

The Intern's Responsibility:

The intern is required to maintain attendance according to the agreement made with the specific sponsor. To satisfy MCPS requirements and receive credit for an internship, the student must be on site a minimum of 12 (triple period), 8 (double period), or 4 (single period) hours per week for all full weeks of school. Partial weeks as determined by the MCPS calendar require an adjustment of hours. The intern must keep a weekly log in which he or she records and analyzes daily observations. The intern must attend an in-school weekly seminar with other interns and the intern coordinator. Interns must also plan, prepare, and present an audio-visual report of their internship experiences at seminar for other interns at the end of the semester. Fall semester runs from approximately the first week in September to the second week in January. Spring semester goes from approximately the first week in February through May. Students do not intern during vacation periods or over school holidays. Students must maintain a minimum of a 3.0 GPA.



The Sponsor's Responsibility:

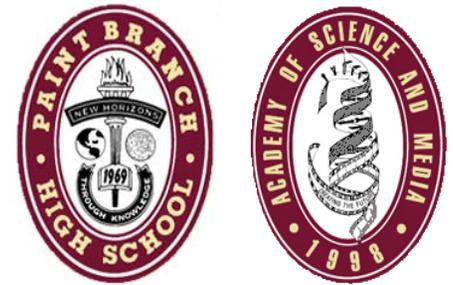
The intern coordinator will select an intern based on completion of an application, grade point average, teacher recommendations, and a person-to-person interview. The coordinator then communicates with a sponsor with regard to the "hiring" of the intern. The sponsor will provide students with feedback on their interviews and discuss expectations and objectives with the selectees. An individualized student goal plan will be agreed upon jointly by the sponsor, the intern, and the internship coordinator. The sponsor will introduce the intern to other staff members and designate an "alternative mentor" to provide assistance in his/her absence. The sponsor will monitor attendance and review progress of the interns at mid-term and at the end of the semester (at nine-week intervals). Also, the sponsor will do everything in his/her power to provide the intern with a meaningful work experience and a strong overview of the field.



THE INTERNSHIP PROGRAM

PAINT BRANCH HIGH SCHOOL ACADEMY OF SCIENCE & MEDIA

A SIGNATURE SCHOOL OF THE NORTHEAST CONSORTIUM



A New American High School
U.S. Department of Education
Blue Ribbon School

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Samantha N. Candia
Signature Coordinator

<http://montgomeryschoolsmd.org/schools/paintbranchhs/>

Internship:

A Unique Educational Experience

The Internship Program is designed to provide an unpaid opportunity for students to obtain firsthand knowledge of a career or field of study. Internships provide students an opportunity to apply what has been learned at school to the world of work, while guided by a mentor who helps to impart additional workplace skills.

The subject/career-related internship program is an elective available to seniors. Since Paint Branch's signature program has two themes, or points of focus, there are many internship opportunities available to students in science and media. But, since Paint Branch is also a comprehensive high school, internships are not limited to these areas, and students may explore fields outside of the signature focus. Through internships, students make thoughtful decisions about post-secondary education or full time employment.

The program is designed to meet the interests, needs, and schedule of each participant. Interns are obligated to be at the work site for at least four hours per week. The intern and sponsor mutually agree on scheduling.



Interns are seeking additional education on the job. They participate in work-related seminars, individual projects, demonstrations, and group projects in school and/or on site. Exposure to varied experiences serves to enrich the program for sponsors and interns. It is hoped that 75% of the work done by students will be project-oriented and no more than 25% of the work will be clerical.

Internship Objectives:

- To gain appreciation of the importance of training, education, and experience in an ever-changing work environment
- To explore the range of choices and opportunities within a career area
- To gain an understanding of the connection between school and work
- To ease the transitions between high school and post-secondary education and/or career choice
- To develop a working relationship with adults
- To develop job-keeping skills
- To provide the community with an opportunity to play an active part in the shaping of career goals and skills development in young people



The Intern Coordinator, Samantha Candia supervises the interns and is directly responsible for their attendance, evaluation, and credit. The intern coordinator holds bi-monthly mandatory small group seminars. Sponsors complete brief evaluation forms on the interns at nine-week intervals. This relationship is a working partnership among the intern, Paint Branch High School, and the community. Time and effort are involved in sponsoring interns and establishing a mutually beneficial partnership. Commitment by all parties is essential.

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