



Middle Creek High School
Career Academies
123 Middle Creek Park Avenue
Apex, North Carolina 27539
919.773.3838



Dear Potential Internship Provider:

You are receiving this letter because a student at Middle Creek High School has expressed interest in becoming an intern for your organization. My name is Christina Council and I am the Academy Coordinator for Middle Creek High School and am responsible for coordinating all student internships within the Middle Creek High School Digital Media Academy.

The Middle Creek High School Adobe Digital Media (ADM) Academy is an elite group of students who have committed to a rigorous course of study focusing on skills in graphics, animation, audio, video, and web design during their four years at Middle Creek. These students have worked independently, in small groups, and as entire classes to complete both short and long-term projects, mimicking assignments from professions in these fields. Many students have passed ACA certification testing in Adobe Photoshop, Illustrator, InDesign, Premiere, and Dreamweaver. As part of the requirements to graduate from the academy, students must complete an internship in a field relating to Digital Media.

The goal of this internship opportunity is to provide the student an opportunity to “test-drive” career possibilities, to gain experience in the field they are interested in pursuing, to determine if they have an interest in a particular career, to create a network of contacts, and to gain school credit.

Our student interns are generally unpaid, however, the students gain school credit upon successful completion of the internship. If a paid opportunity meets the requirements of the Internship Program, it is acceptable. Students must complete between 135 total hours to fulfill their requirements for the internship credit. However, this can be divided between two different internship sites if you are unable to provide the full hour requirements. Internships generally are completed during the summer, when school is not in session. Exceptions can be made with agreement between the student intern and the internship provider to start earlier, if necessary. Students are responsible for providing their own transportation to and from the internship site. The internship supervisor will be asked to complete a short evaluation of the student’s work and progress at the end of the internship.

Thank you for considering the opportunity to become an internship provider for our dedicated Adobe Digital Media Academy students. By offering a position for one of our students, you are providing them with a unique set of abilities and invaluable experiences that will set them apart from their peers as they leave high school and move on to post-secondary education or the workplace. If you have any questions about the process or requirements, please do not hesitate to reach out to me through email ccouncil@wcpss.net or phone (919) 773-3838 ext 21907.

Sincerely,

Ms. Christina Council
Career Academy Coordinator
Middle Creek High School
ccouncil@wcpss.net | (919) 773-3838 ext 21907