



Bethesda-Chevy Chase High School Internship Program

Application Instructions, 2014 – 2015

To be considered for a B-CC Internship for the 2014 – 2015 academic year, students must do the following:

1. Attend at least 3 of 4 required meetings in the Auditorium at lunch time on these dates:

- Wednesday, January 8
- Thursday, January 23
- Tuesday, January 28
- Monday, February 3

At those meetings, you will learn the skills you need to find an internship. You are strongly encouraged to attend all 4.

2. **Join the Edmodo Group by January 23.** This is the easiest way for me to communicate with a large number of interested students.

- Go to www.edmodo.com. Click "I'm a student." Type in the Group Code **wdz2j2**. Complete the registration, **including your email address**.
- Under *Account*, choose *Settings, Email and Text Updates*. Choose the Notification type – email or text message. (If you choose text message, type in your cell phone number. You will get alerts sent to your phone instead of your email).
- Check the boxes for Alerts, Notes, Direct Messages, Replies, and Group Join Requests. Check your email (or text messages) regularly and promptly respond to messages.
- If possible, please post a recent photo of yourself. That will help me learn your name and get to know you.
- If you need help or don't have computer access, please let me know.
- Respond to messages that are sent to you.

3. Submit the following to Ms. Farrar in the Internship Office (B-131) by **Monday, February 3**.

- Internship Program Application Form**
- Copy of your completed schedule card (Copy the one you submit to the Counseling Department.)**
- Faculty Recommendation Forms**
 - Please give this form to two teachers. At least one must be the teacher of an academic subject who taught you this year or last year. It should be someone who knows you well.
 - Each recommending teacher should either return the form to my mailbox or, alternatively, place the recommendation in a sealed envelope and give it to you to return to me.
- A one-page essay** (preferably typed; otherwise, written neatly in blue or black ink)
 - Introduce yourself and explain your reasons for wanting an internship. What are your interests? What are your qualifications? What do you hope to gain from the experience?
- A typed resume (see models distributed at meeting).**
 - We'll review the process at one of the preliminary meetings. Save an electronic copy – you will revise it before sending it to prospective employers.

4. Interview individually with Ms. Farrar. Sign up online. Sign-up form will be posted on Edmodo after applications are submitted.

5. Demonstrate commitment to finding a position. Final acceptance into the program is contingent upon securing a position and submitting the required paperwork. This will entail attending the job fair (Feb/March), identifying positions of interest to you, writing and sending cover letters (March/April), securing a position, and submitting required paperwork (June).

I look forward to working with you. If you have questions, please visit our website <http://www.montgomeryschoolsmd.org/schools/bcchs/academics/internships/index.aspx#faq> or contact me.

Ms. Farrar
Internship Coordinator, Room B131
Stacy_K_Farrar@mcpsmd.org
240-497-6382

B-CC High School Internship Program Application Form, 2014-2015

Please print neatly in blue or black ink.

Applicant Information		Last Name						First Name						MI					
First Period Teacher (2 nd Sem):							DOB						Gender <input type="checkbox"/> M <input type="checkbox"/> F						
Cell Phone				Home Phone						Student ID #				Grade <input type="checkbox"/> 10 <input type="checkbox"/> 11					
Student Email																			
Home Address																			
Mother/Female Guardian Information				Full Name															
Phone				Email															
Father/Male Guardian Information				Full Name															
Phone				Email															

Career Fields/Areas of Interest	
Primary Area of Interest:	Secondary Area of Interest:
Specific companies or people within that Field: (from brainstorm list) 1. 2. 3.	Specific companies or people within that Field: (from brainstorm list) 1. 2. 3.

Qualifications	Unweighted GPA:	Weighted GPA:	# Absences Last Sem:
Languages:		Other Skills or Certifications:	
Computer Skills: <input type="checkbox"/> Excel <input type="checkbox"/> Publisher <input type="checkbox"/> CAD <input type="checkbox"/> C++ <input type="checkbox"/> WordPress <input type="checkbox"/> InDesign <input type="checkbox"/> Final Cut <input type="checkbox"/> Twitter <input type="checkbox"/> Other _____			
Courses that you have taken, or are currently enrolled in, that will be helpful for an internship in the area you have chosen (include IB, AP, Honors, and computer classes):			
Extracurricular Activities:			
Work Experience:			
Volunteer Experience:			
Significant awards or accomplishments:			
Leadership Experience:			
Names of Teachers Completing your Recommendations:			

Internship Information	Number of Periods you'd like to intern:	Are you a US Citizen? <input type="checkbox"/> Y <input type="checkbox"/> N (Some internships require this. This is NOT an admissions requirement.)	If no, are you authorized to work in the US? <input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Single <i>5 hrs/wk</i>	<input type="checkbox"/> Double <i>10 hrs/wk</i>	<input type="checkbox"/> Triple <i>15 hrs/wk</i>
Do you have any after school obligations? <input type="checkbox"/> Y <input type="checkbox"/> N		If yes, list obligations (job, sports, family, music, SAT Prep, etc.)	
If yes, please list days and hours of these obligations:		If you are selected to be an intern, you must be able to provide your own transportation. What is your transportation plan?	
Clarify your parameters (Ex: I can work every day, need someplace close by so I can walk, and need to be back at school for cross country in the fall).			
Given these obligations, will you be able to work the required hours? <input type="checkbox"/> Y <input type="checkbox"/> N			

Disclaimer and Signatures	
<ul style="list-style-type: none"> I certify that my answers are true and complete to the best of my knowledge. I understand that if granted preliminary acceptance to the program, I will be responsible for working to secure an internship, communicating my progress to the coordinator, and submitting the required paperwork. If I do not find a position, I will need to enroll in other courses. When the school year begins, I will attend the seminars the first two weeks of school and biweekly thereafter, submit a journal and time sheets, earn the required hours, and behave in a professional manner. If this application leads to program acceptance or employment, I understand that false or misleading information in my application or interview may result in my release. 	
Student Signature	Date
Parent Signature	Date

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by phone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258. Individuals who need sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539. MCPS prohibits illegal discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, socioeconomic status, age, disability, physical characteristics, or sexual orientation. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Office of the Deputy Superintendent of Schools at 301-279-3126, via the Maryland Relay at 1-800-735-2258, or addressed to that office at 850 Hungerford Drive, Room 129, Rockville, MD 20850.

**B-CC High School Internship Program
Faculty Recommendation Form
Due: February 3**

Student Last Name: _____ First Name: _____
(Please print)

Teacher Name: _____

*The student listed above has given your name as a reference on an application for admission to the Internship Program.
Please complete this form and return it to Ms. Farrar's mailbox (or give it to the student in a sealed envelope) by February 3.*

In what class(es) or activities have you observed this student? _____

What grade did s/he earn in that course? A B C D E

	Needs Improvement	Fair	Good	Outstanding
Attendance				
Punctuality				
Work Ethic				
Attitude				
Honesty				
Cooperativeness				
Personal Appearance				
Interpersonal Interactions				
Oral Communication				
Written Communication				
Initiative				
Academic Ability				
Leadership Skills				
Independence				

Special talents or strong points:

Areas in which student may need special assistance:

Would you recommend this student for an internship? Yes No

Do you have any reason to believe this student should NOT be part of the internship program? Yes No

Comments:

Teacher Signature _____

Date _____

**B-CC High School Internship Program
Faculty Recommendation Form
Due: February 3**

Student Last Name: _____ First Name: _____
(Please print)

Teacher Name: _____

*The student listed above has given your name as a reference on an application for admission to the Internship Program.
Please complete this form and return it to Ms. Farrar's mailbox (or give it to the student in a sealed envelope) by February 3.*

In what class(es) or activities have you observed this student? _____

What grade did s/he earn in that course? A B C D E

	Needs Improvement	Fair	Good	Outstanding
Attendance				
Punctuality				
Work Ethic				
Attitude				
Honesty				
Cooperativeness				
Personal Appearance				
Interpersonal Interactions				
Oral Communication				
Written Communication				
Initiative				
Academic Ability				
Leadership Skills				
Independence				

Special talents or strong points:

Areas in which student may need special assistance:

Would you recommend this student for an internship? Yes No

Do you have any reason to believe this student should NOT be part of the internship program? Yes No

Comments:

Teacher Signature _____

Date _____