

Executive Internship Information for Students and Parents

Timeline for Program Enrollment: (example: rising senior)

1. *May of junior year*- Internship Interest Packet (resume, references, and personal conference with coordinators (Mrs. Acquard or Mrs. Richards) completed, continue internship search, complete any additional (i.e. NIH or other workplace clearances& required paperwork)and put together interview binder
2. *June of junior year* – secure fall placement / bring letter of verification
3. *August of senior year*- ALL paperwork and forms MUST be on file before any internship may begin. MANDATORY meeting in MEDIA CENTER on the first day of classes.

What is the Executive Internship Program?

The Executive Internship Program is a rigorous, high-quality profession focused academic program. This program allows students to explore and clarify career options in a chosen area of academic interest. Students are required to use verbal, analytical, questioning, and writing skills while participating in their internship. The general expectations of the workplace will be followed throughout the experience. All students enrolled in this program should gain personal and professional experience that will assist them in meeting their lifetime goals. An internship enables students to identify a field of interest, observe and participate in related professional activities, and understand a chosen profession's requirements and culture. This will help a student determine if a profession is compatible with his interests, values, skills, and aptitudes. Students will integrate academic knowledge to a professional setting and apply that acquired knowledge to a variety of experiences. Students will develop interpersonal communication skills, advance their social skills, and mature in their personal habits as a function of working in a professional environment.

What are the requirements of the Executive Internship?

The internship is a semester long elective course completed during the school day or after school. The student receives honors elective credit in accordance with MCPS grading policies and procedures.

1. Required Hours

The intern must complete the required hours set forth by MCPS to earn course credit. Currently, that is a minimum of 75 documented and verified hours per registered credit. That would equate to 150 hours for a registered double period. While a structured daily schedule usually provides the best learning experience, flexibility may be required to optimize the internship learning experience. More flexible schedules can be arranged with the approval of the intern, mentor, coordinator, and parent. Students are not required to attend their internship if MCPS is closed or if emergency procedures are in place.

2. Attendance/Grades

An internship is monitored as any other academic course. Attendance is recorded in the school through daily sign out in the attendance office and at the worksite through daily workplace logs. **No student may leave the building until MCPS form 560-31 is completed and on file with the school administration.** Students MUST sign in and out on a daily basis. Interns must submit signed and verified weekly logs and separate reflections for each week (generally Monday-Friday). Time logs and reflections make up 50% of the quarter grade. The mentor's quarterly evaluation will make up the remaining 50% of the grade each quarter. Interns will prepare a final exam for each semester and present a final project during the Evening of Excellence held in May. **All communication with the intern coordinator takes place through Edline so it is required that interns maintain active Edline accounts.**

3. Considerations for an Internship

***Undertaking an Executive Internship requires careful consideration and commitment. Be mindful of the answers to the following questions when planning for an internship:**

1. How many periods per day can be devoted to the internship?
2. What extracurricular activities might conflict with or interfere with the internship obligations?
3. Can an excellent attendance record at the workplace be maintained?
4. Does the intern possess a willingness to work hard, learn new things, and accept the responsibilities given?
5. Does the intern have the maturity necessary to communicate effectively with coordinators and mentor without reminders?
6. Does the intern have excellent time management skills the ability to multitask?
7. Does the intern have reliable transportation to and from the internship site?
8. Does the intern have the discipline to meet project deadlines, complete paperwork, follow procedures and expectation exactly as required?
9. Can the intern meet all due dates and attend all meetings required by the mentor and coordinators?
10. Does the intern check Edline daily?

Expectations

Interns will be working in professional settings and are expected to behave in a professional manner at all times. The intern is expected to be punctual, work hard, act responsibly and maturely, maintain confidentiality, dress appropriately, and effectively carry out all components of his placement.

Locating an Internship Site

The best internship experiences are those that the *students* have actively secured. This requires each prospective intern to actively participate in the search for a work location. A prospective intern must create a resume and interview family, friends, and other contacts about career realities and work site opportunities. Prospective interns must research and seek out opportunities for placement as would be done in a university setting. A formal resume must be submitted electronically to the coordinator before any placement is approved. The coordinator will assist with placement **ONLY** after the intern has demonstrated independent placement search strategies. Securing a placement often takes several weeks to complete. The following must be considered when securing an internship site.

1. Work permits are required for interns under 18 years of age. Permits are available in the Counseling Office.
2. Internships must not be primarily clerical positions.
3. Some sites require interns to be American citizens and/or over 16 years of age.
4. The intern must be supervised by an adult at all times and the location must have at least two adult employees.
5. The site must be a safe work environment and may not be in a private home.
6. Interns may **NOT** routinely drive as part of the job, open or close the business without adult supervision, transport money, perform work that requires strenuous lifting, work in or around motor vehicles or with heavy equipment.

Internship Application- The following forms **MUST** be on file prior to undertaking any internship position: MCPS form 560-31, letter of verification (on company letterhead) from internship site, student resume with 3 references.