**INTERNSHIP PROGRAM APPLICATION**

Name Date

Address

Home Phone Cell Phone

E-mail Address

Student ID Number SS#

DOB Age Male Female

High School Current Grade ­

Semester internship is desired Fall Spring Both

Periods desired for Internship 1 2 3 4 5 6 7 8\_\_\_\_\_

Full Name of Parent(s) Phone

Or Guardian(s)

Parent’s e-mail Parent’s Cell

**Transportation –** If you are selected to be an intern, you must be able to provide your own transportation.

What is your plan for transportation?

**Do you have an intern site secured for the 2014-15? YES \_\_\_ NO \_\_\_\_**

**If Yes – Complete the next page.**

**If No – What are your interests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTERNSHIP SPONSOR FORM**

Student Name Date

(Last) (First) (MI)

Semester/Year for which internship is desired – Fall Spring Both

Periods scheduled for internship 1 2 3 4 5 6 7 8\_\_\_\_\_

**Sponsor Information –** (To be completed by sponsor)

Sponsor’s Name

(Last) (First) (MI)

Intern Site/Company Name

Address

Worksite Phone

I have spoken with the student name above and agree to take him/her on as an intern for the

fall /spring semester. I further understand that taking on an intern will require time to complete the following 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.

**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 the student is absent without prior approval or for any other situation requiring attention.

**Summary** – Review and sign off on the intern’s summary of the internship experience.

Sponsor’s Printed Name Sponsor’s 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** |

1. **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:** 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 subjected to review by the sponsor at the end of the internship.

1. **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.

**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.

**Credits Hours Needed Per Semester**

.5 credit (Single Period) 75 hours (4/5 hours per week)

1 credit (Double Period) 150 hours (8/9 hours per week)

1.5 credits (Triple Period) 225 hours (12/13 hours per week)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Student Signature | Date | MCPS Coordinator Signature | Date |
|  |  |  |  |
| Parent Signature | Date | Sponsor Signature | Date |