

WINSTON CHURCHILL HIGH SCHOOL INTERNSHIP PROGRAM CHECKLIST

Use the checklist below to ensure that you have completed all portions of the application packet. Two copies of the following must be submitted to Mr. Collins, Internship Coordinator. One hard copy should be turned in as well as one by email. (James_P_Collins@mcpsmd.org) If you have additional questions, feel free to contact Mr. Collins by email or stop by room 124.

1. _____ **Typed Student Internship Application***
2. _____ Signed Parent/Guardian **Contract***
3. _____ Signed permission **form 560-31***
Permission to Participate in an Activity Away from School
4. _____ **Memo of Understanding, signed by all parties*** (Intern, Parent, Sponsor)
5. _____ Personal **Resume***
6. _____ **Letter of interest***
7. _____ **Essay***

Students need to write a well constructed essay covering your career goals and the type of internship you are seeking.

8. _____ Two **Teacher Recommendations**. The forms are found in this application. Select teachers who know you well and can speak to your character, dependability and quality of your written work.

* In addition to submitting the paper copy these forms should be submitted in electronic format by March 1st of CURRENT YEAR. (by email)

In addition to evaluating the above material in part of the selection process will include an evaluation of the following:

1. Transcript
2. Attendance Record

Note:

Students applying for the Internship Program should sign up for a full schedule of classes. When the selection process is complete, we will arrange to have your schedule updated.

WINSTON CHURCHILL HIGH SCHOOL
STUDENT INTERNSHIP PROGRAM APPLICATION

Date _____

Name _____ Student ID _____
(Last) (First) (Middle)

Address _____ Home Phone _____

Cell Phone _____ Intern email _____

Grade (Internship year) _____ Date of Birth _____ Age _____ M _____ F _____

Mother's Full Name _____ Work Phone _____ Cell Phone _____

Father's Full Name _____ Work Phone _____ Cell Phone _____

Guardian's Full Name _____ Work Phone _____ Cell Phone _____

Semester/Year for which internship is desired: Fall _____ Spring _____ Both _____

Number of periods you wish to take the internship: Two _____ (150 hours per semester)

Three _____ (225 hours per semester)

Transportation:

If you are selected to be an intern, you must be able to provide your own transportation. What is your plan for transportation?

Interests: List career areas in which you are interested: _____

Where would you like to intern? _____

Qualifications: GPA _____ Absences first semester _____

Courses that you have taken, or in which you are currently enrolled, that will be helpful for an internship in the area you have chosen. (Include AP, Honors, and computer classes)

Will you have any after-school obligations (for example, part-time job, family obligations, sports, music lessons) during the internship? If so, please list days and hours of the week when these occur.

Participation in this program requires REGULAR ATTENDANCE during the week, ATTENDANCE AT A WEEKLY SEMINAR, WRITING AND SUBMITTING WEEKLY LOGS, and a FINAL PROJECT. If accepted into the program, are you prepared to meet these obligations? _____

(Student signature and date)

(Parent/Guardian signature and date)

WINSTON CHURCHILL HIGH SCHOOL

***STUDENT INTERNSHIP PROGRAM
CONTRACT***

Parent Understanding

I give permission to have my son/daughter participate in the Internship Program during the Fall/Spring semester of the _____ academic year. I understand that my child will be responsible for providing his/her own transportation.

I am aware that students must have health and accident insurance to participate in an internship.

My child's insurance coverage is:

Personal health/accident insurance company _____

Policy Number _____

MCPS 24-hour Student and Accident Insurance _____

Parent/Guardian Signature _____ Date _____

Student Understanding

I have reviewed the responsibilities of the intern and understand that I will attend my internship four days a week and an intern seminar one day a week. I also understand that I will be responsible for a daily log to be handed in each week and for two projects each semester.

Student Signature _____ Date _____

**MONTGOMERY COUNTY PUBLIC SCHOOLS
DIVISION OF CAREER AND TECHNOLOGY EDUCATION
INTERNSHIP PROGRAM
MEMORANDUM OF UNDERSTANDING
OBLIGATIONS OF PARTICIPANTS**

Student Name	High School Name
Sponsor Organization	Sponsor Address

A. HIGH SCHOOL INTERN agrees to fulfill the following program obligations:

Duration: Participate in the program for a complete academic term, on-site with the sponsor and attending scheduled group seminars with intern coordinator and fellow student interns.

Transportation: Arrange own transportation to and from the intern site.

Home School: Maintain contact with the home school to determine any responsibilities the intern has there.

Meetings: Attend meetings and conferences with the site sponsor. Seek prior briefing on agenda, participants, and the role of the intern in the meeting.

Hours Worked: Learn the school procedure for recording hours worked and regularly report them.

Work Habits: Demonstrate good attendance and grooming, accuracy, orderliness, promptness, maturity, appropriate dress and proper business etiquette and professionalism.

Initiative: Seek additional responsibilities in the organization to enhance the learning experience.

Sponsor Conferences: Meet regularly with the sponsor to review learning experiences, seek advice on challenges, and clarify assignments.

Journals: Write a daily analytical log of internship activities focusing on personal reactions to program experiences and documenting what new knowledge and skills have been acquired. Submit the journal to the coordinator on a weekly basis.

Seminars: Attend scheduled seminars.

Assignments and Projects: Complete all assignments and projects as assigned by intern coordinator. Assignments and projects may be subject to review by the sponsor at the end of the internship.

B. SPONSOR agrees to fulfill the following program obligations:

Worker Compensation: Section 7-114, Education Article, Annotated Code of Maryland, requires that employers include students in unpaid work-based learning experiences as employees for purposes of coverage under the state worker compensation laws. Montgomery County Public Schools does not provide coverage for students.

Sex Offender Registrants: Section 11-722(c), Criminal Procedures Article, Annotated Code of Maryland, requires that any person who enters into a contract with the Montgomery County Public School Board of Education may not knowingly employ an individual to work at a school if the individual is a registered sex offender. Since an MCPS student will be working in your business or organization as part of his/her school program, you agree that you will not knowingly employ a registered sex offender at any worksite in which a student is placed.

Internship Plan: Work with the MCPS coordinator to prepare an individualized student work plan.

Supervision: Provide daily supervision or designate someone to do so.

Attendance: Verify student attendance. Notify the MCPS coordinator when student is absent without prior approval or for any other situation requiring attention.

Assessment: Make time available at the end of each 9-week term to evaluate the intern.

Summary: Review and sign off on the intern's summary of the internship experience.

Regulations: Adhere to the regulations of the Fair Labor Standards Act.

C. PARENT OR GUARDIAN of the intern agrees to meet the following obligations:

Work Habits: Reinforce the need for good attendance and the development of good work habits.

Transportation: Assure that the intern has transportation to and from the internship site.

Support: Provide encouragement and reinforcement.

Communication: Maintain contact with the coordinator about any program-related problems.

D. COORDINATOR agrees to fulfill the following program responsibilities:

Academic Progress: Work with student and school personnel to monitor student's academic progress.

Objectives: Coordinate and monitor the internship experience on a day-to-day basis to assure that the program achieves the stated goals.

Policies: Inform the intern, sponsor, and parent or guardian about the purposes and policies of the program at the beginning of the term.

Site Visits: Make regular contacts with the sponsor to review the quality of the internship and the intern's development in the program, to suggest necessary changes in approach, and to follow-up on recommendations. These contacts may be in the form of electronic mail, on- and off-site visitations, or teleconferencing.

E. CONNECTING ACTIVITIES: INTERN, SPONSOR, COORDINATOR

Training Plan: Jointly develop a plan whereby the intern will use and improve the academic skills he or she already has while learning new skills.

Organizational Overview: The sponsor will provide the intern with activities that provide a comprehensive view of the organization and focus on the roles, responsibilities, and functions of the organization. The intern will undertake these activities and seek insight into the qualities, skills, and knowledge that help an executive or manager perform effectively.

Assignments: Jointly define special assignments for the intern to meet the educational objectives of the program.

ACADEMIC CREDIT POLICY

The program is a demanding experience requiring analytical skills and mature judgment, the ability to function independently, written and oral communication skills, understanding of complex management elements, and comprehension of new knowledge. The program lasts a minimum of one academic term (18 weeks) and may necessitate longer hours than a student would ordinarily spend in the classroom.

Student signature	Date	MCPS Coordinator signature	Date
Parent signature	Date	Sponsor Signature	Date

**WINSTON CHURCHILL HIGH SCHOOL
STUDENT INTERNSHIP
TEACHER RECOMMENDATION FORM**

To be completed by TWO teachers (one form per teacher)

Student _____ ID# _____

Teacher _____ Date _____

Teacher: Please return this form to James Collins, Internship Coordinator.

Fill in the top portion of this form and give it to your teachers to complete the chart below. The teacher will forward the recommendation to the internship coordinator.

	Excellent	Good	Average	Fair	Needs Help
Attendance					
Punctuality					
Expression of Ideas					
Initiative					
Cooperative					
Industrious					
Reliability					
Relating to Others					
Personal Appearance					
Scholarship (ability)					
Leadership Qualities					
Ability to accept feedback					

As an intern, students represent Winston Churchill High School in the business community. Do you have any concerns about this student's ability to convey a positive image? Please Explain.

Additional Comments:

Signature

Date

Print Name

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