

Northwest High School
Internships



What Is An Internship?

An internship allows the student a unique opportunity to see the daily activities of their chosen career path. They will receive hands-on experience, which in itself is an invaluable piece of knowledge. They will understand the value of being a member of a team, and how their actions affect others. They will understand how important honesty; integrity and dependability are in the real world. ****Most internships are not paid. ****

Students will utilize their skills and talents and see how they fit into their future career path.

Students will see firsthand how the knowledge they have gained inside and outside of the classroom fits into the real world.

Students will develop effective interpersonal skills and use them in their daily lives

When Can Students become interns?

Internships are available for the entire school year, beginning in the fall and ending in the late spring. They are taken during a **student's senior year**. Students may register for triple, or double period of internship during the registration process of the junior year in preparation for the senior year. Several mandatory meetings are held during the junior year by the intern coordinator.

What criteria should the student and their parent(s) evaluate prior to registering for the internship?

At Northwest High School a student must possess a cumulative 3.0GPA to be considered for the program

- How many periods can I devote to an internship?
- Where do I want to perform this internship, and am I really interested in that field?
- What extracurricular activities might conflict with my internship schedule?
- Do I have the appropriate mode of transportation to get to the internship in a timely manner?
- Can I maintain an excellent attendance record at school and the workplace by being on time and ready to work?
- Am I self-disciplined enough to meet project deadlines, complete paperwork, follow procedures, communication with the intern coordinator, and attend scheduled meetings?
- Most internship positions are not paid. Interns must assume the expense of commuting. Parking spaces are NOT guaranteed. The assignment of parking spaces may not include interns.

What are the expectations for the intern at the site?

Interns will be working in a professional setting and are expected to act professionally. The intern is expected: to be punctual, to work hard, to act responsibly, to maintain confidentiality, and to dress appropriately throughout the internship experience. Interns will be working alongside professionals each day and assisting them with projects and being part of a real team. Interns will be doing a variety of tasks, and with each task completed is a skill that is mastered. There is no limit to the amount of knowledge that can be gained in any internship. Imagine gaining this type of knowledge before you go off to college?

Not all intern sites are created equal, final approval of the site rests with the intern coordinator.

What Are The Internship Course Requirements?

The school coordinator using a variety of instruments will evaluate interns. The course grade is based on the following:

- The coordinator site visit and evaluation by the supervisor.
- A variety of completed intern assignments.
- Obtaining the correct amount of hours at the workplace.
(Required minimum must be met to receive credit)
- Triple Period students must have completed: 225 hours by the end of the semester and double period students 150 hours by the end of the semester.
- Interns must attend weekly seminars and turn in weekly logs.
- Interns will sign out each and every day and will have a signed copy of their work permit.
- All interns must attend orientation seminars at the beginning of each semester and any other type of internship meeting/orientation.

How Many Hours Are Required at the Site?

To satisfy MCPS requirements and receive course credit for an internship, the student must commit to scheduled weekly hours during the school day throughout the semester. For each period registered for internship, the student must complete a minimum of 75 hours per semester at the site. For a double period internship students need approximately 75 hours per quarter to meet the 150-semester hour requirement. Time spent commuting to and from the site is not included. Attendance is recorded at school and at the work site. Interns are also responsible for maintaining weekly logs signed by the site supervisors. Logs are submitted weekly to the internship coordinator.

What makes a site an acceptable site?

The following must be considered when searching for an appropriate internship site:

- The intern must be supervised by an adult at all times.
- The site must have at least two adult employees over the age of 21.
- **The site cannot be located in a private home and must be a safe work environment.**
- 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.
- Work permits are required for interns under 18 years old.
- Some sites require interns to be American citizens and/or over 18 years old
- Students may not intern for parents or immediate family

Below is Information from the MCPS Memorandum of Understanding which gets signed by all stakeholders:

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.