Gaithersburg High School

Internship Application
Fall 2020 – Spring 2021

If you are currently working somewhere or if you acquire a position on your own, you must attach Employment Verification by having your supervisor write a letter on company letterhead stating that you are an employee/intern of the company, plus he/she must verify your work hours, pay rate, and duties.

Work Location: ______________________________________

Students who ALREADY have employment must provide this!

Name: ID# Counselor:

Complete this section by circling your selections with Internship Coordinator:

Fall / Spring 678 78 8

Summer (CTE students only) Must participate in scheduled seminars during the Summer in order to receive a grade and credit on your transcript.

AOIT BMF CD AUTO HOSP INT PLTW MEDIA

IC & Counselor Use ONLY – CODE: 7822 7818 7813 4816 5703 5720 7813 5717 4884

APPLICATION DEADLINE IS
FRIDAY, FEBRUARY 28TH, 2020

IN ORDER TO DO AN INTERNSHIP FOR FALL 2020, YOU MUST HAVE IT ON YOUR SCHEDULE BEFORE SCHOOL ENDS
NO INTERNS WILL BE ADDED IN THE FALL!

Vernelle Shaw, Internship Coordinator
301-284-4638
Room 3040
Vernelle_L_Shaw@mcpsmd.org
# Gaithersburg High School
## Internship Application Packet Checklist

Student Name: ___________________________ ID# ____________

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Parent Permission</td>
<td></td>
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<tr>
<td>Internship Application</td>
<td></td>
</tr>
<tr>
<td>• Resume <em>(attach a copy to application)</em></td>
<td></td>
</tr>
<tr>
<td>• Cover Letter <em>(create a dummy cover letter for use later)</em></td>
<td></td>
</tr>
<tr>
<td>Counselor Verification Form</td>
<td></td>
</tr>
<tr>
<td>Faculty Recommendation Form</td>
<td></td>
</tr>
<tr>
<td>Employment Verification Letter <em>(if already employed)</em></td>
<td></td>
</tr>
</tbody>
</table>

**All materials** *(except Counselor & Teacher recommendation forms)*
**MUST** be attached prior to handing in your Application Packet to Ms. Shaw.
Gaithersburg High School
Internship
Parent Permission Letter

Dear Mrs. Shaw,

I give my child, ________________________________,

Print Name

permission to submit an application to be reviewed for the internship program. I have reviewed the internship information packet with my child and understand what is expected of them if they decide to pursue the program.

I understand that if my child is accepted into the program, I am required to attend the Parent Internship Information Meeting during the months of April/May in order for my child to be able to participate.

________________________________________  __________________________
Parent Signature                      Date

________________________________________  __________________________
Student 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.
Gaithersburg High School
Internship Student Application

Name ____________________________ (Last) ____________________________ (First) ____________________________ (M.I.) ____________________________ Student ID# ____________________________

Address ____________________________ City ____________________________ Zip ____________________________

Home Phone ____________________________ Cell Phone ____________________________ Age ______ M / F

E-mail address ____________________________

Full Name of Parent(s) ____________________________ Phone ____________________________

Or Guardian(s) ____________________________ (Last) ____________________________ (First) ____________________________ (Work/Cell) ____________________________

_________________________ ____________________________ Phone ____________________________

_________________________ ____________________________ (Last) ____________________________ (First) ____________________________ (Work/Cell) ____________________________

In what career area are you most interested? ____________________________

Where are you / where would you like to intern (if you know)? ____________________________

Name of current Supervisor ____________________________ Tel# ____________________________

Experience: Briefly describe any paid job, volunteer experience, or community service in which you have participated:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Transportation: If you participate in the Internship Program, you must be able to provide your own transportation. What is your plan for transportation? Your back-up plan? (Mandatory)

Transportation Plan: ____________________________

Back-up transportation Plan: ____________________________
INEEDA JOB

1111 Anywhere Street • Anytown, Maryland • 20878 • IneedaJob@gmail.com • 301-555-5555

Education

GAITHERSBURG HIGH SCHOOL – Gaithersburg, MD
Expected Graduation – June 2016
ACADEMY OF SCIENCE & TECHNOLOGY MEMBER

MONTGOMERY COLLEGE – Rockville, MD
Fall 2015 – TR104 Media Appreciation
Spring 2014 – BA101 Introduction to Business

Skills Summary

♦ Proficient in Microsoft Office Suite
♦ Technologically Savvy
♦ Front Office Skills
♦ Dependable

Achievements and Activities

♦ National Honor Society Scholar and Peer Tutor 2013 to Present
♦ Students Against Destructive Decisions, President 2013
♦ Student Government Association 2013 to Present
♦ Key Club 2012 to 2014
♦ Honor Roll Awards 2012 to Present
♦ “Straight A’s” Award 2014 to Present
♦ Spanish Honor Society 2013
♦ Varsity Cheerleader 2014 to Present
♦ African American Academic Excellence Award 2012 to Present

Volunteer Experience

FOREST OAK MIDDLE SCHOOL – Gaithersburg, MD 2012 to 2013
Office Assistant

GEORGE B. THOMAS SATURDAY SCHOOL – Gaithersburg, MD 2014
Teacher Assistant

Work Experience

UNITED STATES DEPT. OF COMMERCE – Washington, DC Summer 2014
Systems Support Division Intern for Commerce Business Systems Solutions Center

♦ Entered invoice details using QuickBooks
♦ Compiled data in order to prepare reports on past due accounts
### COVER LETTER EXAMPLE

<table>
<thead>
<tr>
<th>Salutation</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Dear [insert name of hiring manager],</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Body</th>
<th></th>
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<tbody>
<tr>
<td>First paragraph: Mention the job you’re applying for and where you found the job listing.</td>
<td></td>
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<tr>
<td>Middle paragraphs: Discuss your qualifications. These paragraphs should be specifically tailored to requirements posted in the job listing. You might also consider including why this specific company interested you in the first place. Limit this section to two to three paragraphs.</td>
<td></td>
</tr>
<tr>
<td>Final paragraph: Discuss the next steps. If you are going to follow up in one to two weeks, mention a specific date. If you would prefer to leave the ball in their court, say that you look forward to discussing your qualifications further. Also provide your email address and phone number. Don’t forget to thank them for their time.</td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td></td>
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</tbody>
</table>

Go to [http://www.wikihow.com/Write-a-Cover-Letter](http://www.wikihow.com/Write-a-Cover-Letter) for more samples.

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Ineeda Job  
1111 Anywhere Street  
Anytown, MD 20878  

February 28, 2015  

Jessica Hireme  
ZAX & Associates Inc.  
11300 Rockville Pike  
Rockville, MD 20852  

Dear Ms. Hireme,  

I am writing to inquire about a Fall Internship at your company, XYZ & Associates Inc. My mother, Jennifer Anyone, is one of your clients. Knowing of my interest in the business and finance field, especially in accounting, she suggested I apply, as she’s a great admirer of your acumen and leadership.

I am currently a junior at Gaithersburg High School, and will graduate from the National Academy of Finance next year. The finance classes I have taken at Gaithersburg and my experience working at Rebove Inc., have prepared me for work in a more professional setting where I can apply the skills I’ve learned through my classes and on the job. Ever since my sophomore year, when I chose to enter the National Academy of Finance, I feel like I’ve found what I want to do with my life. Most classes I will take next year are business or finance related; AP Statistics, AP Economics, Financial Planning, Securities Insurance, Entrepreneurship, and Business 101 (a college course). I’m very excited to explore different career paths in the business field. I haven’t decided exactly what I’d like to major in in college yet, but Accounting and Economic Development have seriously sparked my interest.

I hope you will consider me for an internship at your company this summer. You may contact me by phone at (301) 555-5555 or by e-mail at jakeanyone@gmail.com. I look forward to meeting with you to discuss my experience and how I would make a great addition to the ZAX team.

Best regards,

Ineeda Job

Ineeda Job

Enclosure: resume
Gaithersburg High School
Internship Program Application
Counselor Verification Form
(To be completed by your counselor)

Student Name ____________________________ I.D.# __________

Counselor’s Name_________________________ Date __________

Qualifications: Semester 1 Grade Point Average _____

Days Absent previous semester _________

Does the student have after school obligations or activities that may interfere with the internship schedule? Yes____ No____

Does the student’s course requirements needed to graduate allow him/her to be able to participate in the internship program? Yes ____ No ____

How many internship periods is the student seeking? 6 7 8 7 8 8

Which classes do you (student) prefer to drop?

1. 
2. 
3. 

Comments (if any):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________________  __________________________
Counselor Signature                      Date

Please, return this form to Mrs. Vernelle Shaw at your earliest convenience. Any questions, please call me at (301) 284-4638
Gaithersburg High School  
Internship Program Application  
Faculty Recommendation Form

Student: Last: ____________________ First: ____________________  
Please Print

The above student has given your name as a reference on an application for admission to the Internship Program. Please return this form to Ms. Shaw as soon as possible.

In what class(es) have you observed this student? ____________________

Print Teacher Name: ____________________

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<th></th>
<th>Needs Help</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
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<tr>
<td>Relating to others</td>
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<td>Attendance</td>
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<td>Punctuality</td>
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<td>Cooperativeness</td>
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<td>Personal Appearance</td>
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<td>Expression of Ideas</td>
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<td>Industriousness</td>
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<td>Reliability</td>
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<td>Scholarship (ability)</td>
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<td>Initiative</td>
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<td>Leadership Qualities</td>
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</table>

Comments:

Special Talents or strong points:

Areas in which student may need special assistance:

____________________  ____________________
Date                              Teacher Signature

Please Return to Ms. Vernelle Shaw’s Mailbox. Any questions, please call me  
at (301) 284-4638
Gaithersburg High School
Internship Student Requirements

The Internship Program at Gaithersburg High School offers a unique opportunity for students to pursue a career path, to gain first-hand work experience, and to determine a career interest before graduation. Depending on when this internship takes place, they must complete a certain amount of hours in a strongly mentored, paid or non-paid position and fulfill certain requirements in order to gain work experience and earn a grade to pass the class. The intern chooses the career cluster of their interest and works with the Internship Coordinator to find the most appropriate job site.

All Interns and Parents must read and understand the following requirements:

1. Must attend and participate in R.E.M. meetings in order to prepare for the Internship process.
2. Complete and submit a Resume electronically to Internship Coordinator.
3. Complete and submit a Cover Letter electronically to Internship Coordinator.
4. Complete a student work permit through the State of Maryland website.
5. Must complete the required hours based on when Internship is completed:
   - **Summer 2020**: June – August (usually 6 weeks/200+ hours) CTE courses only
     Intern must attend Summer Seminar sessions in order to receive credit
   - **Fall 2020 through Spring 2021 during school hours**:
     i. 3 internship periods = 225 hours per semester in order to pass
     ii. 2 internship periods = 150 hours per semester in order to pass
     iii. 1 internship period = 75 hours per semester in order to pass
6. Arrange your own transportation. Remember, transportation can become more challenging as the school year progresses.
7. Must attend a weekly Wednesday “Dress for Success” Seminar (Fall/Spring). Class location will be given
8. Must register on Text Remind in order to establish communication with teacher & class. Remind Class Code will be given
9. Must complete projects, journals, essays, timesheets, etc. throughout the school year to earn a grade.
10. Must submit two evaluations to Mentors each semester and earn at minimum good responses.
11. Commit to searching for Internship Opportunities and keeping record of prospective employers.
12. Exhibit a professional work ethic.
13. Commit to being part of the Internship Program for the entire summer or year.

*PLEASE RETAIN THIS SHEET FOR YOUR RECORDS*