

## Student Information for Off-Site, Unpaid Internships

### Questions to ask yourself before becoming an off-site intern (and some answers):

- **What am I interested in doing?**
  - Think of your internship as if you're applying for a job, it is your responsibility to go out and find a place to intern and start the communication process with possible mentors. Ms. Kelly has some contacts for certain types of internships, but not for all subject areas. If you would like to intern at one of our local elementary schools, Ms. Kelly can definitely help you with a placement and you should see her if you do not already have a teacher in mind to work with.
- **How many periods a day can I devote to an internship?**
  - 3 period and 2 period internships can be arranged (1 period internships are available, but students should be aware that this are difficult to get to and from)
- **What extracurricular activities might conflict or interfere with my internship obligation?**
  - Clubs, Sports, Drama Department, Musical Activities
  - Outside Job
  - Volunteer Work
- **Can I maintain an excellent attendance record at the workplace?**
  - Daily attendance is required, just like a normal class. Any day that MCPS classes are held, you are expected to attend and your attendance will be marked within the MCPS Attendance System and at your workplace.
- **Can I provide my own transportation to and from the internship site?**
  - You must be able to find a reliable way to and from your internship
- **Am I willing to work hard and learn new things?**
  - You will be required to take some initiative, be mature in the workplace, be responsible for your actions and understand requirements/consequences.
- **Can I maintain communication with the intern coordinator and my sponsor without daily reminders?**
  - Think of your internship like a job, it is not your mentor or Ms. Kelly's job to track you down or hold your hand, if you cannot be responsible you will lose your internship, just like you would lose your job.
- **Am I self-disciplined enough to meet project deadlines, complete paperwork, follow procedures for signing out, and attend scheduled meetings without constant reminders?**
- **Do I have excellent time management skills and am I capable of multitasking?**

### Required Hours:

The student must complete the required hours set forth by MCPS. Currently that works out to about 5 hours per week or 75 hours per semester. You are required to put in the time for your internship, this may mean that you need to stay at your internship past 2:10pm to get the required number of hours. Travel to and from your internship is not part of the time you get credit for, you receive credit for the time you spend AT your internship.

- 3 period internships = 225 hours per semester, approx. 2.25 hours per day
- 2 period internships = 150 hours per semester, approx. 1.5 hours per day
- 1 period internship = 75 hours per semester, approx. 45 minutes per day

### Grading Policy:

Internships are graded according to MCPS policy. Weekly timesheets and weekly reflections make up 30% of your grade, 35% of your grade is determined by an evaluation sheet that is completed by your site mentor and the final 35% of your grade is based on hour completion.

# **QUINCE ORCHARD HIGH SCHOOL INTERNSHIP PROGRAM**

## **GENERAL INFORMATION**

The internship program is designed to provide an opportunity for a student to obtain firsthand knowledge of a career or field of study. Internships provide the students with an opportunity to apply what has been learned at school to the working world while guided by a sponsor who helps impart additional workplace skills. Students interested in enrolling in the QO internship program for the upcoming school year should complete the following application. Intern applicants must have an idea of their ideal placement and possible leads prior to acceptance in the program. Students are encouraged to have a placement lined up prior to the beginning of the school year. If necessary, Ms. Kelly can assist students in finding an appropriate internship. Applications are accepted on a continual basis up until the first week of the semester.

There are two steps to the process as outlined below.

## **INTERNSHIP PROGRAM CHECKLIST**

### **STEP 1**

Use the checklist below to ensure that you have completed all portions of the application packet. The following must be submitted to Ms. Kelly, internship coordinator. If you have any additional questions, feel free to e-mail Ms. Kelly or to see her after school in her office, Auditorium Lobby, first door on the left.

1. \_\_\_\_\_ Typed or neatly hand written **Student Internship Application**  
(electronic version available online at [QOHS.org > Departments > Internships](http://www.qoohs.org/Departments/Internships))
2. \_\_\_\_\_ **Signed Parent/Guardian Contract**
3. \_\_\_\_\_ **Memo of Understanding**, signed by all parties (intern, parent, sponsor)  
& **Sponsor Information Form** (2 items on same document)
4. \_\_\_\_\_ **Signed permission form 560-31** – (provided in packet)  
Permission to Participate in an Activity Away from School - also found online at  
<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-31.pdf>
5. \_\_\_\_\_ **Resume**
6. \_\_\_\_\_ **Teacher Recommendation**. The form is found in this packet, select a teacher who knows you well and can speak to your character, dependability and quality of your written work.

In addition to evaluating the above material, the selection process will include an evaluation of your transcript and 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 with your counselor.

### **STEP 2 - ONCE YOU HAVE BEEN ACCEPTED AS AN INTERN:**

- \_\_\_\_\_ **Work Plan**, completed by the sponsor – this should include a description of the duties that the intern will be responsible for during the internship and the approximate time periods that they will be working – 2 pd. interns need to complete 150 hrs per semester (~1.5 hrs. a day) and 3 pd. interns need to complete 225 hours per semester (~2 hrs. and 15 mins. per day).

**Once all items in step 1 have been completed Ms. Kelly will notify the counselor that an internship has been secured, and the student meets with the counselor to change his/her schedule.**

**QUINCE ORCHARD HIGH SCHOOL  
STUDENT INTERNSHIP PROGRAM APPLICATION**

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
(Last) (First) (Middle)

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's/Guardian's Full Name \_\_\_\_\_ Phone (w-c-h) \_\_\_\_\_

Email \_\_\_\_\_

Father's/Guardian's Full Name \_\_\_\_\_ Phone (w-c-h) \_\_\_\_\_

Email \_\_\_\_\_

Semester(s) for which internship is desired: \_\_\_ Fall \_\_\_ Spring Counselor's Name: \_\_\_\_\_

Number of periods you wish to take the internship: \_\_\_\_\_ One (75 hours per semester – difficult to complete before 2:10pm)  
\_\_\_\_\_ 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: Cumulative GPA \_\_\_\_\_ Number of SSL Hours Completed: \_\_\_\_\_

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 with no unexcused absences during the week, completing and submitting weekly log sheets, and writing and submitting weekly reflections

Your signature below indicates that if accepted into the program, you prepared to meet these obligations.

Student's signature and date)

(Parent's/guardian's signature and date)

**QUINCE ORCHARD 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 **2010-2011** academic year. I understand that my child will be responsible for providing his/her own transportation.

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

My child's insurance coverage is the following:

Personal health/accident insurance company \_\_\_\_\_

Policy Number \_\_\_\_\_

Parent's/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

My child has the MCPS 24-hour Student and Accident Insurance

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Understanding**

I have reviewed the responsibilities of the intern and understand that I will attend my internship five days a week with any unexcused absences. I understand that I am subject to the loss-of-credit policy as I would be in any other course I take in MCPS. I also understand that I will be responsible for a weekly log and a weekly timesheet to be handed in on time.

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

	<b>Quince Orchard High School</b>
<b>Student Name</b>	<b>High School Name</b>
<b>Sponsor Organization</b>	<b>Sponsor Address</b>

**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, Colleen Kelly, Signature	Date
Parent signature	Date	Sponsor Signature	Date

**PLEASE PRINT**

This information will be used by the Internship Coordinator to contact the sponsor for evaluations and other items.

Sponsor’s Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Preferred Mode of Contact \_\_\_\_\_

Preferred Time to Call \_\_\_\_\_

**QUINCE ORCHARD HIGH SCHOOL  
STUDENT INTERNSHIP  
RECOMMENDATION FORM**

Student \_\_\_\_\_ ID# \_\_\_\_\_

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Teacher: Please return this form to Ms. Kelly, internship coordinator.

Fill in the top portion of this form and give it to your teacher 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 Quince Orchard School in the business community. Do you have any concerns about this student's ability to convey a positive image? Please Explain.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

**Sample Resume – you may print yours from Family Connections if you have one available there.**

YOUR FULL NAME

Permanent Street Address  
City, State Zip Code  
(Area Code) Phone number

**CAREER OBJECTIVE:**

A concise and meaningful statement describing one's career interests and goals.  
Be as specific as possible without being too restrictive.  
(Alternative: omit objective from resume and include 'in cover letter.)

**EDUCATION:**

School name, graduation date (month, year)  
Cumulative GPA - usually listed if 3.0 or higher  
Relevant course work: Foreign study programs, academic honors and awards

**EXPERIENCE:**

List experiences as follows: Job title, employer, where and when (month, year)  
You may choose to put either the job title or employer name first, depending on which is more important or illustrative.  
List experiences in reverse chronological order with most recent experience first.  
May include full-time, part-time, related volunteer work or relevant campus activities, and internships.  
Appropriate divisions for this category may include summer experience.  
Use action words (present and past tense verbs) and adjectives to describe the skills you have applied and developed. Cite your specific responsibilities and accomplishments for each position. Be thorough in your descriptions without exaggerating.

Other categories to use if you have experiences which fit:

**SERVICE LEARNING ACTIVITIES:**

List experiences if they are relevant to your career objective.

**LEADERSHIP ACTIVITIES:**

Indicate leadership positions, such as offices held and responsibilities.  
Use a format identical to the Experience section.

**HONORS & AWARDS:**

List academic honors and leadership and athletic honors.

**ACTIVITIES/SPECIAL INTERESTS:**

Include details which help fill gaps in defining you. Be selective in your listing.

**COMPUTER SKILLS:**

List familiarity with computer systems, applications, and programs.

**LANGUAGE SKILLS:**

State degree of proficiency. This section is best used when you have advanced skills to showcase.

**REFERENCES (list 3)**

First and Last Name, Position, Name of Business or Institution, Street, City, State Zip Code, Phone number

Example:

Mrs. Mary Jones, counselor, Quince Orchard High School, 15800 Quince Orchard Road, Gaithersburg, MD 20878, 301-840-4599.