
- Perform service role with clients.
- Conduct interviews.
- Read particular reports, files, etc.
- Meet with staff members or department heads to learn what they do.
- Complete a special career project.
- Keep a journal.
- Read professional articles related to placement.