



Tampa Bay Regional Aeronautics Academy (TBRAA)

2018 Summer Airport Management and Internship Program at Tampa International Airport

A Successful Aviation Academy Airport Management and Internship Program:

- Allows students to apply classroom instruction and specific skills in a professional/business setting;
- Allows students to observe and use current workplace practices and technologies;
- Enhances student's core skills focusing on teamwork, time management, problem solving, communication, quantitative/qualitative effectiveness, organizational productivity, and critical thinking;
- Reveals attributes of Science, Technology, Engineering, and Mathematics (STEM) as it relates to real-world applications in developing and practicing marketable skills;
- Provides students with a valuable foundation for any future career or college experience; and
- Enables students to earn both secondary and post-secondary course credit.

Qualifications to be in the Program:

- Must be enrolled in an Embry-Riddle Aeronautical University (ERAU) Aviation Academy course track and have successfully completed the ERAU prerequisite;
- Minimum age is 16 years old and must have documentation that validates your age;
- Have an unweighted GPA of 2.5 or better as of the end of fall semester of your junior year;
- Have a social security card or other forms indicating you are able to work in the United States;
- Have reliable transportation to get to and from the classroom and internship worksite;
- Have Career and Technical Education (CTE) teacher referral indicating that you have the necessary skillset;
- Must be able to successfully pass pre-screening which includes drug screening, background check, and security badge processing as dictated by Transportation Security Administration (TSA) and Tampa International Airport (TPA).

Internship Positions are Unpaid:

One of the key focuses of the TBRAA is to work in concert with the Airport Management class to achieve the American Association of Airport Executive (AAAE) industry certification. This is accomplished through both the successful completion of the summer class/intern program and achieving a minimum passing grade of 70 percent or better on the Aviation Academy Program (AAP) Examination. The certification is an industry recognized standard for dual and concurrent enrolled students.

Airport Management and Internship Timeframe:

- This is an aggressive summer program that will take place from June 20 – August 2, 2018;
- The Airport Management class is scheduled for 2.0 hours per day or 10.0 hours per week (M-Tu-W-Th-F) for a total of 60.0 course contact hours;
- Between the classroom and the onsite internship there is a 1 hour break;
- Internships average 3 hours per day or 15 hours per week for 6 weeks for a total of 90 program contact hours;
- Most assigned Airport Operations mentors are willing to allow some flexibility around scheduling commitments;
- All summer internships require a 5 days a week commitment, but may be flexible based on the needs of the airport/s.

What to do if Interested in being Considered for this Program:

- Discuss this with your family to be sure you meet the qualifications to be available to attend during six (6) weeks of the summer semester and that you have reliable transportation to get to and from the internship site;
- Complete the **Academy Student Intern Request Form and Internship Agreement Form**, obtain the original signatures necessary, and send them to your CTE Program Office by March 17, 2018;



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- Submit a **Student Qualification Critique** to the CTE Program Coordinator by April 7, 2018;
- If required, interviews will be arranged by the CTE Program Office during the April/May timeframe. You will be advised by a **CTE Evaluator** if an interview will be necessary;
- If required, actively participate in an applicant interview as part of the evaluation metric for candidate placement; and
- Though we will do our best, we cannot ensure that all students wanting to be involved in this initiative will be able to participate due to strict academic and program constraints.

Responsibilities if you Obtain an Internship:

- Fulfill the tasks of the internship in a professional manner following all rules and regulations of the worksite;
- Professor Sawyer, Aviation Academy Manager and ERAU course instructor, will be your airport contact during the summer should any issues or questions arise: bsawyer@pasco.k12.fl.us, or Mobile (727)453-8417;
- You will complete an **Internship Report** with at least 3 photos in a Microsoft Word document or PowerPoint Presentation about your internship experience. Due by **August 3, 2018** to Professor Sawyer. "You will **NOT** receive your course grade **IF** you do not submit your Intern Report."

TBRAA Five (5) Phased Program Process:

Phase 1: January/February

For all qualified juniors, during January/February the TBRAA will be conducting an onsite **Summer Internship Orientation Workshop** at Aviation Academy schools. The workshop will highlight the unique aspects of this opportunity. **Applications** and **Internship Agreement Forms** will be available. Deadline for turning in forms to the CTE Program Office is **Friday, March 17**.

Phase 2: March/April

Qualified juniors must submit a **Student Qualification Critique**. Your critique should be a personal evaluation of why you're the best candidate to be considered and what you bring to the table as part of this unique summer learning opportunity. At a minimum it must address your motivations and learning objectives expected from participating in this initiative. Video presentations are acceptable, but limit your video to no more than 3 minutes. If you choose to submit a written critique, please limit your critique to **no more than 250** words. Written critiques must be in either a Microsoft Word/Apple Pages format and are due to the Academy Manager, Professor Sawyer, no later than **Friday, April 7**.

Phase 3: April/May

Based on the successful completion of the Student Qualification Critique Phase, all qualified candidate must receive pre-security screening from Tampa International Airport (TPA) authorities. Only students who successfully pass this phase will be eligible to be considered in the final candidate pool for the Airport Management and Internship Training Initiative. Candidate students will be notified by Professor Sawyer and scheduled for pre-screening during the April/May timeframe at the airport.

Phase 4: April/May

If required, intern applicants will be scheduled for an onsite **interview** with a **CTE Evaluator** during the April/May timeframe. Final intern selections will be determined and the candidates informed.

Phase 5: June - August

Students complete the Airport Management class (60.0 hours) and the Internship (90.0 hours) program over six (6) weeks, from **June 20 through August 2, 2018**. Students complete a final **Internship Report** with photos by August 3, 2018.



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Academy Student Intern Application Form

Dear Academy Juniors and Parents,

We are in the process of developing our program sites for **summer 2017**. All interested and eligible students who want to have an internship in conjunction with their Airport Management class should complete this form. This program with the Hillsborough County Airport Authority (HCAA) helps students to:

1. Refine career interests and aptitudes.
2. Be accepted into college.
3. Obtain employment in the future.
4. Spend the summer in an interesting and constructive way.

The internships will be for 15 hours a week for six weeks from June 20 – August 2, 2018.

To be considered for this program, please complete this form and return it to your CTE Program Office by **April 7, 2017**.

Please print or type unless a signature is requested.

*** Intern eligibility requirement.**

Your name: _____

School: _____

Personal E-mail address: _____

Academy name: _____

Are you a junior now? (*Only juniors are eligible) Yes No

Age as of June 20, 2018 (Must be 16 or older) _____

Number of absences during fall semester 2017?* _____

Number of tardies during fall semester 2018* _____

Number of disciplinary actions during fall semester 2017?* _____

Last 4 digits of Social Security number _____

Unweighted GPA as of fall 2015 (Must be 2.5 or higher)* _____
(Found on your report card for fall semester 2017.)

Industry Certifications earned _____

Do you have reliable transportation to get to your internship? Yes No

What is the longest time you are willing to drive to your internship site? _____

Specific skills you have that relate to your internship interests (Ex. Microsoft, AutoCAD, etc.) _____

Are you able to participate a minimum of 25.0 hours weekly for six weeks in summer 2016? Yes No

Student signature indicates you wish to be considered for an internship and the information on this form is factual.

Parent signature indicates that you support your child's desire for an internship and that they will be available to intern for 6 weeks.

Academy Teacher signature indicates you feel this student is ready for the job titles indicated and that the information shared is accurate.*

Guidance Counselor signature indicates the GPA, attendance, disciplinary and tardiness information is accurate.*

Disclaimer: Though the School District will do its best to obtain internships for all eligible students who want an internship, it is ultimately the HCAA that will determine how many candidates they are able accept into the program. Regrettably, we cannot promise an internship to any particular student.



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Summer 2018 Student Internship Agreement

Instructions: 1) Read and review each item contained in this agreement, 2) Initial that you fully understand and will comply with each statement contained within this agreement, and 3) You and your parent must sign and date this form.

During the application phase, I will: (Initial in each line indicating you will complete the application process.)

- _____ Attend a **Summer Internship Orientation Workshop** during the January/February timeframe.
- _____ Submit the **Internship Application** and **Agreement Forms** to your CTE Program Office by March 17, 2018.
- _____ Submit **Student Qualification Critique** to your CTE Program Office by April 7, 2018.
- _____ Participate in an **Interview** with a **CTE Evaluator** if an interview is required during the April/May timeframe.

Guidelines and Rules during the Internship Phase: (Initial in each line indicating your full understanding.)

- _____ I will notify the internship site supervisor if I am unable to attend a previously scheduled meeting or work day or if I must terminate my internship position for any reason.
- _____ I understand that the internship faculty reserves the right to terminate my internship at any time if I violate any of the policies of this agreement.
- _____ I understand that it is my responsibility and not the responsibility of my parent(s) and/or guardian to contact the internship faculty regarding any challenges or concerns I may have during my internship.
- _____ I will dress appropriately in a business casual attire for work and behave in a positive manner.
- _____ I will follow the work schedule established by my internship coordinator completing 90 hours/six (6) weeks.
- _____ I understand that part of my overall course grade will be an evaluation of my internship performance, behavior, attire, attendance, and punctuality.
- _____ I give permission to the County School District and my internship site to use my name, photographic and video likeness and information about my internship experience for marketing purposes about the Aviation Academy Internship Program.
- _____ All internship program assignments are **unpaid**. I understand that should I be injured on the job, health care costs will fall under my family's health insurance and the County School District Liability Insurance, if applicable.
- _____ I agree to submit a summary **Internship Report** describing my internship experience and include at least 3 digital photos. This will be sent to Professor Sawyer and my School's CTE Program Office by August 3, 2018.

Student Signature	Date	Parent Signature	Date
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(Make a copy of this form for your records and return the original to your CTE Program Office by March 17, 2018)

Disclaimer: Though the School District will do its best to obtain internships for all eligible students who want an internship, it is ultimately the HCAA that will determine how many candidates they are able accept into the program. Regrettably, we cannot promise an internship to any particular student.