



Upward Bound Math and Science

Summer Internship Phone Script

Hi my name is _____ and I am a member of Central Carolina Community College's Upward Bound Math and Science Program. I am a rising senior at _____ High School and I am interested in a **volunteer**, 6-week summer internship. After college, I hope to become a _____ and think your office would be a great place for me to gain some experience. I was wondering if I could speak to a person in charge of interns and volunteers about a possible placement for this summer.

Frequently Asked Questions:

1) How many hours per week would you like to volunteer?

25 to 40 hours per week.

2) What are the dates of the internship?

I would like to begin the internship on Monday, June 20th and complete the internship on Friday, July 29th.

3) We are unable to hire interns in our office. Are you hoping to be hired or just volunteer?

I would like to volunteer as an intern, not be paid. Your business or organization is not expected to compensate me for my time and effort. Upon receipt of all required documentation and successful completion of the internship, I will receive a \$450 stipend from the Upward Bound Math and Science Program.

4) Can you come in to meet with us?

Yes. I would be happy to come by your office to meet your staff and provide you with my resume.

5) What do you need from us?

I need to complete an Internship Placement Verification Form to return to Upward Bound to show them that I have an internship placement and that we have worked out the details of my placement.

Is there a good day and time when we could meet to complete that form?

Once the internship starts, I will have to submit timesheets, signed by you, to the Upward Bound Math and Science Program on a weekly basis throughout the summer, and my supervisor will be asked to complete an evaluation upon completion of my internship.

6) How can I contact someone at Upward Bound Math and Science?

You can contact the Upward Bound Math and Science program by phone at (919) 718-7463 or by email at ubms@cccc.edu.