

Healthcare - Medicine

CAPITAL ORTHOPAEDIC CLINIC

Supervisor: Dr. Will McCraney

Assist/shadow in clinic, observe in surgery (practice mostly focused on upper extremity disorders)

EYECARE PROFESSIONALS

Supervisor: Bobby Moss

Observe Dr. Kirk Jeffreys in cataract and lasik surgery, shadow Dr. Jeffreys in clinic

MISSISSIPPI ASTHMA AND ALLERGY CLINIC

Supervisor: Dr. Winn Walcott

Experience day-to-day functions of a medical clinic, both medical side and business side

MISSISSIPPI SPORTS MEDICINE AND ORTHOPEDIC CENTER

Supervisor: Dr. James O'Mara

Shadow doctor, assist in administrative tasks, observe surgical procedures, participate in clinical duties

NEWSOUTH NEUROSPINE

Supervisor: E. Greg Wood III

Assist with patient intake and clinic, assist with filing and paperwork, observe in clinic and surgery

Interior Decorating and Design

ANNELLE PRIMOS AND ASSOCIATES

Supervisor: Annelle Barnett

Work with designer on day-to-day operations of the design business, accompany designer to job sites, assist in selection of fabrics, work in sample room, organize fabrics and books, call showrooms to assist in pricing for quotes

ANN CARTER, INC.

Supervisor: Ann Carter

Shadow the associate that maintains the textile library, fabric, wall coverings, shadowing office manager during quoting process as well as ordering and administrative paperwork process, shadow designer while preparing and giving client presentations

GARRAWAY BROWNE AND CO.

Supervisor: Katherine Browne

Help with behind-the-scene activities in the office, accompany designer to meet vendors or clients

BETH BLACK INTERIOR DESIGN

Supervisor: Beth Black

Accompany home visits for measuring and client interview, search for fabrics, furniture, and accessories for ongoing projects, price materials for job quotes, install furniture and drapery, pick up or drop off materials at local vendors

Law

MCCRANEY, COCO & LEE, PLLC

Supervisor: Lawrence Coco

Assist in drafting documents and research, attend hearings, perform general paralegal work

Photography

POUND PHOTOGRAPHY

Supervisor: Karla Pound

Assist photo shoots, edit if able, return emails, organize files, bill clients and overall aspects of photography business

Sports Management

LAKE CAROLINE GOLF CLUB

Supervisor: Kyle Sisk

Anything needed for day-to-day operations of a golf course, wash and put away golf carts, pick the driving range, book tee times, answer phones, talk with members

Religious Vocations

ST. JAMES' EPISCOPAL CHURCH

Supervisors: The Rev. David Knight and The Rev.

Shannon Manning

Shadow clergy and staff to experience the full range of ministry opportunities within a parish setting (including children's ministry and youth ministry), accompany clergy on pastoral care calls, experience Sunday morning worship, possibly participate in a church-wide function (i.e. Vacation Bible School), meet with clergy to debrief parish experiences

FIRST PRESBYTERIAN CHURCH

Supervisor: Ralph Kelley

Assist various ministry departments in their duties

Retail Merchandising

POPFIZZ CHILDREN'S BOUTIQUE

Supervisor: Julie Galloway

Merchandise the store, selling, organizing

Theater

NEW STAGE THEATRE

Supervisor: Francine Thomas Reynolds

Assist artistic director and education director in general capacity, serve as administrative assistant, be introduced to all departments at the theatre and have opportunity to work with others in those departments

Veterinary Medicine

BRIARWOOD ANIMAL HOSPITAL

Supervisor: Dr. David Dale

Assist in examination rooms, assist during medical procedures, assist during surgeries, and normal kennel care that all employees participate in throughout the day



Career Connection

JACKSON PREP SUMMER INTERNSHIP PROGRAM





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JACKSON PREP SUMMER INTERNSHIP PROGRAM

PURPOSE: To provide current Jackson Prep juniors (rising seniors) with an internship experience that will help them explore/develop a specific career interest.

PROGRAM: The intern would be involved in the day-to-day tasks of the company/organization. An important component of the program is for the intern to contribute to a *meaningful project of activity* which supports or advances the work of the company/organization. Additional activities could include shadowing and administrative tasks.

INTERNSHIP SUPERVISOR: One employee within the company/organization will serve as the direct supervisor for the intern. They will help coordinate activities, monitor the progress of the intern, and serve as the liaison with the Jackson Prep program coordinator.

TIMEFRAME: The internship is to take place during June or July. The length of the internship can vary, based on the need of the company/organization. The general idea is for the internship to last *approximately 1 week*. The intern will coordinate specific dates with the site supervisor.

PROCESS: Students will apply for the program in February and will designate which internship matches their specific career interest. A Jackson Prep committee will meet in March to select the most qualified candidate for a specific internship. The company/organization supervisor would then interview the candidate to determine if there is an acceptable match. Once the supervisor approves a candidate, they would coordinate a specific timeframe for the internship.

REMUNERATION: There would be no cost to the company/

organization for the program. The intern will receive no pay. The experience will not count as community service hours.

EVALUATION: At the completion of the internship, both the supervisor and intern will be asked to complete a short evaluation to review the intern's experience and the program's effectiveness.

Jackson Preparatory School
Coordinators

Jeanne Marie Peet
Director of Collegiate Counseling
601-932-8106 ext. 232
jpeet@jacksonprep.net

Lucia Jones
Director of Alumni Relations
601-932-8106 ext. 272
ljones@jacksonprep.net

TIMELINE

February 4, 2013

- Available internship opportunities are posted online and current juniors, Class of 2014, are invited to apply for a 2013 summer internship position.

February 22, 2013

- Application deadline for the 2013 summer internship program.
- Students must complete the online application and email resumes' to jpeet@jacksonprep.net no later than 5:00 p.m.

March 1, 2013

- Teacher recommendations due. Form is located on the Faculty log-in page of the Prep website.

April 5, 2013

- All students who applied for an internship will be contacted with a decision.

April 17, 2013

- Mandatory meeting for all selected students. At least one parent must attend with the student. Professionalism, expectations, interview tips and process will be reviewed.
- Time and Location: 3:30 p.m., Guyton Lyceum.

April 17-May 9, 2013

- Selected students will contact the mentor/employer to set up an interview between April 17 and May 9.

- The date of internship will be decided mutually by the student and the participating employer, and the approval form will be signed by both.

May 10, 2013

- All signed internship approval forms must be returned to the Senior High Counseling Office.

June-July, 2013

- Internships take place.

August 15, 2013

- Student evaluations should be completed online. Link found on Prep website.

INTERNSHIP OPPORTUNITIES

Accounting

CARR, RIGGS AND INGRAM, LLC

Supervisor: Amanda Annison

Shadow tax preparers during income tax preparation, shadow audit team during actual audit, shadow small business department during financial statement preparation, minor administrative duties

Architecture

FERGUSON & ASSOCIATES ARCHITECTS

Supervisor: G.G. Ferguson

Scan documents, filing, some design exercises

DALE PARTNERS ARCHITECTS

Supervisor: Doug Dale

Shadow an architect

Banking

FIRST COMMERCIAL BANK

Supervisor: Elisa Phillips

Shadow loan officer and credit analyst, observe day-to-day operations of bank/branch, help with collateral and deposit files

Business - Real Estate

NIX-TANN & ASSOC, INC.

Supervisor: Walker Tann

Shadow agents, assist and shadow management

THE OVERBY COMPANY

Supervisor: Amanda P. Overby

File and organize, tour and preview properties, schedule showings and staging needs, attend office and client meetings, shadow the day-to-day running an office, observe various real estate practices

Business Management

C SPIRE WIRELESS

Supervisor: Leslie Bobo

Depends on the interests of the intern as to where he/she is placed for the week

Catering/Event Planning

KENDALL POOLE EVENT PLANNING

Supervisor: Emily Ferguson

Involvement in wedding preparation including consultations with brides, coordinate various vendors, execute wedding day set-up, plan/prepare for other upcoming weddings

FRESH CUT CATERING & FLORAL

Supervisor: Wendy Putt

Set up parties, prepare for events, work events on the floor, pull props for events, work in the flower room, organize food prep

Communications - Journalism

WJEM-LP 87.7 FM

Supervisor: Russ Robinson

Learn all aspects of radio from writing and producing commercials to preparing sales proposals and building a sponsor list, input music into music system for air play, work on air logs, some announcing if qualified

Computer Technology

JACKSON PREPARATORY SCHOOL

Supervisor: Laura Bishop

Shadow Jackson Prep Technology Department, assist with technology tasks, some clerical items, opportunity to give input on technology issues related to students, see/work with all areas of Jackson Prep technology

Culinary Arts

EATHERE BRANDS (BABALU)

Supervisor: David Ferris

Help with weekly inventory, work on knife skills, help with the production/preparation of food, work on a station with assisting of the execution of food

EATHERE BRANDS (TABLE 100)

Supervisors: Mike Roembild and Payton Warren

Learn all dishes in the restaurant, learn basic knife skills, assist chefs with prep work, learn basic cooking skills, attend manager meeting to discuss profit and loss statement, check in food product orders, learn pastry and baking skills, follow a front house manager to understand the moneymaking side of the business

Engineering

MCGOWAN WORKING PARTNERS, INC.

Supervisor: Charles G Johnson

Assist geologist in data evaluation for oil and gas development

Healthcare - Dentistry

DR. GEORGE MAY, DMD

Supervisor: Dr. George May

Shadow and/or assist oral surgeon, perform administrative tasks as assigned

DR. JAMES R. WOODSON, III, DMD

Supervisor: Lacy Dulaney

Shadow, administrative tasks