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Dear District School Counselor:

Please find enclosed, your Advanced Career Immersion Experience (ACIE) Packet. This packet includes the registration application form, medical release, a career interest survey (to be completed by the student if pertinent), a parent informational letter, a sample career cluster diagram, and several additional items (see contents letter).

Please have your selected students complete the registration application packet and return back to the STC office by **June 15, 2021**. We understand that you know your students the best and would request that you proofread all applicants prior to submitting to STC. We will begin to schedule brief ACIE presentations, (approximately 20-30 minutes) with your selected students, and at a later date, STC will conduct formal student interviews sessions (approximately 10-20 minutes). If possible, please have available, a draft student schedule for the upcoming school year. We will need a final student schedule by the end of the school year or in the earlier weeks of summer.

During the months of July and August, STC will be sending acceptance letters to students and parents asking them to select a time for their internship (block choices will be 8 AM to 11 AM, 9 AM to 12 PM, or 1 PM to 4PM) based on the student class schedule for the year and/or flexibility. This letter will also inform students of the September date for the mandatory orientation. Once we have solidified student placements and finalized the specific internship host/mentor, the STC office will send a final placement letter with specific internship details.

As September ends, we will conduct the mandatory orientation for students and parents. At which time students will receive their official letters and internship schedule.

Internships will begin in October and continue through mid-April. The Advanced Career Immersion Experience will conclude with a recognition ceremony in early May.

If you have any questions, please do not hesitate to contact our office at 315-867-2067 or 315-867-2216.

Best,

MaryBeth Napolitano and Rebecca Roberts