



Livingston High School
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Livingston, NJ 07039
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<http://www.livingston.org/lhs>

Senior Internship Program (SIP)
NJ Structured Learning Experience (SLE) How
to Obtain an Internship Position - 23/24

1. Read through the LHS SIP Internship Guidelines document on the website.
2. Take an interest survey if you're not sure what you want to do. There is a Career Interest Profiler in the About Me section of Naviance.
3. Think about where you would like to work someday and what you see yourself doing in the future.
4. Speak with parents, relatives, teachers, or other contacts that may know someone in the area of interest.
5. Use the internet to locate possible persons/sites (Reminder: internship site must be within a 20 -minute driving radius of LHS if in-person or hybrid). *Manhattan is available this year.
6. Contact the potential mentor via email, phone, or personal visit.
7. Introduce yourself and share the Mentor Information Flyer and LHS SIP Internship Guidelines with this person.
8. Ask the potential mentor if he/she would be willing to participate in the LHS SIP program and share the application process with him/her.
9. Upon securing the internship, complete the student portion of the application and sign the form, then have your parent/guardian complete the related section and sign.
10. The application will then be sent to the mentor and they will complete their related section. You are responsible for making sure mentors complete the application.
11. Please be sure that the entire application is completed and submitted by **March 1, 2024**.
12. Should you have questions or need assistance, please email Mr. Quackenbush (dquackenbush@livingston.org)