

Potomac, October 10, 2019

Dear Ladies and Gentlemen,

As part of the German International School Washington, D.C.'s *Career Orientation Program*, our sophomores are given the opportunity to experience a professional work environment first-hand in an intensive 5-day internship at one of the local companies or organizations. The goals of this internship include introducing students to a business setting, having them receive hands-on learning in a field of their choice, helping them become aware of their interests and abilities, providing orientation, and focusing on a potential future professional career.

Students who participate in the career orientation program are excused from their regular classes from **Monday, May 18, through Friday, May 22, 2020.**

The German International School Washington, D.C. would be much obliged if you could support our students by participating in this valuable program. In order to allow students to get the most out of this experience, they should be given the opportunity not only to observe the daily proceedings but also to actively take part in the work process, if possible. The students' working hours should parallel the working hours of the regular employees. It would be helpful to share information on expectations and clarify scheduling with the students early on, so that both sides can benefit from this program as much as possible. Please be assured that our students have been instructed to regard any sensitive information they receive during their working day as strictly confidential.

At the conclusion of the program, our students will evaluate and reflect on the internship experience. They will be required to submit a final report or alternatively take part in a workshop in which they will share their experience with their fellow students.

Please note that all students of GISW are fully covered by insurance which extends to the internship program. The coverage includes accident as well as general liability.

This career orientation program is one of the highlights for our sophomores, and the experience has impacted the career choices of quite a few of them over the years. We are grateful to you for considering participating in this program, and thank you in advance for your time.

If you should have any further questions, please do not hesitate to contact us at rseeing@giswashington.org. We'll be happy to assist you.

Kind regards,

Petra Palenzatis, OStD'
Head of School GISW

Ralph Seesing, StR
Career and College Counselor GISW