



# Taipei American School

## SUMMER ACADEMY INTERNSHIP

### Application Requirements

#### Description of Program:

The internship program is for students who have just finished Grade 10 or 11 only. Priority is given to students who will enter their senior year. Please note the 2022 summer internship commencing from **June 6th** is running for 4-6 weeks and students are expected to complete the internship by **July 15, 2022**. **If you sign up, please make sure that you can attend during this required period.** Upon successful completion of the internship, the course will be recorded on student's official TAS transcript.

The deadline for application submission is **February 18, 2022**.

Tuition for this program is NT\$15,740.-

If you have questions about the program, please contact the Summer Internship Coordinator, Ms. Catherine Huang, at [huangca@tas.edu.tw](mailto:huangca@tas.edu.tw) / or extension 849.

#### Application Requirements:

To enroll in the internship program, you need to do the following. If you are applying to a Science internship, please book an interview with Mr. Jude Clapper [clapperj@tas.edu.tw](mailto:clapperj@tas.edu.tw) prior to submitting application form.

1. Submit Application Form electronically [Google Form]

Carefully read the internship expectations & agreements prior to pressing the submit button. Once you've submitted the signed application, it is a contractual commitment to follow through on the internship if you have received any of your placement selections. Please have your letter of introduction & resume at the ready to attach to electronic application. **Your lunch card account will be charged for the internship once you are placed in one of your top 3 choices.**

2. Letter of Introduction & Resume –

Include the following:

- i. Relevant information about yourself (languages spoken, tech skills where you have lived/studied, etc.)
- ii. Why you are interested in the particular internship area/field.
- iii. What you would bring to the internship (enthusiasm, experience, flexibility, people skills, academic background, etc.)

***Your Letter of Introduction and Resume should not be longer than one page each. These documents represent you and first impressions matter. Do proofread for correct grammar and spelling. These will be going to your internship coordinator at the relevant business/ institution.***

3. Print out and submit the following to Dr. Long's Office (1C38):

- Signed Student Agreement & Reservation Enrollment Contract
- Resume

4. A copy of student's medical and accident insurance policy covering the internship period must be presented if he/she does not subscribe to the 2021 and 2022 TAS student annual accident insurance plan.