

Academy of Finance (AOF) Summer Internship Program Outline

Overview:

The AOF Summer Internship is a paid or volunteer opportunity designed to extend classroom learning into real-world experiences. It emphasizes both technical and workplace skills like critical thinking, communication, teamwork, ethics, and time management.

Internship Requirements:

- **Deadline to secure internship:** May 30, 2025 (must be pre-approved by Mr. Driscoll)
- **Internship period:** Spring/Summer 2025
- **Paperwork due:** September 30, 2025
- **Minimum hours:** ~125 hours
- **Grading:** Pass/Fail on transcript (not on report card)
- **Once you get your internship secured, please email Mr. Driscoll with the following information:**
 - Name of the company
 - Supervisor or owner's name and contact information.
 - What will you be doing for the company?
 - Please also include what days you will be working and how many hours will you be working per week (estimate is fine).

Eligibility & Expectations:

- Must discuss and receive approval from parent/guardian
- Internship must be approved before starting and cannot change without Mr. Driscoll's permission
- Completion required for AOF graduation; no exceptions

Acceptable Internship Formats:

1. Traditional in-person internship (1:1)
2. Virtual internship (project-based, online)
3. Service learning (must differ from NHS project)
4. Volunteerism (not necessarily with a nonprofit)
5. Business project with a mentor/supervisor
6. Shadowing (can shadow different people within the same company)

Examples of Acceptable Experiences:

- Working in inventory, accounting, marketing, or social media
- Assisting with a business project or expansion of an existing part-time job (must be pre-approved)
- You may work for a family member or family friends' business providing that you are learning about the business and assisting them in a "business" capacity.

Examples of Unacceptable Experiences:

- Lifeguarding, camp counselor, waiter/waitress, busser, sports camps (these jobs while difficult do not qualify as an internship experience)

Documentation:

- **Weekly Activity Log** including date, duties, and hours worked (signed by supervisor)
- **Internship Evaluation Form** completed by supervisor (available on AOF website)
- **Reflection Paper (3-4 pages)** covering:
 - Lessons learned
 - Career interest alignment
 - Likes/dislikes
 - Recommendations for future interns
 - Professional tone required even when expressing criticism

Shadowing Guidelines:

- May supplement internship hours (2 hours to full day experiences)
- May be virtual or in-person
- Contact AOF Advisory Board for opportunities
- Complete AOF shadowing questionnaire for each experience

Internship Compensation:

- Can be paid (hourly/stipend) or volunteer
- Parents/guardians must approve compensation

Final Submission: All three components (evaluation, reflection, weekly log) must be submitted together by **September 30, 2025**.

Contact for Questions:

Mr. Driscoll

Email: jdriscoll@manasquan.k12.nj.us

See the AOF Website for more details: Visit Manasquan High School > Academics > Academy of Finance > More Info/Apply section