



September 28, 2011

Subject: CIBACS Work Experience

To The Business Community:

Edison High School's CIBACS teachers and students would appreciate your participation in the work experience project that is required for the Junior Career Portfolio. CIBACS (Center for International Business and Communication Studies) produces high school graduates who meet the employability requirement for tomorrow's high-tech, international business environment. It is a four-year program which offers its students an enriched, integrated curriculum enhanced by competitive projects, job shadowing, and internships with business partners. Students perform a variety of business-related tasks while still fulfilling the requirements of traditional classes.

The role of the business partner need not be extensive, but we would like partners to help the students in any way they believe would benefit the student in understanding a career. The Junior Year Project requires the students to intern with a company for ten hours. Students may job shadow or actually perform tasks for their mentors. First, the student must find a mentor/business partner to whom the student will present a résumé and cover letter. After this, the student should go through a mock interview, led by the mentor, as if the student were applying for an entry-level position at the business. During their internship hours at the workplace, students will keep a log of hours and a journal. Later, they will create an extensive project that represents the knowledge they have gained during the internship. At the end of the internship, a supervisor, possibly the mentor, will need to fill out a form to evaluate the student's career preparation skills and confirm the student's hours of participation.

If you would like more detailed information about CIBACS, please visit www.cibacs.org. For more information on the junior project, go to <http://www.cibacs.org/FasTrak/>.

We hope that you will be able to give a student this unique opportunity to become familiar with his/her area of interest. If you have any further questions you may contact me via email at jbronkar@edisonchargers.com or by phone at (714) 962-1356, extension 4127. Thank you for your time.

Sincerely,

Jason A. Bronkar
English Department