

# Summer Internship Supplemental Application

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## High School Summer Internships

The LDOE will be hiring 5 high school students as summer interns to work in one of the offices/jobs described in Appendix A at the Louisiana Department of Education (LDOE). Applications will be open from April 1 through noon on April 7, 2025. Interviews will take place no later than April 8, 2025.. All application items should be sent to [stephanie.marcum@la.gov](mailto:stephanie.marcum@la.gov).

|               |  |
|---------------|--|
| Name          |  |
| Email Address |  |
| Grade Level   |  |
| *LASID        |  |

\*If you do not know your LASID you can get it from your school counselor. It is a 10 digit number.

Why do you want to work for the Louisiana Department of Education (LDOE) as a summer intern?

What coursework have you taken or skills do you possess that would make you an ideal candidate to intern at the LDOE?

View Appendix A and list the offices you would like to be considered for in order of interest. You may indicate that you have no preference.

Attach a copy of your high school transcript to this application.

Attach a copy of a resume. If you have not had any work experience, you can include details on clubs, sports, civic engagement, volunteer work, coursework, or other activities you have engaged with.

## Appendix A

Below are the LDOE hiring offices and the job duties.

- Career and College Readiness
  - ◆ Compile a collection of 3-5 documented success stories on students who have participated in work-based learning programs
  - ◆ Develop a toolkit or communication package highlighting work-based learning programs for high school students
- Teaching and Learning
  - ◆ Create content analyses for anchor, independent reads and supplemental texts for all units in the 3-12 ELA Guidebooks
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  - ◆ Review recent presentations and minutes from the 2025 ELA and Math Standards Review, analyze the effectiveness of agendas and stakeholder engagement, and summarize the work up to now while framing next steps and their connection to Career and Technical Education - OR-
  - ◆ Provide support with drafting post-legislative session documents
  - ◆ Provide support with follow-up assignments from Teacher Leader Summit
  - ◆ Research preliminary information on upcoming proposals directly impacting schools
  - ◆ Provide feedback on the current statewide AI work and its impact on Career and Technical Education
  - ◆ Support all teaching and learning divisions when appropriate
- Governmental Affairs
  - ◆ Perform an analysis of a piece of legislation, including those impacting Career and Technical Education and financial literacy to identify necessary action steps
  - ◆ Perform an analysis of a data set or set of survey results to identify trends, patterns, and highlights, including a summary statement or report summarizing the analysis
  - ◆ Draft of policy language in response to legislative or agency direction, including Career and Technical Education proposed policy
  - ◆ Provide organization and coordination of contributions to a guidance document in response to legislative or agency direction
- Public Affairs
  - ◆ Gather information from multiple sources on the teaching profession
  - ◆ Design a comprehensive communications plan on the teaching profession, including Career and Technical Education
  - ◆ Create media materials to inspire future teachers to enter the profession