

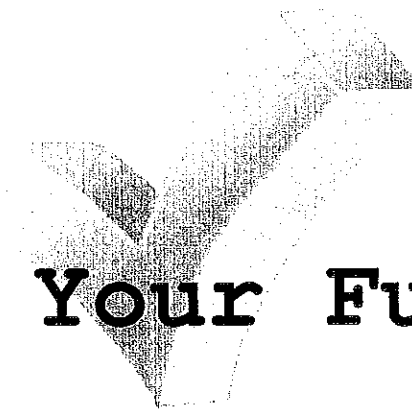


HAMILTON COUNTY

Leadership Academy

learn. connect. lead.

Students



Check Your Future

**Best-Practices For a County-Wide High School
Internship and Mentoring Program**

Report compiled by HCLA class of 2010 team:

Eric Becker
Jim Hogle

Amy Cosby
Kathy Young

John Marske

Executive Summary:

Original Vision:

HCHS Careers – a coordinated effort among various Hamilton County High Schools to benefit our students and our community.

Purpose:

- Provide HS Juniors/Seniors with real-world internship opportunities in their related areas of interest.
- Provide Interning partners with highly-talented, motivated, and trustworthy students as interns.
- Allow interning students to relay their real-world experience, explaining how concepts taught in high school will apply to their eventual careers (i.e. critical thinking, writing skills, communication skills, math skills, etc.)

Benefits:

Businesses have the opportunity to work with students who care about their community and can be partners in teaching students the skills and competencies needed for their futures. They can also gain workers with new ideas and fresh talents.

Parents gain additional support in helping their children make sound career decisions.

The Community gains a potential pool of productive, quality workers comfortable with local businesses.

L-T Advantage: Alert incoming residents and businesses of a **coordinated project** among various Hamilton County High Schools that enables high school students to gain valuable career experience. (i.e. **PROMOTION**)

Procedural Steps:

Five members of the Hamilton County Leadership Academy class of 2009-2010 set out to gather and compile the following information over a five month period. Each of the following bullet points will be addressed in the body of our report.

- What is the current state of existing internship programs being offered by various Hamilton County High Schools?
- What other Hamilton County institutions are supporting our local high school students?
- How can we develop a comprehensive list of possible business organizations in Hamilton County that might offer internship opportunities in the future?

- Are there any existing forms and/or checklists that might aid a school seeking help in instituting an internship program?
- Is it possible to have a County-wide coordinated effort to an internship program, rather than have each school corporation responsible for their own individual program?
- How would we fund, and what entity would oversee a coordinated effort?

Summary Findings:

Most of our Hamilton County High schools already have some type of mentoring or Co-op program in place. Any school that wants to run a co-op program (i.e. paid internship), must have a co-op licensed teacher.

Contact information, and a brief summary of some of the school programs in place are included **on pages 5-8 of this report**. We have also included information on the J Everett Light Career Center. The Center is located on the campus of North Central High School and serves eight high schools located in Hamilton County.

In general, the biggest need seems to be finding and retaining employers willing to provide internship or mentor opportunities. We sought to work with the various Chambers of Commerce and the Hamilton County Entrepreneurship Advancement Center to help identify an ongoing list of willing employers.

Most of the Chambers agreed to provide some kind of notification in their member newsletters informing member companies of students looking for mentoring or intern opportunities. It is also noted that the

We compiled a list of Hamilton County employers, having a minimum of 35 employees, sorted by industry. The list is **included on pages 9-23 of this report**. It is also noted that the Hamilton North Chamber of Commerce (www.hamiltonnorthchamber.com), which serves the towns of Arcadia, Atlanta, and Cicero, has an excellent Business Directory (sorted by industry) as a link on their website.

Conclusion:

Deliverable Number 1: is the Business Directory included on pages 9-23 of this report. At a minimum, we hope that this directory will assist existing and potential new school programs by providing a sorted list of employers that schools can call upon. We hope that the industry sort will help students that might be interested in the following career disciplines:

Advertising	Architecture	Art Gallery/Auction House	Arts
Biotech	Business	Computers	Engineering
Environment	Fashion	Finance	Government
Hospitality / Hotel Management	Interior Design	Journalism	Healthcare
Marketing	Media	Medicine	Landscape Design
Pharmacy	Politics	Public Relations	Museum
Psychology	Real Estate	Publishing	Music / Recording Industry
Theatre	Veterinary Medicine	Set Design	Physical Therapy
		Social Services	Technology

Deliverable Number 2: To further assist our students in thinking about future careers, we provide the following helpful career links that teachers can utilize within their classrooms:

www.incis.intocareers.org This website, designed by The University of Oregon, but tailored as The Indiana Career Information System (CIS), is an Internet-based delivery system for accurate, comprehensive, current, and relevant occupational, post-secondary school and financial aid information. CIS contains the latest national, Indiana and local labor market data and projections. It is an excellent resource for teachers and students. Many of our schools are already utilizing similar products by other vendors.

www.internshipquest.com Another vendor resource that our schools can use in further developing their internship programs. Once again, we would have to determine where the funding comes to provide these resources.

www.internshipconnection.com This website offers an excellent example of what we hope Hamilton County's Co-ordinated internship program could eventually become. To make this dream a reality, we would need a governing entity for the internship program, as well as potential funding to support the entity.

Deliverable Number 3: Includes sample forms that the schools can utilize to ensure student protection and accountability. These forms are included after page 23 of this report. It is our hope that by providing the sample forms, as well as a list of sample issues that the schools and the employers need to consider, we can embark upon on a county-wide, cooperative effort to build an enriching and safe environment for our students. We hope that the materials in this report will assist a collaborative effort among the various schools to make Hamilton County's mentoring and co-op programs a model for other Indiana counties. We hope our schools will work together to develop "best practices" that other counties can emulate. **The final pages of this report include the standards and Guidelines adopted by the Georgia Department of Education, detailing expectations and responsibilities for the students, mentors and school coordinators. It is also offers example Permission and Release forms.**

Long-Term Solution:

Ideally, if we are to have a coordinated, county-wide effort, we need to develop a governing Board or an intermediary to provide structure and agreed-upon rules of procedure. Obviously each of the participating schools would have to have some type of representation on this governing Board. Ideally the Board can also raise funds either through parent support or through the support of participating employers. For example, if an employer is not in a position to offer paid internships, but would consider offering mentorship programs, perhaps they could make a small contribution toward the program.

Based on the lack of success of previous HCLA classes to establish a new governing entity, we believe that our best chance of success is to utilize an existing entity that has a current relationship with each of the schools and relationships with area businesses.

We hope to work with the **Hamilton County Entrepreneurship Advancement Center (EAC)** as the best positioned entity to serve as a facilitator for our program.

EAC is a newly formed organization, having spun off of the Hamilton County Alliance, the local economic development organization, in January 2010. The EAC operated as an initiative of the Hamilton County Alliance for four years, focusing on supporting high school entrepreneurship education. EAC has now expanded to include supporting entrepreneurial businesses.

In its current form, EAC is a 401(c)3 with a two-fold mission. The first is supporting youth entrepreneurship education and development. EAC's main youth activity is a business plan competition held twice each year. Two students have launched their businesses in the past year with two more on their way to launching this spring.

EAC's second focus is on supporting business owners. EAC can connect business owners to existing resources that they need to advance and grow their businesses. EAC also offers educational programs, networking opportunities, and mentoring.

Cathy Langlois is the Executive Director of EAC. Her contact information is as follows:

Cathy Langlois
Entrepreneurship Advancement Center
9128 Technology Lane
Fishers, IN 46038
(O) 317-813-5413
(C) 317-442-4332
cathy@goentrepreneurs.org
goentrepreneurs.org

SCHOOL CONTACTS

Carmel HS – contact: Joy Law, jlaw@ccs.k12.in.us

Marketing Co-op program – a 30+ year program with 55 students working part-time (15 hrs weekly/60 hrs. month over one year). The program has approx. 40-45 participating businesses.

Internship class – each class runs 1 semester, with approx. 28 students per class. The class is taught by Stacy Fowler. Entails resume preparation and job shadowing.

Hamilton Heights – contact: Wanda Kline, WKline@mail.hhsc.k12.in.us

Business Cooperative Experiences (BCE-Co-op) and Business Field Experiences (ICE Co-op) allow students to be released from school for the opportunity to be employed in a business related occupation for the purpose of applying and transferring attitudes, skills, and knowledge from school to work.

Professional Career Internship provides a unique opportunity for students to experience work-based activities in career areas of interest.

1. the co-op jobs that pay are in short supply (no surprise)
2. the NON paying internships they are having trouble finding MENTORS in career of interest.

HSE – contact: Nancy Herndon

Our internship program has several different components: We have an Interdisciplinary Cooperative Education Program which is administered through our business department. Sarah Barras sbarras@hse.k12.in.us is the teacher for the program. She places students in work settings where they are released from school in the afternoon to go to work. They are paid for their time and they also are evaluated by the employer for a grade and credit.

Our Academy of Finance program has students serve in an internship experience in the summer between their junior and senior year. These experiences are arranged by Eric Rosenbaum erosenbaum@hse.k12.in.us who is the director of the program. They are not paid for their experiences but do receive high school credit and a grade.

Our Senior Sabbatical program is administered by Scott May smay@hse.k12.in.us. These students arrange internship experiences of their choosing inside and outside the high school setting that are aligned with their

career goals. They are not paid for their experiences but do receive credit and a grade.

Our Law and Government Academy arranges internships specific to the subject area. These experiences are coordinated by Janet Chandler ichandler@hse.k12.in.us our social studies department chairperson. They also are not paid but receive credit and a grade.

Our cadet teaching program sends students to teach at the elementary, intermediate and junior high level within the district and is for those students who see education as a career goal. Liz Trinkle etrinkle@hse.k12.in.us coordinates this program as well as our Child Care program that sends students out to work in the day care field. Both of these programs are for credit and a grade. We do not have a person who coordinates all of these programs. Our career and internship counselor was cut from the budget several years ago. All of the programs listed above are detailed in our Program of Studies listed on the high school webpage <http://www.hse.k12.in.us/hhs/> under Academics, General Information, Program of Studies.

Fishers HS – contact: Linda Brown

Noblesville HS

Noblesville has a Business Co-op program just like HSE does. The teacher in charge of that program is Tami Redden (email tami_redden@mail.nobl.k12.in.us). They also have a cadet teaching program run by the guidance office. The counselor in charge is Heidi Trotter (heidi_trotter@mail.nobl.k12.in.us). In addition we have a Life Skills Work Experience for our special education students. Most of these students are on diploma track or are highly functioning students who are placed in jobs beginning their junior year. The contact person for that program is Kurt Gassensmith (kurt_gassensmith@mail.nobl.k12.in.us). All of these programs are credit earning courses and align with the Indiana Dept. of Education course titles and course content.

Our Business COOP program has approx 20-24 enrolled in the program each year. The students are required to take a course entitled "Business COOP Related Instruction." In that course we discuss many work-related topics, i.e. Diversity, Safety in the Workplace, Communication Skills on the Job. In the second semester we cover topics that relate to life skills/personal finance. Currently we are working on a tax unit and will file 1040EZ in two weeks. The students are also enrolled in "Business COOP On-the-Job." They are required to work 270 hours each semester (approx. 15 per week). As was said, this was a difficult year to place students. It required patience and creativity. All of my students are placed and working. Many of them have had hours reduced recently as retail slows down. We have had many businesses participate over

the years.

Westfield HS

WHS has 3 different internship classes available through our business department. They are: Professional Career Internship, Entrepreneurship Prof Career Internship & Marketing Prof Career Internship. They are managed by the business teachers. The main contact would be the business department chair, Karen Podell, at podellk@wws.k12.in.us

WHS also has a mentoring class for seniors. This is definitely geared more towards a career shadow experience. The teacher who currently oversees mentoring is Doug Orahood at orahoodd@wws.k12.in.us

Through the business department, we offer a course called Professional Career Internship. This course is not limited to business careers. We accept students from all career fields and departments in the school. Students complete at least 70 hours of work experience in their declared career field and a minimum of 15 hours of related coursework focusing on workplace skills. Students are required to find their own placements at the beginning of the course with the help of the instructor.

This course is open to juniors and seniors and may be taken for 1 or 2 trimesters for 1 credit each trimester. They usually have under 20 students participating at one time.

Sheridan HS - Diana Anderson Guidance Secretary 317-758-4431-1444

J Everett Light Career Center - Executive Director, Shawn Wright-Browner
swrightbrowner@msdwt.k12.in.us (317) 259-5265

JEL has been in existence since 1972, and is an excellent resource for high school elective credits, college credits, and professional certifications. The classes are available to juniors and senior from 12 sending high schools (including Hamilton County high schools). Enrollment in some of the courses could enable the student to receive college credit as well as high school credit. Typically, these agreements require the student to earn at least a "B" grade for each of the four semesters to qualify for college credit.

In addition to school credits, the students have an opportunity to earn professional certifications that might help them in their job search. There are currently 24 course offerings, 13 of them currently offer certification. By 2012 all 24 courses will offer certifications.

The following table gives an idea of school representation over the past 10 years:

School	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Carmel HS	19	14	25	23	43	49	58	59	53	52	80
Fishers	NA	NA	NA	NA	NA	NA	NA	NA	26	31	47
Hamilton Heights	8	12	8	7	11	13	21	12	7	6	17
HSE	34	31	42	51	30	42	48	32	18	21	19
Lebanon HS	41	66	49	60	78	51	31	26	41	45	38
Noblesville HS	28	23	22	19	23	39	46	60	81	64	94
North Central HS	341	435	483	457	433	488	490	475	477	484	491
Pike HS	62	97	104	83	93	81	87	111	121	143	120
Sheridan HS	21	10	16	17	12	11	24	21	20	16	19
Western Boone	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Westfield HS	28	30	33	36	40	48	35	40	44	58	60
Zionsville HS	19	37	37	46	40	38	42	29	34	28	18
Others	20	17	16	45	44	35	29	31	15	10	22
Total	621	772	835	844	847	895	911	896	937	969	1040

CONSTRUCTION AND CONSTRUCTION SERVICES

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	LineOfBusiness
Habitant Growers Inc	PO Box 748	Westfield	IN	46074-0748	317-895-9335	85	Ornamental Nursery/Whol Flowers/Florist Shop
Manscape Inc	13418 Barton Park Rd	Fishers	IN	46038-3883	317-567-9462	109	Landscape Services
Sundown Gardens Inc	13400 Old Meridian St	Carmel	IN	46032-7119	317-846-0629	85	Landscape Services Ret Nursery/Garden Supp Lawn/Garden Services
Pro-Care Landscapers Inc	9901 N Augusta Dr	Carmel	IN	46032-9699	317-972-2800	40	Lawn Service
Teagreen Ltd Ptn	90 Box 620	Fishers	IN	46038-0620	317-283-8973	100	Lawn/Garden Services
Litchfield Landscape	305 W 186th St	Westfield	IN	46074-9213	317-867-4811	35	Lawn/Garden Services
Hittle Landscaping Inc	17778 Sun Park Dr	Westfield	IN	46074-9336	317-896-5697	75	Lawn/Garden Services
Brewer Gravel Corp	16101 River Ave	Noblesville	IN	46052-9567	317-773-4679	60	Gravel mining; manufactures ready-mixed concrete; manufactures concrete products
C P Morgan Co Inc	4670 Haven Point Blvd	Indianapolis	IN	46202-7147	317-848-4040	300	Single-Family House Construction
JC Markfort Builders Inc	13453 Grosdenok Ct	Carmel	IN	46033-9277	317-714-2521	35	Framing Of Single-Family Homes
Paul E Estridge Corp	14300 Clay Terrace Blvd # 200	Carmel	IN	46032-3636	317-846-7311	100	General Contractor Single Family Homes
Palte Homes	12253 Duval Dr	Fishers	IN	46038-8180	317-596-2800	125	Operative Builder Of Single Family Homes
Terstep Co Inc II	9297 E 131st St	Fishers	IN	46038-8553	317-849-3543	40	Nonresidential Construction
Hoosier Contracting LLC	805 City Center Dr Ste 100	Carmel	IN	46032-5630	317-575-9400	50	Nonresidential Construction
Sullivan Corp	13299 Stony Creek Way	Noblesville	IN	46060-4380	317-776-2770	50	Nonresidential Construction
Meyer & Najjar Construction LLC	13099 Parkside Dr	Fishers	IN	46038-8978	317-571-0907	60	General Contractor And Construction Manager
Macdougall Pierce Construction	12720 Ford Dr	Fishers	IN	46038-2993	317-586-5371	55	Nonresidential Construction
C P M Construction Planning	10053 Hague Rd	Indianapolis	IN	46256-3910	317-842-8040	60	Nonresidential Construction Management Services
Capitol Construction Services	10412 Alabasterville Rd	Fishers	IN	46038-2052	317-574-5488	60	Contractor - Nonresidential Construction
Meyer & Majum Inc	23099 Parkside Dr	Fishers	IN	46038-8978	317-571-0907	60	Commercial General Contractor & General Manager
Garage Demaris Hepperman LLC	PO Box 502710	Indianapolis	IN	46250-7710	317-713-0636	45	Manufacturing Construction Industrial Building Construction
E & B Paving Inc	17602 Middletown Ave	Noblesville	IN	46060-7157	317-772-4132	85	Street surfacing & paving construction; manufactures asphalt & asphalt products; manufactures concrete
Shelly & Sands Inc	PO Box 655	Noblesville	IN	46061-0655	317-773-2351	35	Highway & street paving contractor; manufactures asphalt & asphalt products; concrete contractor; c
United States Infrastructure	13085 Hamilton Crossing Blvd	Carmel	IN	46032-1412	317-575-7800	100	Water/Sewer/Utility Construction Surveying Services
Harvey Construction Co Inc	9125 E 146th St	Noblesville	IN	46060-4370	317-772-7902	150	Water/Sewer/Utility Construction Heavy Construction
Carolina Logistics Services	11995 Cumberland Rd	Fishers	IN	46037-9748	317-570-7040	111	Land Reclamation Service
Sun Communications Inc	17728 Sun Park Dr	Westfield	IN	46074-9536	317-896-2593	50	Heavy Construction
Carter Plumbing Inc	711 E 206th St	Indianapolis	IN	46280-1419	317-846-8995	50	Plumbing/Heating/Air Cond Contractor
Ryan Fireprotection Inc	9740 E 148th St	Noblesville	IN	46036-4232	317-770-7100	170	Plumbing/Heating/Air Cond Contractor
Real Mechanical Inc	475 Grade Dr	Carmel	IN	46032-2535	317-846-9299	70	Plumbing/Heating/Air Cond Contractor
Williams Comfort Air Inc	1077 3rd Ave SW	Carmel	IN	46032-7568	317-844-3944	37	Plumbing/Heating/Air Cond Contractor
S & M Painting & Drywall Co	520 Industrial Dr	Carmel	IN	46032-4290	317-846-5950	80	Painting/Paper Hanging Contractor Drywall/Insulating Contractor
Preferred Inc - Indianapolis	1350 S 10th St	Noblesville	IN	46060-3828	317-770-0070	50	Painting/Paper Hanging Floor Laying Contractor Building Maintenance Svc
Coma-Watts Holdings LLC	1001 3rd Ave SW	Carmel	IN	46032-7568	317-816-6900	100	Electrical Contractor Ret Misc Merchandise
Buttner Electric Inc	767 N 10th St	Noblesville	IN	46060-1963	317-848-5755	40	Electrical Contractor Ret Misc Home furnishings
Gaylor Inc	17225 Krahn Ct	Noblesville	IN	46060-2250	317-214-6900	300	Electrical Contractor Nonresidential Construction

CONSTRUCTION AND CONSTRUCTION SERVICES

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
Cam Corp	7724 Lama Ct	Fishers	IN	46038-2523	317-578-3000	40	Masonry Contractor
Stephen's Drywall	9809 E US6th St	Noblesville	IN	46060-9242	317-773-5703	50	Drywall/Insulating Contractor
Contract Lumber Inc	14444 Herriman Blvd	Noblesville	IN	46060-4900	317-776-0993	35	Ret Building Materials/Framing/Roofing/Siding/Carpeting Work
IW Installations Inc	9180 Ford Ct	Fishers	IN	46038-3000	317-841-7800	45	Installs Millwork & Case Goods
Firm Foundation LLC	305 Cherry St	Westfield	IN	46074-8931	317-867-3277	45	Concrete Contractor
Deans Decorative Concrete Inc	11622 E 126th St	Fishers	IN	46037-8728	317-895-3033	46	Concrete Contractor
Custom Concrete Co Inc	17241 Foundation Pkwy	Westfield	IN	46074-9805	317-896-2885	150	Concrete Contractor Special Trade Contractor Excavation Contractor
F E Harding Asphalt Maintenance	10151 Hague Rd	Indianapolis	IN	46236-3312	317-849-9666	65	Asphalt Maintenance Contractor
Lambert Steel Erectors Inc	15749 Stony Creek Way	Noblesville	IN	46060-4380	317-773-3097	36	Structural Steel Erection
Wetzel Construction Inc	15715 Stony Creek Way	Noblesville	IN	46060-4380	317-776-2956	90	Excavation Contractor
Petevrine Co Inc	14874 Trade Center Dr # 210	Fishers	IN	46038-4574	317-770-6237	140	Building Equipment Installation
Integrated Housekeeping Mgt	PO Box 50708	Indianapolis	IN	46250-0708	317-841-7777	100	Trade Contractor Building Maintenance Services
Morgan's Striping Service Inc	19399 Covered Bridge Way	Noblesville	IN	46060-4595	317-776-2116	35	Trade Contractor
Clear Crossing	17728 Sun Park Dr	Westfield	IN	46074-9536	317-399-3000	50	Trade Contractor
Jonas & Henry Engineers Ltd	2980 E 116th St Ste 120A	Carmel	IN	46032-3516	317-818-1805	80	Engineering Services
AE & Metzger Engineering Inc	4105 W 99th St	Carmel	IN	46032-7732	317-875-7800	115	Engineering Services
Product Action International	PO Box 501362	Indianapolis	IN	46250-6562	317-915-4407	200	Engineering Services
Steppanweith & Associates Inc	7965 E 106th St	Fishers	IN	46038-2565	317-598-0487	50	Land Development Engineering Services
Integrarcon Inc	14670 Cumberland Rd	Noblesville	IN	46060-8708	317-776-3500	98	Electrical or electronic engineers, manufacturers switchgear & switchboard apparatus,
RCAM Corp	13001 N Meridian St # 401	Indianapolis	IN	46290-1158	317-255-6860	60	Architectural Services Engineering Services
Wetzel Engineers Inc	10505 N College Ave	Indianapolis	IN	46284-1438	317-846-6611	53	Surveying & Civil Engineering For Land Developers

CONSULTING

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
Duncan, MacFarland & Associates	410 Sapphite Dr	Carmel	IN	46032-7411	317-569-8809	50	Management Consulting Services Beauty Shop
Verizon North Inc	7110 Meridian St	Carmel	IN	46032	317-896-6464	300	Management Consulting Services
Med-Turn Inc	17406 Miller Ct Ste 1800	Westfield	IN	46074-8863	317-857-2552	54	Management Consulting Services
Instaron Inc	22800 N Meridian St # 475	Carmel	IN	46032-5405	317-594-8500	35	Management Consulting Services
Galaway Electronic Medical Mgmt	201 W 109th St Ste 140	Indianapolis	IN	46290-1109	317-819-5080	45	Management Consulting Services
Alligent LLC	201 W 109th St Ste 520	Indianapolis	IN	46290-1137	317-564-5700	50	Management Consulting Services
Carmel Financial Services Inc	101 E Carmel Dr Ste 200	Carmel	IN	46032-2688	317-844-7951	89	Management Consulting Services
OSRAM Sylvania Inc	18725 N Linden St	Westfield	IN	46074-9258	317-887-6000	100	National Customer Support Center
Worksmart Systems Inc	9957 Crosspoint Blvd	Indianapolis	IN	46256-3391	317-585-7870	200	Business Consulting
A T C Group Services Inc	7909 Centerpoint Dr # 100	Indianapolis	IN	46256-3381	317-849-4900	100	Business Consulting Services Commercial Physical Research Engineering Services
Sunshine Designs LP	10089 Allisonville Rd 200	fishers	IN	46038-2010	317-579-7844	40	Advertising agency, poster publishing & printing
Eng Worldwide Inc	10500 E Crosspoint Blvd	Indianapolis	IN	46256-3331	317-570-5000	40	Marketing Consultant Licensing Intellectual Properties Entertainers & Sports Figures
MedASURE LLC	611 W Main St Ste 200	Carmel	IN	46032-2468	317-218-0500	40	Marketing Consulting Services
Marquart Convention Services	1222 S Range Line Rd	Carmel	IN	46032-2520	317-844-5178	150	Convention & Show Service Including Trade Show Equipment Rental
Walker Information	101 Pennsylvania Parkway	Indianapolis	IN	46280	317-843-3939	180	Research and marketing

FINANCIAL SERVICES

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
Blue & Co. PLLC	12800 N Meridian St # 425	Carmel	IN	46032-5405	317-848-8920	55	Accounting/Auditing/Bookkeeping
Olympic Financial LLC	12800 N Meridian St Ste 400	Carmel	IN	46032-9443	317-581-7954	70	Accounting/Auditing/Bookkeeping
Gift Administration Services	6100 W 96th St Ste 109	Indianapolis	IN	46278-6014	317-843-5400	70	Trust Management Services
Renaissance Incorporation	6100 W 96th St Ste 100	Indianapolis	IN	46278-6014	317-843-5400	85	Financial Planning
Forum Credit Union	PO Box 50738	Indianapolis	IN	46250-0738	317-558-6000	120	State Credit Union
United Student Aid Funds Inc	PO Box 6028	Indianapolis	IN	46206-6028	317-806-1200	57	Federal Credit Agency
Satite Mae						1,550	Financial Services/Student Loans
Byrider Finance Inc	12802 Hamilton Crossing Blvd	Carmel	IN	46032-5424	317-249-3000	120	Personal Credit Institution
Automotive Finance Corp	13085 Hamilton Crossing Blvd	Carmel	IN	46032-1412	317-815-9645	90	Short-Term Business Credit Institution
Dealer Services Corp	1320 City Center Dr # 100	Carmel	IN	46032-3816	317-571-3721	215	Misc Business Credit Institutions
Charles Schwab & Co Inc	12115 Visionary Way	Fishers	IN	46038-3069	317-596-6500	100	Brokerage Firm
Oxford Financial Group Ltd	PO Box 80238	Indianapolis	IN	46280-0238	317-843-5678	110	Investment Advisory Svcs Mgmt Consult
40 86 Advisors Inc	535 N College Dr	Carmel	IN	46032	317-817-2804	100	Investment Advisory Svcs Mgmt Consult

INSURANCE

Standard Marketing Corp	PO Box 7000	Indianapolis	IN	46207-7000	317-574-6213	150	Life Insurance
Cich Inc	11825 N Pennsylvania St	Carmel	IN	46032-4555	317-817-6100	200	Life Insurance Carrier
Conseco Health Insurance Co	11815 N Pennsylvania St	Carmel	IN	46032-4555	317-817-4300	300	Life Insurance Underwriters
Conseco Life Insurance Co	11825 N Pennsylvania St	Carmel	IN	46032-4555	317-817-6100	200	Life Insurance Carrier
Conseco Medical Insurance C	PO Box 1968	Carmel	IN	46082-1968	317-817-4600	222	Life Insurance Carrier Accident/Health Ir
New York Life Insurance Co	11350 N Meridian St # 500	Carmel	IN	46032-6986	317-580-8200	45	Life Insurance Carrier
Washington National Insurance	11815 N Penn St	Carmel	IN	46032-4555	317-817-4100	200	Life Insurance Carrier Accident/Health Ir
Liberty Mutual Insurance Co	11611 N Meridian St Ste 400	Carmel	IN	46032-4542	317-582-1757	150	Insurance Claim Process
Indiana Farmers Mutual Insce	PO Box 527	Indianapolis	IN	46206-0527	317-846-4211	170	Fire/Casualty Insurance Insurance Agent
Monroe Guaranty Insurance	12800 N Meridian St # 200	Carmel	IN	46032-9443	317-571-3000	190	Fire/Casualty Insurance Carrier
Seven Corners Inc	303 Congressional Blvd	Carmel	IN	46032-5631	317-818-2805	49	Insurance Agent/Broker
CNA Financial Corp	PO Box 7251	Indianapolis	IN	46207-7251	317-575-5200	90	Ins Agnts And Brks
Hyland of Indianapolis LLC	PO Box 1910	Carmel	IN	46082-1910	317-817-5000	90	Insurance Agent/Broker
Hyland Group Inc	301 Pennsylvania Pkwy # 201	Indianapolis	IN	46280-1396	317-817-5000	65	Insurance Agency
National Catastrophe Adjuste	9725 Windermere Blvd	Fishers	IN	46037-9015	317-915-8888	40	Insurance Agent/Broker
Eagle Adjusting Services Inc	14701 Cumberland Rd # 300	Noblesville	IN	46060-4374	317-770-6050	100	Insurance Adjusting Services
Pillar Group Risk Management	PO Box 40309	Indianapolis	IN	46240-0309	317-853-3500	48	Insurance Agent/Broker
The Capital Group	8332 Woodfield Crossing Boulevard	Indianapolis	IN	46240-2482	(317) 489-0519	300	Financial Services
FCI Insurance Group	12800 North Meridian Street	Carmel	IN	46032 317) 571-3000		300	National Service Center
Go America Insurance	350 E 96th St	Indianapolis	IN	46240 (317) 816-3400		425	Regional HQ. Specialty auto insurance

GOVERNMENT

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	LineOfBusiness
City of Westfield	2728 E 171st St	Westfield	IN	46074-9734	317-804-3139	99	Executive Office
City of Carmel	1 Civic Sq	Carmel	IN	46032-2584	317-571-2414	85	Executive Office
City of Sheridan	506 S Main St	Sheridan	IN	46069-1337	317-758-5293	43	City Government
Town of Fishers	1 Municipal Dr	Fishers	IN	46038-1574	317-595-3100	200	Executive Office
County of Hamilton	1 Hamilton County Sq	Noblesville	IN	46060-2228	317-776-9600	300	Executive Office
City of Noblesville	16 S 10th St	Noblesville	IN	46060-2809	317-776-6324	70	Executive Office
City of Carmel	3400 W 131st St	Westfield	IN	46074-8267	317-733-7001	43	General Government
Judiciary Courts of The State	1 Hamilton County Sq # 337	Noblesville	IN	46060-2232	317-776-9629	43	State Court System
Judiciary Courts of The State	1 Hamilton County Sq	Noblesville	IN	46060-2228	317-776-9629	43	State Court System
City of Noblesville	135 S 9th St	Noblesville	IN	46060-2620	317-773-1300	160	Police Department
City of Carmel	3 Civic Sq	Carmel	IN	46032-2584	317-571-2500	104	Police Protection
County of Hamilton	18100 Cumberland Rd	Noblesville	IN	46060-1624	317-773-1282	200	Police Protection
City of Westfield	17535 Dartown Rd	Westfield	IN	46074-9081	317-896-5236	40	Police Protection
Town of Fishers	4 Municipal Dr	Fishers	IN	46038-1574	317-595-3300	100	Police Protection
County of Hamilton	1 Hamilton County Sq Ste 134	Noblesville	IN	46060-2230	317-776-8595	50	Legal Counsel/Prosecution
City of Westfield	17535 Dartown Rd	Westfield	IN	46074-9081	317-896-2704	57	Fire Department
City of Noblesville	135 S 9th St	Noblesville	IN	46060-2620	317-776-6336	100	Fire Protection
City of Noblesville	20777 Hague Rd	Noblesville	IN	46062-9013	317-776-4640	99	Fire Protection
Town of Fishers	2 Municipal Dr	Fishers	IN	46038-1574	317-595-3200	128	Fire Protection
City of Carmel	3234 E 106th St	Carmel	IN	46033-3958	317-571-2631	150	Fire Protection
City of Carmel	2 Civic Sq	Carmel	IN	46032-2584	317-571-2600	150	Fire Protection
Internal Revenue Service	12900 N Meridian St # 360	Carmel	IN	46032-5476	317-573-5700	37	Public Finance/Taxation/Monetary Policy
United States Postal Service	1900 Pleasant St	Noblesville	IN	46060-3624	317-773-9775	84	US Postal Service
United States Postal Service	275 Medical Dr	Carmel	IN	46032-2924	317-846-2489	200	US Postal Service

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
HEALTH CARE							
COMPANY							
Balkway Surgery Centers LLC	151 Pennsylvania Pkwy 200 W 103rd St 741 Mayfair Ln 13725 N Illinois St # 330	Indianapolis Indianapolis Carmel Indianapolis	IN IN IN IN	46266-1779 46266-1092 46032-8858 46266-1092	317-817-1126 317-817-2100 317-824-0336 317-827-1000	125 85 55 65	Medical Doctor's Office Sports Clinic Medical Doctor's Office Medical Doctor's Office
Arthritis Consultants of Women's Health Alliance Of-5YN	200 W 103rd St 1000 10061 N Meridian St # 233 201 Pennsylvania Pkwy	Indianapolis Indianapolis Indianapolis	IN IN IN	46290-1100 46290-1125 46290-2001	317-575-2730 317-580-0300 317-580-4426	45 80 50	Medical Doctor's Office Medical Doctor's Office Medical Doctor's Office
P C Orthopaedics/Indianapolis Brady, Thomas A Sports Med American Health Network Inc	809 S Hamilton St 12999 N Pennsylvania St O 295 Westfield Rd 118 Medical Dr	Indianapolis Carmel Carmel Carmel	IN IN IN IN	46049-1415 46032-5477 46040-1424 46032-2991	317-848-2448 317-773-3760 317-844-4211 317-848-2448	130 379 250 250	Medical Doctor's Office Skilled Nursing Care Facility Skilled Nursing & Assisted Living Facility Skilled Nursing Care Facility
House Investments Nursing Home Her Manicare Medical Services Eag View Inc	12999 N Pennsylvania St O 807 Congressional Blvd 1667 Sheridan Rd 10560 N Meridian St	Indianapolis Carmel Carmel Indianapolis	IN IN IN IN	46032-5477 46032-5445 46032-8723 46290-1028	317-848-2448 317-818-1099 317-773-9205 317-588-9000	250 60 100 250	Skilled Nursing Care Facility Skilled Nursing Care Facility Nursing/Personal Care Specialty Hospital
Carmel Health & Living Com SummaCare Retirement Com Pharmakon Compounding Inc	320 Blythe Dr PO Box 78 2396 S Range Line Rd 12301 N Meridian St R 122	Carmel Carmel Indianapolis Indianapolis	IN IN IN IN	46034-9476 46032-2544 46290-1090 46032-2544	317-575-5001 317-834-7777 317-630-4156 317-834-7777	250 35 40 40	Medical Laboratory Home Health Care Services Home Health Care Services Home Health Care Services
Van Ness Spaulth & Smith Inc St Vincent Heart Center of IN Fastsource Laboratory Soln Quest Diagnostics Inc	10319 Hamilton Hills Ln 867 W Carmel Dr 9894 E 121st St 9615 N College Ave	Indianapolis Carmel Indianapolis Indianapolis	IN IN IN IN	46033-5904 46032-5904 46031-4154 46290-1090	317-471-1490 317-822-4674 317-581-1100 317-822-4674	50 150 225 225	Residential Care Services Residential Care Services Home Health Care Services Home Health Care Services
Community Hosp of Indiana Alliance Home Health Care Inc Community Home Health Services Benevolence Inc	9904 E 121st St 897 W Carmel Dr 311 2nd St NE PO Box 589	Indianapolis Carmel Carmel Carmel	IN IN IN IN	46032-5323 46032-1897 46030-0539 46266-0009	317-887-0536 317-818-0829 317-884-4371 317-758-5350	125 100 100 75	Specialty Outpatient Clinic Residential Care Services Residential Care Services Residential Care Services
Plum Grove LLC New Age Healthcare LLC Transitions Health Partners Indiana Developmental Training	PO Box 589 PO Box 9 PO Box 278	Indianapolis Indianapolis Indianapolis Indianapolis	IN IN IN IN	46030-0539 46266-0009 53118-0278	317-884-4371 317-758-5350 317-815-0505	100 75 247	Home Health Care Services Home Health Care Services Residential Care Services Residential Care Services
MEDICAL SERVICES							
5 Mills Inc	9899 E 126th St 6100 W 96th St Ste 100	Indianapolis Indianapolis	IN IN	46038-2921 46278-8034	317-567-2189 317-843-5400	45 100	Medical Billing Business Consulting Svcs Mgmt Consulting Svcs "Just Management"
Remittance LLC	6100 W 96th St Ste 100	Indianapolis	IN	46278-8034	317-715-1800	50	"Testing Laboratory"
Cancer Care Group	22742 Hamilton Crossing Blvd	Carmel	IN	46032-7474	317-819-6300	38	Management Services
Sanonix Systems Inc	301 Pennsylvania Pkwy	Indianapolis	IN	46290-1397	317-819-6300	39	Management Services Management Consulting Services
Coval Corp	11462 N Meridian St	Carmel	IN	46032-4408	317-705-0050	80	Management Services Accounting/Auditing/Bookkeeping
Zoiee Partners LLC	9857 Alzheim Rd	Fishers	IN	46038-2096	317-842-7056	45	Administration And Management Services
Ahn Central Services LLC	809 S Hamilton St	Indianapolis	IN	46032-2415	317-758-4476	115	Management Services
Thearcia Inc	10885 N Meridian St Ste 275	Indianapolis	IN	46290-1238	317-705-1800	50	Benefit Consultant
Centanna Healthcare Corp	630 W Carmel Dr Ste 300	Carmel	IN	46032-2515	317-208-3800	26	Management Consulting Services
Locak to Hadden & Dennis LLC	PO Box 1013	Westfield	IN	46074-1013	317-706-7574	40	Medical Equipment Rentals

MANUFACTURING

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	13ncFBusiness
Vioff Foods LLC	635 Westfield Rd	Noblesville	IN	46060-1323	317-776-4775	65	Meat processing
Butterfield Foods LLC	635 Westfield Rd	Noblesville	IN	46060-1323	317-776-4775	60	Manufactures flour mixes & doughs
Jbs Unifed Inc	PO Box 108	Shepherd	IN	46069-0108	317-758-4495	52	Manufactures livestock feeds; hog feedlot; wholesales grains
Oris Spunkreyer Inc	10213 Summerlin Way	Fishers	IN	46038-9580	317-577-3667	100	Manufactures frozen bakery products
Cellar Masters LLC	313 E Carmel Dr	Carmel	IN	46032-2809	317-817-9473	40	Winery
Coca-Cola Co	13962 Barnett Pl	Fishers	IN	46038-4436	317-594-9090	50	Manufactures bottled & canned soft drinks
Heartland Sweeteners LLC	14300 Clay Terrace Blvd	Carmel	IN	46032-3629	317-566-9750	150	Manufactures sorghum syrups
Global Packaging LLC	16707 Southpark Dr	Westfield	IN	46074-8078	317-896-2089	40	Manufactures chili pepper or powder
R J Hanlon Co Inc	17408 Tiller Ct Ste 600	Westfield	IN	46074-8517	317-867-2900	50	Manufactures fabric drop cloths; manufactures fabric liners & covers
Tuss Partners LLC	PO Box 418	Westfield	IN	46074-0418	317-896-2571	50	Manufactures wooden roof trusses
Scotts Co LLC	13053 Parkside Dr	Fishers	IN	46038-8878	317-596-7830	45	Manufactures non compost; natural organic fertilizers
Monasanto Co	11495 N Pentsylvania St	Carmel	IN	46032-6943	317-575-4823	120	Manufactures agricultural chemicals; business consulting services; wholesalers
Sepro Development Co II LLC	11550 N Meridian St # 600	Carmel	IN	46032-4565	317-580-8282	35	Manufactures fungicides & herbicides
Sepro Corp	11550 N Meridian St # 600	Carmel	IN	46032-6956	317-580-8282	35	Manufactures fungicides & herbicides
Burco Kolding Inc	15915 Herriman Blvd	Noblesville	IN	46060-4253	317-773-5699	58	Mfg Chemical Preparations
Metro Plastics Technologies	PO Box 1208	Noblesville	IN	46061-1208	317-776-0860	80	Manufactures injection molded plastic products
Flyer Manufacturing Inc	1585 Charly Chase Dr	Westfield	IN	46074-8908	317-815-1959	37	Manufactures plastic automotive parts
Stone Star Industries Inc	10401 N Meridian St # 400	Indianapolis	IN	46290-1113	317-706-3314	160	Manufactures Portland cement; manufactures ready-mixed concrete
Custom Cast Stone Inc	734 E 169th St	Westfield	IN	46074-7902	317-896-1700	53	Manufactures concrete cast stone
Fabcon LLC	PO Box 775	Westfield	IN	46074-0775	317-896-2556	160	Manufactures prefabricated concrete panels & sections; manufactures prestri
Concrete Industries Inc	10340 Pleasant St Ste 400	Noblesville	IN	46060-3947	317-773-8733	40	Manufactures ready-mixed concrete
Ma-Ri-Al Corp	16101 River Ave	Noblesville	IN	46062-9567	317-773-0679	55	Manufactures ready-mixed concrete
Builders Concrete & Supply Co Inc	3525 State Road 32 W	Fishers	IN	46038-3545	317-570-6201	90	Manufactures ready-mixed concrete
Century Marble Co Inc	3525 State Road 32 W	Westfield	IN	46074-9363	317-867-5555	40	Manufactures cut stone furniture; manufactures non furniture cut stone hous
Hindostone Products Inc	9760 Mayflower Park Dr	Carmel	IN	46032-7940	317-872-5400	45	Manufactures non furniture cut stone household articles
Noble Industries Inc	PO Box 578	Noblesville	IN	46061-0578	317-773-1926	38	Sheet metal fabricator
Ten Pointe Trim Corp	4750 NW Plaza West Dr	Zionsville	IN	46077-9200	317-875-5424	40	Manufactures sheet metal forming machines; manufactures miscellaneous m
Tuttle Aluminum & Bronze Inc	PO Box 6090	Fishers	IN	46038-6090	317-842-2420	65	Manufactures metal pipe railings, barriers & guards; wholesales architectural
Bates Technologies Inc	9059 Technology Ln	Fishers	IN	46038-2828	317-841-2400	56	Manufactures machine tool diamond point wheel turning equipment
Curtis Dyna-Fog Ltd	PO Box 297	Westfield	IN	46074-0297	317-896-2561	65	Manufactures chemical machinery & equipment; manufactures machine tool
Standard Locknut LLC	PO Box 780	Westfield	IN	46074-0780	317-867-0100	155	Manufactures roller bearings & parts; manufactures bolts, nuts, rivets & wash
Horton Inc	201 W Carmel Dr	Carmel	IN	46032-2586	317-249-4001	101	Manufactures blowers & fans
Hy-Pro Corp	12955 Ford Dr	Fishers	IN	46038-2899	317-849-3555	50	Manufactures fluid hydraulic line filter elements; manufactures industrial lubr

MANUFACTURING

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
Integral Technologies Inc	9855 Crosspoint Blvd # 126 Indianapolis	Indianapolis	IN	46256-3336	800-289-9100	125	Manufactures computer peripheral decoding equipment; manufactures graph
Reeder & Kline Machine Co Inc	PO Box 669	Carmel	IN	46082-0669	317-846-6591	40	Machine shop, jobbing & repair services; manufactures metal cutting machine
Cable Concepts Inc	458 Grady Dr	Carmel	IN	46032-2536	317-587-1200	35	Manufactures relays & industrial controls
Industrial Dielectrics Inc	PO Box 357	Noblesville	IN	46061-0357	317-773-1766	200	Manufactures electrical insulators & insulation materials
Indy Lighting Inc	12001 Exit 5 Pkwy	Fishers	IN	46037-7940	317-849-1233	175	Manufactures industrial & commercial lighting fixtures; manufactures comme
Perfecto Manufacturing Inc	20975 Creek Rd	Noblesville	IN	46060-9383	317-773-6627	178	Manufactures lighting equipment; manufactures glass aquariums & accessories
Atlinks USA Inc	10330 N Meridian St	Indianapolis	IN	46290-1024	317-587-3000	100	Mfg Telephone/Teletype Apparatus Engineering Services
Telecom Technologies Corp	1000 E 166th St	Carmel	IN	46032-3416	317-818-8888	150	Manufactures telephone equipment
Ritron Inc	PO Box 1998	Carmel	IN	46082-1998	317-846-1201	135	Manufactures radio transmitter-receivers
TTE Technology Inc	101 W 109th St	Indianapolis	IN	46290-1102	317-587-3809	200	Manufactures radio or television transmitting apparatus; wholesales television
Milcon Manufacturing Corp	17201 Westfield Park Rd	Westfield	IN	46074-9537	317-867-0335	35	Manufactures electronic cable & wire harness assemblies
Boice Manufacturing Inc	PO Box 2076	Noblesville	IN	46061-2076	317-773-2100	85	Manufactures motor vehicle truck bodies; manufactures stamped metal tool,
Helmer Inc	14395 Bergen Blvd	Noblesville	IN	46060-3305	317-773-9073	85	Manufactures blood & bone work medical instruments & equipment; manufa
Bpi Packaging LLC	4553 Northwestern Dr	Zionsville	IN	46077-9247	901-555-8260	70	Manufactures pottery
Par Inc	12800 N Meridian St # 358	Carmel	IN	46032-8100	317-818-4500	80	Mfg Plastic Products
Porter Engineered Systems	19835 U.S. 31	Westfield	IN	46074-8985	(317) 867-0234	225	Mfg. of seat reclining mechanisms
Biddle Precision Component	701 South Main Street	Shepherd	IN	46069-1340	(317) 758-4451	225	Precision Machining
Delta Faucet Co	55 East 111th Street	Indianapolis	IN		(317) 849-1612	310	HQ Plumbing Products
Indiana Mills & Mfg	18881 U.S. 31	Westfield	IN	46074-9688	(317) 898-9531	450	HQ Seat belts, straps, & tie-downs
Thomson	10230 North Meridian Street	Indianapolis	IN	46250	(317) 287-8000	450	HQ, R & D, Consumer Electronics
King Systems	15011 Herman Boulevard	Noblesville	IN	46030-4255	(317) 776-8823	400	HQ, Plastic medical products

COMPANY	Mail Address	CITY	State	Mail Zip	Phone Number	Employment	Line/Business
Schwert Communications Inc	452 S 9th St	Madisonville	IN	46005-2619	317-773-8950	50	Publishes & prints newspapers
Ballweber Inc	9102 Fall View Dr	Felkers	IN	46037-3822	317-576-0790	80	Publishes books without printing
Wesleyan Church Corp	PO Box 50434	Indianapolis	IN	46250-0434	317-574-4942	36	Books publishing & printing; book binding; letter; book printer; commercial lithographic printing; typesetting service
Wiley Publishing Inc	36475 Crescent Blvd	Indianapolis	IN	46256-3385	317-842-2832	360	Books publishing & printing; non-degree printing; continuing education; educational services
4th Communication and Inc	2429 Chase Ct	Carlisle	IN	46032-7392	317-944-8822	35	Offset printing; letter books; mailing services; commercial printing; publishers; periodical publishers
Passion Educator	5556 West 74th Street	Indianapolis	IN	46268-1109	317-754-2150	230	40. Dual user-related reference books

	Mail Address	City	State	Mail Zip	Phone Number	Employment	Link
NON-PROFITS							
American Heart Association Inc	6100 W 96th St Ste 200	Indianapolis	IN	46278-6006	317-873-3640	35	Social Services
Conant Prairie Museum Inc	13403 Allisonville Rd	Fishers	IN	46038-4499	317-776-6000	200	Museum/Art Gallery
Association of Fraternity	9640 N Augusta Dr Ste 433	Carmel	IN	46032-9602	317-876-1637	200	Professional Organization
Hamm Bopp-Mead Spec Ed Co-Op	5201 E 132nd St	Carmel	IN	46033-8393	317-571-7917	60	Professional Organization
Open Doors of Washington	110 Jersey St	Westfield	IN	46074-8402	317-896-8094	35	Civic/Social Association
Brookshire Lakes Lake Owner	4939 Tudor Pl	Carmel	IN	46033-9323	317-818-0913	44	Civic/Social Association
Young Men & Christian Assn	9012 E 128th St	Fishers	IN	46038-2849	317-595-9622	300	Civic/Social Association Child Day Care Services
White River Rescue	16506 Stratdown Ave	Noblesville	IN	46088-8975	765-734-1148	65	Civic/Social Association
Riverwalk Commons	7235 Riverwalk Way N	Noblesville	IN	46082-7001	317-778-0011	60	Individual/Family Services
Rehabcare Center	395 Westfield Rd Fl 3	Noblesville	IN	46082-1425	317-778-7911	45	Individual/Family Services
Janus Developmental Services	1555 Westfield Rd	Noblesville	IN	46082-8826	317-773-8781	51	Job Training/Related Services
Goodwill Industries of Central	1950 Corner St	Noblesville	IN	46088-3100	317-773-8945	35	Ret Used Merchandise Misc Personal Services
Goodwill Industries of Central	1617 E 151st St	Carmel	IN	46032-5031	317-844-1021	60	Ret Used Merchandise
Lustine Foundation	30 South Meridian St Ste 700	Indianapolis	IN	46204-3503	317-951-5300		Higher Ed Foundation
Prevail	1700 South Sun Street	Noblesville	IN	46088-3725	(317) 773-9842		
Meals on Wheels							
Agape Riding Resources	24950 Mt Pleasant Road	Cetero	IN	46024	317-773-7433		Riding therapy for disabilities
Healthy Families of Hamilton Co							
Noble of Indiana							
meals on wheels							
promising futures of C. Indiana							
Good Samaritan							

COMPANY	Mail Address	CITY	State	Mail Zip	Phone Number	Employment	LineOfBusiness
MISC. RETAIL							
Butler Service & Repair Co	122 Shadownlawn Dr	Fishers	IN	46036-2431	317-841-0463	38	Trucking And Truck Repair Services
United Feed Transit Inc	PO Box 108	Sheridan	IN	46069-0108	317-758-4836	48	Trucking Operator-Nonlocal
Perkins Specialized Trans	14450 Gaetz Rd	Noblesville	IN	46060-3303	317-297-3580	60	Trucking Operator-Nonlocal
Alliance For Cooperative	4140 W 99th St	Carmel	IN	46032-7731	317-344-7000	84	Electric Services
Thorntill Inc	11881 Lakeside Dr	Fishers	IN	46038-2326	317-841-2735	35	Ret Lumber/Building Materials Whol Lumber/Plwm
Ruths Hospitality Group Inc	14311 Cherry Tree Rd	Carmel	IN	46033-9613	317-848-3474	55	Ret Meat/Fish
Grapes & Gourmet LLC	313 E Carmel Dr	Carmel	IN	46032-2809	317-817-9473	50	Ret Gourmet Foods & Wine Merchant
Interactions Corp	14390 Clay Terrace Blvd	Carmel	IN	46032-3627	317-810-2800	57	Ret Computers/Software
Sodexo Inc	322 W Main St	Westfield	IN	46074-9384	317-896-9365	35	Contract Food Services
New Albertson's Inc	1390 S Range Line Rd	Carmel	IN	46032-2932	317-844-2725	40	Ret Drugs/Sundries
Walgreen Co	3275 State Road 32 E	Westfield	IN	46074-8564	317-896-9019	40	Ret Drugs/Sundries
Walgreen Co	14625 N Gray Rd	Noblesville	IN	46052-9274	317-815-6519	40	Ret Drugs/Sundries
Walgreen Co	13741 E 116th St	Fishers	IN	46037-7604	317-595-8764	40	Ret Drugs/Sundries
Walgreen Co	555 Westfield Rd	Noblesville	IN	46060-1321	317-774-8346	40	Ret Drugs/Sundries
Walgreen Co	2380 Pleasant St	Noblesville	IN	46060-3623	317-770-8947	40	Ret Drugs/Sundries
CVS Retailo DS Inc	1421 S Range Line Rd	Carmel	IN	46032-2933	317-844-8393	50	Ret Drugs/Sundries Photofinishing Laboratory
Pharmakon Long Term Care	801 Cngnmal Blvd Ste 200	Carmel	IN	46032	317-818-1059	60	Ret Drugs/Sundries
Galyan's Trading Co Inc	146th St Meridian	Carmel	IN	46033	317-573-7777	48	Ret Sporting Goods/Bicycles
Dick's Sporting Goods Inc	13157 Norrell Ln	Noblesville	IN	46060-1166	317-776-1687	49	Ret Sporting Goods/Bicycles
Barnes & Noble Booksellers Inc	12090 Mercantile Blvd	Noblesville	IN	46060-3941	317-773-7952	39	Ret Books
Barnes & Noble Booksellers Inc	13145 Leinson Ln	Noblesville	IN	46060-2246	317-770-7030	40	Ret Books
Barnes & Noble Booksellers Inc	14709 US Highway 31 N	Carmel	IN	46032-1381	317-844-2501	70	Book Stores
Staples Inc	16751 Clover Rd	Noblesville	IN	46060-3646	317-776-4832	35	Ret Stationery
Office Depot Inc	12417 N Meridian St	Carmel	IN	46032-9168	317-571-1300	40	Ret Stationery Ret Misc Merchandise Ret Compute
OfficeMax North America Inc	14760 US Highway 31 N Ofc	Carmel	IN	46032-1380	317-818-2690	40	Stationery Stores
Michaels Stores Inc	14670 US Hlghway 31 N	Carmel	IN	46032-1391	317-580-9200	35	Ret Arts & Crafts Specialty
Party Tree Inc	2160 E 116th St	Carmel	IN	46032-3213	317-848-1760	42	Ret Gifts/Novelties Misc Personal Services
Mhp Pharmacy LLC	515 101 W 103rd St	Indianapolis	IN	46290	888-852-1553	53	Ret Pharmaceuticals Mail Order
Farris Floral Inc	8707 N By Northeast Blvd # 200	Fishers	IN	46037-9027	317-579-7900	119	Ret Florist
Ossip Optometry & Ophthalmolog	12513 N Meridian St	Carmel	IN	46032-9150	317-575-1133	100	Ret Optical Goods
Riley & Associates Inc	15150 Herriman Blvd Ste A	Noblesville	IN	46060-4254	317-773-9276	40	Ret Misc Merchandise
Automatic Pdot Covers Inc	9001 E 133rd Pl	Fishers	IN	46038-3506	317-579-2000	35	Retalls swimming pool supplies, manufactures dur
Beauty Brands Inc	2554 E 146th St	Carmel	IN	46033-7714	317-569-0102	34	Ret Misc Merchandise Beauty Shop
Beauty Brands Inc	8510 E 96th St Ste C	Fishers	IN	46037-9761	317-577-0025	38	Ret Misc Merchandise Beauty Shop
Wild Birds Unlimited Inc	11711 N College Ave 146	Carmel	IN	46032-5601	317-571-7100	43	Patent Owner/Lessor Business Consulting Services
JD Rydler Systems Inc	12802 Hamilton Crossing Blvd B	Carmel	IN	46032-5424	317-249-3000	155	Patent Owner/Lessor Ret Computers/Software Ger

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	LineOfBusiness
MISC. RETAIL							
Northeast Hotel Partners, LLP	9790 N By Northeast Blvd	Fishers	IN	46037-9783	317-578-2000	35	Hotels And Motels
Meridian Hotel Partners LLC	13090 N Pennsylvania St	Carmel	IN	46032-5404	317-581-9400	50	Hotel/Motel Operation
Carmel Hotel Co	13925 N Meridian St	Carmel	IN	46032-4545	317-816-0777	80	Hotel/Motel Operation
Carmel Radisson Indianapolis	251 Pennsylvania Pkwy	Indianapolis	IN	46280-1381	317-574-4600	99	Motels And Motels
Hamilton Hotel Partners LLC	9785 N By Northeast Blvd	Fishers	IN	46037-9786	317-577-5900	80	Hotel/Motel Operation
Keller, William Basketball	PO Box 436	Carmel	IN	46082-0436	317-773-6553	50	Sport/Recreation Camp
Exousia Foundation Ltd	16209 Oak Ridge Rd	Westfield	IN	46074-9650	317-867-4181	70	Membership-Basis Lodging
C Clips Corp	PO Box 25067	Shawnee Missis KS		66225-5067	317-578-1790	85	Beauty Shop
Radisson Hotel Indianapolis	251 Pennsylvania Pkwy	Indianapolis	IN	46280-1381	317-574-4600	50	Misc Personal Services Hotel/Motel Operation
Universal Distributors Co of	101 E Carmel Dr # 200	Carmel	IN	46032-2668	317-844-7951	85	Misc Personal Services Management Consulting Se
Kdt Janitorial & Building Svcs	13011 Fawnbrook Dr	Fishers	IN	46038-1037	317-902-2222	40	Building Maintenance Services
Nishida Services Inc	PO Box 318	Fishers	IN	46038-0318	317-849-0466	229	Building Maintenance Services
Innovative Placements Inc	14701 Cumberland Rd # 140	Noblesville	IN	46066-8716	317-770-7893	150	Employment Agency
Gre-Ter Enterprises Inc	11611 N Meridian St # 650	Carmel	IN	46032-7149	317-582-0202	40	Employment Agency
Eagle Trident Security Co Inc	701 Cragmont Blvd Ste 220	Carmel	IN	46032-9602	317-579-6799	47	Security
Guardarmark LLC	9640 N Augusta Dr Ste 421	Carmel	IN	46032-2020	317-334-1406	80	Detective/Armored Car Services
ADT Security Services Inc	210 3rd Ave SW	Carmel	IN	46032-2020	317-575-3906	50	Security Systems Services
Stanley Security Solutions Inc	14670 Cumberland Rd	Noblesville	IN	46066-8708	317-776-3500	99	Security Systems Services
Primary Source	PO Box 1767	Carmel	IN	46032-1767	847-602-6446	50	Business Services
Stratosphere Quality LLC	12024 Exit 5 Pkwy	Fishers	IN	46037-7940	317-578-1455	125	Business Services
Deborah Wood Associates Inc	630 W Carmel Dr	Carmel	IN	46032-2521	317-848-5725	80	Business Services
Carsen Design Associates Inc	2325 Pointe Pkwy Ste 200	Carmel	IN	46032-3283	317-943-5979	39	Business Services
Oak Street Funding LLC	11355 N Meridian St # 390	Carmel	IN	46032-6946	317-428-3800	40	Business Services
Taylored Systems Inc	14701 Cumberland Rd Ste 100	Noblesville	IN	46066-8713	317-776-4000	43	Business Services Ret Misc Merchandise
Affina Corp	9727 Summertime Dr	Carmel	IN	46032-9998	317-575-8755	80	Call Center & Telemarketing Service
Enterprise Leasing Co of	PO Box 1807	Carmel	IN	46032-1807	317-848-9344	44	Passenger Car Rental
Yakeline Instant Oil Change	7458 E 116th St	Fishers	IN	46038-2320	317-848-6727	99	Oil & Lubre Center
Best Aire LLC	8700 Roberts Dr	Fishers	IN	46037-9631	317-598-1430	50	Rapair Services
Regal Cinemas Inc	2222 E 146th St	Carmel	IN	46033-7708	317-843-1681	45	Motion Picture Theater
Indiana Wind Symphony Inc	410 2nd Ave NE	Carmel	IN	46032-1816	317-844-4341	75	Entertainer/Entertainment Group
River Bend Research LLC	PO Box 6335	Fishers	IN	46038-6335	317-578-1721	60	Entertainment Groups Services Management Cons
Coopers Sport Bowl Inc	845 Westfield Rd	Noblesville	IN	46060-8901	317-773-3381	70	Bowling Alley & Snack Bar & Liquor
Carmel Racquet Club Inc	225 E Carmel Dr	Carmel	IN	46032-2691	317-844-1177	50	Membership Sport/Recreation Club
Woodland Country Club	PO Box 249	Carmel	IN	46032-2249	317-845-2588	55	Membership Sport/Recreation Club
Crooked Stick Golf Club Inc	1964 Burning Tree Ln	Carmel	IN	46032-7907	317-844-9938	35	Membership Sport/Recreation Club
Brook Pebble Golf Course	3110 Westfield Rd	Noblesville	IN	46060-9518	317-896-5596	40	Golf And Country Club
Hartour Trees Golf Club Inc	333 Reggents Park Ln	Noblesville	IN	46060-8525	317-877-3612	60	Membership Sport/Recreation Club
Sagamore Club LLC	10900 Golden Bear Way	Noblesville	IN	46060-7148	317-776-2000	170	Membership Sport/Recreation Club
Brook Pebble Maintenance	5099 E 191st St	Noblesville	IN	46060-9232	317-896-5683	60	Membership/Recreation Services Building Mainten:
Center Ice Development LLC	9022 E 126th St	Fishers	IN	46038-2849	317-849-9920	45	Amusement/Recreation Services
Crooked Creek Conservation	13203 E 246th St	Noblesville	IN	46060-6984	766-552-8925	100	Amusement/Recreation Services Social Services M
Laser Flash Inc	617 3rd Ave SW	Carmel	IN	46032-2083	317-571-1677	35	Entertainment

UTILITIES	Mail Address	City	State	Mail Zip	Phone Number	Employment	LineOfBusiness
Com-Tech Services Group Inc	37827 Commerce Dr	Westfield	IN	46074-2089	317-867-4487	35	Radiotelephone Communication
Taylor'd Systems Inc	14701 Cumberland Rd Ste 100	Noblesville	IN	46050-8713	317-776-5000	50	Telephone Communications
Verizon Business Network Svcs	9775 Crosspoint Blvd 129	Indianapolis	IN	46256-3325	317-428-6093	75	Communications Services
GTE Corp	19845 US 31 N	Westfield	IN	46074-9885	317-896-6464	150	Telephone Communications
Voice One Inc	PO Box 2306	Indianapolis	IN	46206-2306	877-816-5100	50	Telephone Communications Radiotelephone Communication
Continental Broadband Indiana	701 Cingular Blvd Ste 100	Carmel	IN	46032	317-825-3740	45	Internet Services
Performance Assessment Network	11550 N Meridian St # 200	Carmel	IN	46032-6955	317-566-3270	75	Telephone Communications
Midwest ISO	720 City Center Drive	Carmel, IN	IN	46082-4202	(317) 249-5400	650	Electric Grid Mgmt.
Indiana Municipal Power Agency	11610 North College Avenue	Carmel	IN	46032-6802	(317) 573-9955		wholesale power supply to municipalities
TECHNOLOGY	Mail Address	City	State	Mail Zip	Phone Number	Employment	LineOfBusiness
Eclipse Consulting Inc	PO Box 1451	Noblesville	IN	46061-1451	317-776-1406	50	Custom Computer Programming
HP Enterprise Services LLC	9796 Crosspoint Blvd 10	Indianapolis	IN	46256-3354	317-578-5616	120	Custom Computer Programming Services
New Horizons Computer Learning	11611 N Meridian St # 200	Carmel	IN	46032-4542	317-575-7600	50	Computer Learning Center
Baker Hill Corp	12900 N Meridian St # 200	Carmel	IN	46032-5476	317-571-2000	165	Custom Computer Programming
Orchard Software Corp	701 Cingular Blvd Ste 360	Carmel	IN	46032	317-573-6663	140	Custom Computer Programming
Autobase Inc	201 W 103rd St Ste 600	Indianapolis	IN	46290-1137	317-842-4242	82	Custom Computer Programming
Single Source Systems Inc	9003 Technology Ln	Fishers	IN	46038-2828	317-596-3000	63	Computer Systems Design Custom Computer Programming Data Process
Nearsource LLC	PO Box 4093	Carmel	IN	46082-4090	317-569-8887	150	Computer Systems Design
Core Bts Inc	201 W 103rd St Ste 240	Indianapolis	IN	46290-1109	317-566-6200	48	Systems Integration Services
Universal Solutions of North	11955 Cumberland Rd	Fishers	IN	46037-9748	317-570-7040	140	Data Processing Service Data Verification And Inspection
Technology Partnership Group	9860 Westpoint Dr Ste 700	Indianapolis	IN	46256-3398	317-610-6100	35	Custom Consulting
Ambassador inc	501 Congressional Blvd # 250	Carmel	IN	46032-5803	317-574-6838	48	Computer Related Services
Perficient Meritge Inc	11711 N Meridian St	Carmel	IN	46032-4534	317-706-7800	50	Computer Related Services Information Retrieval Services
SARCOM Inc	10022 Lantern Rd Ste 100	Fishers	IN	46037-9602	317-842-4777	100	Computer Integrate Systems Design
Consora	450 East 96th Street, Suite 300	Indianapolis	IN	46240	(317) 249-1700	160	Software
Lingsoll Rand						375	Security Technology
atwise	11450 N. Meridian Street	Carmel	IN	46032	317-805-4376		web design and development

WHOLESALES

COMPANY	Mail Address	City	State	Mail Zip	Phone Number	Employment	Line of Business
Offensive Services LLC	12000 East 5 Hwy	Fishers	IN	46038-7940	317-577-3530	47	Whol Furniture
Hill & House Lumber Co Inc	PO Box 47710	Indianapolis	IN	46247-0710	317-406-2375	100	Wholesale lumber, silvwood & millwork; retail lumber sales; manufactures hardwood veneer & plywood; manufact
Martson Inc	550 Congressional Blvd	Carmel	IN	46032-5809	317-575-7300	32	Whol Computers/Peripherals Custom Computer Programming Computer Maintenance/Repair
GIS Systems Inc	14919 East 5 Hwy	Fishers	IN	46038-7939	317-577-9354	100	Whol Parts For Commercial Food Service Equip And Servicing
Electronic Medical Systems Inc	11800 East 5 Hwy Ste 120	Fishers	IN	46033-7989	317-570-5100	180	Wholesale medical & hospital equipment; retail medical supplies & supplies; manufacturers medical instruments
Westfield Steel Inc	530 State Road 32 W	Westfield	IN	46074-9249	317-867-5587	94	Metals Service Center
Alpenstar Erectors Inc	17201 Westfield Park Rd	Westfield	IN	46074-9237	317-867-4000	35	Whol Electronic Parts
Talbanc Corp	1000 E 116th St	Carmel	IN	46032-5416	317-818-6556	200	Wholesale communications equipment; manufactures telephone equipment
Avnet Inc	630 W Carmel Dr Ste 100	Carmel	IN	46032-2515	317-575-3500	28	Whol Electronic Parts
Electron Technologies Corp	11809 W Pennsylvania St	Carmel	IN	46032-4555	317-812-3177	60	Whol Electronic Parts/Equipment; Whol Electrical Equipment; Security Systems Services
Reynolds Farm Equipment Inc	PO Box 218	Fishers	IN	46038-2219	317-849-0830	50	Whol Farm/Garden Mech Bar Mch Metal/Alum
H40 LLC	9820 Appleton Ct	Indianapolis	IN	46280-1962	317-575-9992	51	Whol Industrial Equipment
Continental Sales & Eng	10201 Hague Rd	Indianapolis	IN	46256-3314	317-842-2136	59	Whol Industrial Equipment
Indus Corp	14700 N Zornie Blvd	Northville	IN	46050-4171	317-770-6900	40	Whol Industrial Equipment
Advanced Lift Trucking LLC	12840 Ford Dr	Fishers	IN	46038-2894	317-596-8600	45	Whol Sporting/Recreational Goods Field Crop Farm
Heritage Interactive Services	3719 W 96th St	Indianapolis	IN	46256-3102	317-354-2200	100	Whol Sport/Weekend Material
Wash Collection Ltd	16585 N Meridian St Ste 240	Indianapolis	IN	46290-1267	317-581-7370	50	Whol Women's Unif's & Clothing
Wenger Popcorn Co Inc	PO Box 395	Van Buren	IN	46992-0385	765-924-2102	156	Whol Popcorn
Bals Oil Co Inc	15278 Herriman Blvd	Middleville	IN	46060-4234	317-775-2405	35	Whol Petroleum Products
Initial Tropical Plants Inc	11772 Technology Dr	Fishers	IN	46038-2811	317-570-2370	38	Whol Nursery/Florist Supplies Equipment Rentals/Leasing
Indiana Novelty International	PO Box 781180	Indianapolis	IN	46278-8006	317-704-8128	49	Whol Handmade Goods
E-Entertainment Distributor Co	14111 Overbrook Drive	Fishers	IN	46037-4134	317-848-2100	40	Wholesale Retailer For Handmade Goods
AJUSA	2088 Meridian Crossing Blvd	Carmel	IN	46032	800-922-3725	360	Wholesale Retailer For Handmade Goods
Market Segment						1360	Wholesale Retailer/Center

HAMILTON CO. HIGH SCHOOL INTERNSHIP PROGRAM
SAMPLE EVALUATION Date: _____

Organization _____
 Mentor _____
 Phone _____
 Fax _____
 Time of Participation _____ (1st semester) _____ (2nd semester)

We would like to know how you rate the effectiveness of the Internship Program. Please check all appropriate responses and feel free to add any additional comments.

Initial Contact from School	Clarity of Program's Intent
____ Phone	____ Easily understandable
____ Fax	____ Needed more information
____ Letter	____ Very unclear & confusing

Support from Program	Quality of High School Intern
____ Very cooperative, messages returned etc.	____ Better than expected
____ Somewhat cooperative, difficulty contacting	____ Just what I expected
____ Uncooperative	____ Somewhat disappointing
____ Other _____	____ Very disappointing

Benefits of Program	Problems of Program
____ Intern assisted organization	____ Intern didn't help much
____ Intern was positive influence	____ High School intern too young
____ Opportunity to mentor young person	____ We didn't have enough work
____ Worker's Compensation paid by District	____ Other _____

How can we improve the program? _____

Will you be able to supervise an intern next year? ____ Yes ____ No
If not, is there another member of your staff whom we can contact?

 (Name) (Position) (Phone #)
Thank you very much for taking the time to complete this evaluation. We appreciate how you have helped us develop the Internship Program at Torrey Pines High School. We look forward to providing you with additional interns next year.

Please FAX this form ASAP to: 317-xxx-xxxx

Hamilton County High School Internship Program
Phone (317) xxx-xxxx
FAX: (317) xxx-xxxx
Suzy Sample, Coordinator

Sample Questions to consider for your intern program:

- What are the eligibility criteria for the program?
- How do I apply?
- When is the application deadline?
- What is the application process?
- When will students find out if they were selected for the program?
- When does the program start and end?
- How many days and hours a week are required?
- What are the daily hours the student is required to work? Will there be any overtime hours?
- What is the pay rate for the program?
- How often are the participants paid?
- How is my time recorded?
- Are there related events or activities with required attendance?
- Is lunch provided?
- Is transportation provided?
- Are the participants allowed time away during the summer?
- Do the participants have to work on July 4th?
- What if a student becomes ill?
- Can a student participate in a sports/band/cheerleader camp or other activity this summer?
- Can I choose the Cleveland Clinic facility I will be assigned to?
- Can I choose the lab or department I will be assigned to?
- Is there a dress code for the summer program?
- What will students be doing during their summer internship placement?
- Does it cost anything for my child to participate in this program?
- Will my child be provided a uniform to wear?
- Can we plan a family vacation?
- Are students permitted to have their cell phones on campus?
- What if I need to reach my child regarding a family emergency?
- Does this program count for school credit?
- Does the application process require any time away from school?
- Can the student work with others on my team?
- Should I designate a co-mentor?
- What does the student research project need to focus on?
- Why is the research project poster board due week seven (7) of the program?
- Is there a template for the poster board?
- Do I have to follow the template?
- Is there a template for the PowerPoint presentation?
- Are there student poster boards and presentations my student and I can view?
- Where will students be required to present their research projects?

- ● Can I include my student as an author on publications resulting from their research project?
- ○ ● Can my student use their research for a science fair project?
- ● What am I responsible for as a mentor in addition to the day-to-day activities and work assignments of my student?
- ● Will my student be here every day, even if I am away from the Clinic?
- ● As a mentor, should the student's hours be the same as mine?
- ● Will the student have appropriate access to our work area?
- ● Does my student need their own phone extension, computer and/or Clinic e-mail account?
- ● What School/worksite policies have the students been instructed on?
- ○ ● Is attendance at the scheduled workshops mandatory?
- ● Will I receive any information on my student to plan for their arrival?
- ● Will my student contact me before the program starts?
- ● Should I contact my student before the program starts?
- ● What can my student do during "down time"?
- ● What can my student do during the last two (2) weeks of the program once their project is completed and turned in?
- ● Can a student continue working with their mentor during the academic year?
- ● Can a student return to continue working with their mentor the following summer?
- ○ ● You have other internship programs during the summer. Can I apply to more than one?

What are the Responsibilities Associated with an Internship?

Intern

- Agrees to serve in a general capacity as an intern at the agreed upon site, after conferring with counselor and program coordinator.
- Prepares resume and letter of introduction.
- Agrees to learning objectives and duties.
- Reports to site for the agreed upon dates and times.
- Adheres to District 200 attendance and dress code policies.
- Notifies supervisor of absences before scheduled time of arrival.
- Demonstrates responsibility, self-esteem, sociability, self-management, integrity, honesty, common sense, and problem solving skills.
- Completes and submits weekly timesheet/journal evaluation and end-of-semester projects.

Business Internship Supervisor

- Serves in the general capacity of a mentor/supervisor and develops list of duties and responsibilities with Intern.
- Assists intern in attaining a measure of success in the program.
- Evaluates the performance of the intern during the assignment.

High School Internship Coordinator

- Meets with candidates to determine areas of interest.
- Assists intern candidate with resume and letter of introduction.
- Secures appropriate internship site and sets forth specific learning objectives.
- Provides evaluation form for supervisor to evaluate progress of intern.
- Provides weekly timesheet/journal evaluation sheets for intern.

Responsibilities may be added and/or deleted at the discretion of the supervisor and coordinator.

What are the Attendance Requirements?

Consistent attendance is critical and expected. Inconsistent attendance will result in withdrawal and failing grade.

How are Grades Determined?

- 50% Evaluation from Internship Supervisor.
- 50% Evaluation from internship Coordinator.

TAG Education Collaborative (TEC)
High School Senior Summer Internship Program

TEC's High School Senior Summer Internship Program is offered to high school seniors who have met all prerequisites and requirements necessary for offsite internships as indicated by the school's internship coordinator. Internship students will be able to work closely with professionals in a field relating to the student's chosen areas of interest.

Much of the program will involve the student leaving the high school campus and working with a mentor at the location of a participating partner's internship firm, lab, or place of business. These internships will be paid.

Students, parents, program personnel, and internship partners will adhere to guidelines outlined by the Georgia Department of Education in its *Standards and Guidelines for Work-Based Learning Programs in Georgia*. Parents or legal guardians are responsible for arranging transportation for the student to and from all off-campus activities related to this program. In addition, the State Department of Education requires the students participating in this type of program be covered by accident insurance.

Purpose

- To provide high school seniors with the opportunity to experience STEM research and internship experiences in the workplace.
- To provide these seniors with hands-on, real world opportunities in their related areas of interest.
- To provide students with the opportunity to apply theory, knowledge, and acquired skills through work experience utilizing equipment, instruments, techniques, and information not available in the school.
- To provide interning partners with highly talented, motivated, and trustworthy students as interns.
- To provide a "win-win" situation for both students and interning partners.

Expectations and Responsibilities

For Students:

- Will work with mentors of the interning firm to develop projects and make contributions that are of value to the interning firm.
- Will be highly motivated and focused on career and educational goals.
- Will exhibit a high degree of maturity, responsibility, and integrity.
- Will be trustworthy and responsible in handling proprietary and confidential information.
- Will provide own transportation to their off-campus internships.
- Will have successfully completed all necessary prerequisite coursework.
- Will exhibit a working proficiency in major technical skills deemed necessary to work in the internship setting.

For Mentors of the Interning Firm:

- Will work with students to develop projects and provide opportunities to make contributions that are of value to both parties.
- Will provide meaningful experiences for the students so that they may experience the “real world” applications of their learning.
- Will enter into the partnership with a positive attitude and commit to the necessary time requirements.
- Will provide necessary guidance in a suitable work environment.
- Will work with the school’s internship program coordinator in assessing the student’s progress.
- Will support a five-week summer internship and contribute \$500 toward the student stipend.

For School Internship Coordinator:

- Will insure that students have met all prerequisites and requirements necessary for offsite internships.
- Will assist students in preparing for internship experience.
- Will assist mentors of interning firm in developing internship parameters.
- Will work with the mentors in assessing student progress.
- Will evaluate effectiveness of existing internships

For TEC:

- Will work with businesses and schools to provide access to the required number of internship opportunities.
- Will facilitate student internships for a minimum of 25 students during the summer.
- Will provide students with a stipend of \$1,000 at the end of a successfully completed summer internship. \$500 of this stipend will be raised by TEC.
- Will support school year internships. These internships will be unpaid during school hours.

Student Preparation & Qualifications:

- Student will be a senior in good academic and behavioral standing.
- Student, parent(s), school, and school district have completed all necessary forms and documentation.
- Mentoring firm/organization will approve the student.
- Student will have successfully completed coursework in workplace expectations and responsibilities and research methodologies.
- Student will have completed the core math/science courses deemed appropriate for an advanced learning experience.

Georgia Department of Education
Standards and Guidelines for Work-Based
Learning Programs in Georgia

Internship Program

Definition: A student internship provides a student the opportunity to study and participate in a program directly related to his or her interest and to participate in a workplace setting by performing duties related to the occupational studies. The student may or may not receive wages, and a unit of credit may be earned upon satisfactory completion of the internship.

Purpose: The major purpose of the internship learning experience is for the student to receive broad instruction in workplace expectations and master identified competencies related to a specific career field. General objectives are listed below in which each student learner will:

- Increase competency levels in career interest areas.
- Confirm or narrow choices of career interest.
- Develop and improve workplace skills.
- Improve interpersonal and communication skills.
- Improve problem-solving and team-building skills.
- Develop an understanding of the connection between school-based theory and content and work-based application.
- Increase awareness of the workplace, career opportunities, and community resources.

Guidelines:

- The learning experience is similar to employee training and connected to a school-based program.
- The internship is structured for the benefit of the student with expected performance defined.
- Students do not displace regular employees, but they intern under close supervision of an employee.
- Wages may or may not be paid to students.
- The internship may last from one week to six weeks.
- The employer may award the student a certificate of completion.
- A system of evaluation should be established to assess the student's performance and the quality of the internship site.
- Written permission of parents or legal guardians is required for students to participate.

Policies and Procedures:

- Each student will be assigned to an internship site based on a related interest.
- An internship training agreement must be on file for each student participating in the program.
- The student participating in the internship experience must remain at the business or agency for a determined amount of time.
- The internship coordinator will communicate with internship site prior to student placement.
- The mentor assigned to the student intern will participate in the evaluation of the student's interest, adaptability, and attitude during the experience.
- The student will be given the opportunity to experience various aspects of the occupation during the internship.

- The student will receive safety instructions from, and be under the supervision of, a qualified representative at the internship site.
- The internship/practicum program will comply with all federal, state, and local labor laws and regulations.
- The student will comply with the dress code at the internship site (if applicable).
- The student will be counted present for any portion of the school day missed and will be excused from class.
- The student may go to the internship site directly from home.
- The internship coordinator will visit the work site.
- It is the policy of the school district that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity.

Mentoring Firm's Responsibilities: The mentoring firm, recognizing that a plan is being followed and that close supervision of the interning student will be needed, agrees to:

- Work with the internship coordinator in developing a list of work-based and school-based competencies.
- Provide a variety of interning experiences for the student that will contribute to the exploration of his/her career goals.
- Adhere to all federal and state regulations regarding child labor, safety, and other applicable laws and regulations.
- Provide the internship coordinator with an evaluation of the student's experience.
- Consult the internship coordinator before dismissing a student.
- Review the suggested activities for the interning student.
-

Student's Responsibilities: The interning student considers the experience an opportunity to explore a career and agrees to:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, good grooming habits, appropriate dress, and a willingness to learn.
- Conform to the rules and regulations of the internship site and the school.
- Notify the school-based internship coordinator if it is necessary to be absent from the internship site.
- Furnish the school-based internship coordinator with the necessary information and complete promptly all necessary reports.
- Be responsible for his/her transportation to and from the internship site.
- Be responsible for his/her expenses (e.g., meals) during the internship experience.
- Furnish the required clothing, safety items, and tools.

Parent's/Guardian's Responsibilities: The parent(s)/guardian(s) of the interning student, realizing the importance of the experience in the student's attaining his/her career and educational goals, agrees to:

- Share responsibility for the conduct of the interning student while on the experience.
- Accept responsibility for the safety and conduct of the interning student while he/she is traveling to and from the internship site and home.
- Make any inquires concerning the interning student's experiences through the school-based internship coordinator.
- Be responsible for the student's expenses during the internship experience.
- Be responsible for the required clothing, safety items, tools, and equipment the student may need during the internship experience.

School-Based Internship Coordinator's Responsibilities: The school-based internship coordinator assumes the role of assisting in the design and implementation of the internship experience and in the facilitation of satisfactory placement of the student in his/her field of interest and agrees to:

- Make arrangements for the potential placement of participating students.
- Visit the internship site to consult with the employer/mentor.
- Work with the employer/mentor in developing a list of work-based and school-based competencies.
- Assist in the evaluation of the student intern.
- Develop interdisciplinary, applied, and project-based curricula.
- Work with mentor to develop workplace readiness competencies.
- Inform the business or agency of the necessary federal and state regulations regarding child labor.

Objectives: Internship experiences should provide students opportunities to explore various career options in the workplace and to learn about specific job skills and educational requirements in their career interests. The following objectives are important to consider in planning and implementing these experiences:

- Recognize the unique interest of each student and provide individualized career exploration to assist students in becoming more focused on career goals.
- Encourage the development of personal traits of cooperation, courtesy, promptness, dependability, and respect in the workplace.
- Promote better understanding of the relationship between rigorous and relevant education and employment success.
- Facilitate transition from school to employment and/or postsecondary education.

Time Commitment: Program ranges from 1 week to 6 weeks and include grades 11-12. Students may participate in some internship experiences as early as age 15, but most interns will be at least age 16.

Agreements: Formal agreements need to be developed outlining responsibilities for the employer, school, student, and parent/guardian. School personnel need to have parent(s)/guardian(s) complete forms that ensure a safe, successful student experience.

Credentials: No credentials are awarded, but award recognition for students and employers may provide increased motivation.

Evaluation: The employer will conduct an evaluation of the student's performance. The work-based learning coordinator will monitor the progress of the student learner.

Transportation: Students and parents/guardians should provide transportation.

Insurance Coverage: Employers, school districts, students, and parents/guardians must complete forms documenting appropriate insurance coverage. All state and federal child labor laws must be followed for student learners under the age of 18.

Employment Commitment: Usually no commitment of full-time employment is expected on the part of the employer or the student.

Wages: Student interns will be paid a stipend. The stipend will be paid at the end of the internship.

**TAG Education Collaborative (TEC)
High School Senior Summer Internship Program**

Internship Information

Student Intern _____

Address _____

Telephone _____

E-mail _____

Date of Birth _____

Social Security _____

Student # _____

Internship Location _____

Address _____

Telephone _____

E-mail _____

Fax _____

Internship Mentor _____

Position _____

Telephone _____

E-mail _____

Provide written directions and/or map from the student's high school to your Internship site. Please include number of miles one way.

**TAG Education Collaborative (TEC)
High School Senior Summer Internship Program
Internship Training Agreement & Plan**

Name of Student Intern _____

Social Security Number _____ Birth date _____

Address _____ Telephone No. _____

School _____ Telephone No. _____

School Address _____

School-Based Internship Coordinator _____

Name of Internship Partner/Firm _____

Internship Partner/Firm Address _____

Name of Mentor _____ Position of Mentor _____

Dates of Internship: From _____ To _____

MAJOR AREAS OF RELATED INSTRUCTION TO BE PROVIDED IN CLASS:

Personal decision making skills, communication skills, legal responsibilities of worker, employment relationships, positive work attitudes and practices, occupational safety, leadership development, goal setting and time management skills, job seeking skills, post secondary education & training options.

MAJOR AREAS OF EXPERIENCE AND TRAINING TO BE PROVIDED AT INTERNSHIP SITE:

Authentic work-based experience working with professionals, equipment, and technology in the chosen field, assistance in the development of a research topic/project relevant to the internship experience, and help in learning and practicing the work-place skills listed below:

PUNCTUALITY/PERSONAL

Arrives at internship site on time
Returns from meals and breaks on time
Notifies mentor if late or absent
Dresses appropriately for job tasks

APPEARANCE HUMAN RELATIONS

Cooperates with mentors and accepts suggestions
Displays courteous and friendly manner
Works well and shows tact with others
Communicates effectively

ATTITUDE TOWARD WORK

Looks for ways to improve
Demonstrates initiative
Exhibits inquisitive nature
Exhibits enthusiasm
Accepts constructive criticism
Recognizes the value of training opportunity

SKILL IMPROVEMENT AND WORKMANSHIP

Gains speed and accuracy in repeated tasks
Acquires competence in specific task areas
Budgets time carefully
Shows thoroughness and pride in work
Exhibits dependability without supervision
Treats routine tasks as important

SIGNATURES INDICATE INTENTIONS TO SHARE THE RESPONSIBILITIES AS LISTED FOR THIS INTERNSHIP ASSIGNMENT (See back of form for specific responsibilities)

Internship Firm

Mentor Date

Student Intern Date

School-Based Internship Coordinator Date

Parent(s) or Guardian Date

RESPONSIBILITIES

The Student-Intern considers this internship experience valuable to post-secondary and career objectives and agrees:

1. To be regular in attendance both in school and at the internship site.
2. To inform the mentor promptly if illness or other emergency prevents or delays attendance.
3. To perform internship responsibilities and classroom responsibilities in an efficient manner.
4. To display honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and a willingness to learn.
5. To dress appropriately and behave maturely at the internship site.
6. To conform to all regulations of the mentoring firm.
7. To maintain accurate records as required by the internship program and the school-based internship coordinator.
8. To respect ethics and not reveal any confidential information. Failure to comply may result in the dismissal of the student intern from the internship.
9. To bring any special problems to the immediate attention of the school-based internship coordinator.
10. To remain eligible for the internship program by maintaining all academic standards as outlined in the internship program's requirements.
11. To accept no wages or benefits from the mentoring firm unless the firm voluntarily provides such.

The Parents/Guardians of the student-intern, realizing the importance of the training program, agree:

1. To assume responsibility for the conduct and safety of the student intern from the time that he/she leaves school until he/she reports to the internship site; also from the time he/she leaves the internship site until he/she arrives at the final destination.
2. To be responsible for the student's transportation between the school and the internship site and/or other related sites and for related liability insurance.
3. To bring any special problems to the immediate attention of the school-based internship coordinator.
4. To share responsibility for the conduct of the student while training in the internship program.

The Mentoring Partner/Firm, recognizing that an internship training plan is being followed and that close supervision of the student-intern will be needed, agrees:

1. To provide a variety of work experiences for the student-intern that will contribute to the attainment of training objectives.
2. To conform to all federal, state, and local laws and regulations, including nondiscrimination against any applicant or employee because of race, color, sex, national origin, or religion.
3. To assist in the evaluation of the student-intern.
4. To consult with the school-based internship coordinator concerning the student-intern and to discuss any difficulties that he/she may be having.
5. To provide instructional materials and occupational guidance for the student-learner.

The School-Based Internship Coordinator, representing the school, will coordinate the internship training program toward a satisfactory preparation of the student for his/her post-secondary and career objectives and agrees:

1. To arrange for the in-school related instruction, consultation, and advisory service for all parties concerned with this internship program.
2. To make periodic visits to the internship site to observe the student, to consult with the mentor and to render any needed assistance with the student intern.
3. To conduct regular evaluations of the student's progress with the mentor and appropriate follow-up activities.
4. To keep accurate records pertinent to the student and school.
5. To act as a liaison between student-interns, parents/guardians, mentoring partners, and school officials in regard to the internship program.

**TAG Education Collaborative (TEC)
High School Senior Summer Internship Program**

Permission to Participate

The TEC High School Summer Internship Program, is offered to high school seniors. This program enables qualified students to study, research, and apply the knowledge and skills obtained through the school's rigorous curriculum. Internship students will be able to work closely with professionals in a field relating to the students' chosen areas of interest. Much of the program will involve the students leaving the school campus and working with mentors at the location of a participating partner's internship firm, lab, or place of business. These internships will be paid. Students, parents, program personnel, and internship partners will adhere to guidelines outlined by the Georgia Department of Education in its *Standards and Guidelines for Work-Based Learning Programs in Georgia*. Parents or legal guardians are responsible for arranging transportation for the student to and from all off-campus activities related to this program. In addition, the State Department of Education requires that students participating in this type of program be covered by accident insurance.

Permission

I hereby give consent for my son/daughter, _____, who is a student in good-standing at _____ High School, to participate in all TEC High School Internship Program activities including, but not limited to, off-campus participation at an internship partner's firm, lab, institution, or place of business for summer 2008. I assume responsibility for arranging for my son's/daughter's transportation to and from all off-campus activities related to this program and acknowledge that the _____ School District is neither responsible for transportation nor liable for injuries that may arise out of, during, or in connection with the transportation.

I release and waive and further agree to indemnify, hold harmless, or reimburse the _____ School District, the _____ County Board of Education, the Board's individual members, agents, employees and representatives thereof from and against any claim which I, any other parent or guardian, any sibling, the students, any other firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages, or injuries arising out of, during, or in connection with the student's participation in or travel to or from the off-campus activities in the Internship/Practicum Program.

Signature of parent or legal guardian

Date

Insurance

Please check *one* of the following statements regarding insurance coverage for your son/daughter for the 2008 summer, then sign below.

_____ My son/daughter is adequately and currently covered by accident insurance that will cover injuries sustained while participating in this program.

Company providing insurance _____

Name of insured _____ Policy number _____

_____ My son/daughter is covered by the school accident insurance plan which I purchased for the 2008-2009 or 2009-2010 school year.

Signature of parent or legal guardian

Date

**TAG Education Collaborative (TEC)
High School Senior Summer Internship Program**

Campus Release and Insurance Waiver

It is my understanding that my son/daughter, _____, who is enrolled in the TEC High School Senior Summer Internship Program at _____ High School, will be released from school during his/her regularly scheduled classes to participate in an internship experience.

I assume full responsibility for my child after his/her release from school and/or any day during school hours that he/she is not required to be on the internship site, but is doing off-campus research and/or other activities related to the internship/practicum experience. I also understand that my son/daughter must enroll in the school insurance plan or I must sign a waiver (below) that he/she is adequately covered by family/automobile insurance.

Program enrolled in: _____ Teacher: _____

Parent's/Guardian's Signature

Date

Automobile/Health Insurance

I understand that my child must be totally covered by automobile/accident insurance to participate in the Internship program. I have checked the appropriate statement regarding insurance coverage for this school year.

My son/daughter is covered by school insurance.

My son/daughter is adequately and currently covered by automobile/accident insurance that will cover injuries sustained while participating in this program.

Company providing insurance _____
Address _____ City _____ State _____ Zip _____
Phone Number _____ Policy Number _____
Name of Insured _____ Phone Number _____

Health Insurance for my son daughter is provided by:

Company providing insurance _____
Address _____ City _____ State _____ Zip _____
Phone Number _____ Policy Number _____
Name of Insured _____ Phone Number _____

Parent's/ Guardian's Signature

Date

**TAG Education Collaborative (TEC)
High School Senior Summer Internship Program**

Internship Weekly Planning Form and Daily Activity Log

Intern Name _____

Week Of _____

Due _____

Schedule for Week:

Goals for Week:

A.

B.

C.

Plans for Achieving Goals:

A.

B.

C.

Research/Resources Needed:

A.

B.

C.

Mentor Comments/Suggestions

Mentor Signature _____



BASIC CHECKLIST

OF

WHAT NEEDS TO BE IN PLACE BEFORE THE STUDENTS LEAVE THE BUILDING?

This checklist covers the key elements that need to be in place for a quality internship program. Although not all schools and locations will be able to have all of the components right away, this checklist can be used as a guide as you move through the process of program development, keeping in mind that usually, once internship programs are instituted, they tend to grow because more and more students want to participate. It is strongly recommended that you have a solid foundation on which you build your program so that it can grow and expand over time.

☐ A VISION AND A PLAN

- A clearly defined vision of what the program will look like
- Program Description
 - Why have an internship program?
 - What will program look like?
 - Who? (What students and staff will be involved)
 - Where? (Where will program be housed? In a teacher's room? A closet?)
 - When? (During what hours and time frame will the program operate)
 - Agreement on Goals and Objectives

☐ SUPPORT

- Administrative
- Community
- Building level
- Parental
- All constituencies

☐ ESTABLISH TIMELINE

- When will pilot /program begin?
- Who will do what

ADMINISTRATIVE ISSUES (Agreed upon in writing with all necessary forms and documents in place)

- Liability
- Transportation
- Granting of Credit
- Scheduling personnel and students
- Funding

PERSONNEL

- Who will be in charge?
- What other personnel is needed?
- Guidance Staff must be involved
- Other Professional Staff to be involved

TECHNOLOGY Access is needed to:

- Telephones (no business wants to go through a school office with messages put in mail boxes)
- Fax
- Copier
- Computers
- Email account

ASSESSING THE COMMUNITY FOR POTENTIAL INTERNSHIPS

Brainstorm with colleagues for possible internship sites.

INTERNSHIP SITE DEVELOPMENT

- Description/List of each available internship site
- Curriculum developed for each site
- Collaboration with Internship Sponsor regarding curriculum and tasks
- Preparation of Sponsor for dealing with Interns (Orientation)

SELECTION AND PLACEMENT OF STUDENTS

- Develop criteria for who will be involved in Internships and system for selection
- Orientation to Internships

❑ SYSTEM AND PLAN FOR SUPERVISION AND ASSESSMENT OF INTERNSHIPS (BOTH STUDENTS' PROGRESS AND SITE)

- Plan for visits
- All forms related to Internships
 - Internship Activity Curriculum Packet
 - Logs or Journal forms
 - Attendance forms
 - Warning notices
 - Reporting/date due schedule based on site curriculum
 - Sponsor evaluation forms
 - Student Evaluation Forms
 - Year/semester calendar (with school holidays) for Sponsor and Students
 - Plan for assessment
 - Method for reporting Internship on school transcript, college application and resume

❑ PLAN FOR IN-SCHOOL REFLECTIVE SEMINARS OR CLASS TO SUPPORT INTERNSHIPS

- Curriculum or listing of topics to cover
- Method for connecting to in-school activities and academics

❑ PLAN FOR PUBLIC RELATIONS ACTIVITIES (to build program support)

- Brochures
- News articles
- Recognition Ceremonies for Sponsors•
- Student presentations

❑ DEVELOP PLAN FOR PROGRAM ASSESSMENT

- Collect Baseline Data on areas you will evaluate
- Decide on Quantitative Data?
- Happy Data?