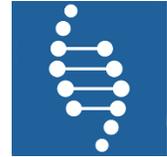




**Conroe Independent School District**  
*Academy of Science and Technology*



**Dr. Don Stockton**  
Superintendent of Schools

**Dr. Susan Caffery**  
Headmaster

June 19, 2017

To Whom It May Concern:

Thank you for considering being a mentor in the Academy of Science and Technology Internship Program. As the enclosed information indicates, the internship is a very special part of the program for our students. It is designed to bring them face to face with science, technology, the health professions, mathematics and computers in the real world of work.

You have a unique opportunity! Your role can be a very special one for the young person with whom you work. As their mentor, you will be the first person who challenges your intern to really use what they have learned. Your intern might find the experience frightening or exhilarating. But I am confident each will succeed.

I am sure you will find the mentor experience one that you will long remember. Perhaps more than any of their teachers, you may play a pivotal role in what career path your intern decides to pursue in college and beyond. Through my college internship, I decided that aerospace engineering would not be my lifelong vocation. If you are asked to write a recommendation, you may be responsible for helping that student get into the college of his or her choice or securing a scholarship.

Because the student is getting high school credit for the internship, I ask that you do the following:

- (1) review the attached information about the Academy and the internship program;
- (2) complete the two enclosed evaluation forms to document and evaluate the student's performance;
- (3) verify that the student has completed a minimum of eighty hours by signing the internship time sheet or returning the 80-hour evaluation.

We appreciate very much the part you play in the success of the Academy and our young people. Please call (936) 709-3250 if I may answer questions about the internship program or the Academy in general.

Sincerely,

Susan M Caffery, Ed.D. LPC  
Headmaster