

# Northwood High School

## Internship Application



### **Internship Program**

Nadine Hecht, Internship Coordinator  
Room F119  
301-649-8088  
Nadine\_hecht@mcpsmd.org

# Northwood High School Internship Parent Permission Letter

Dear Mrs. Hecht,

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 month of March** in order for my child to be able to participate.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

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## **Northwood High School Internship Student Responsibilities**

The Internship Program at Northwood 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. Interns work during the school day in a strongly mentored, paid or non-paid position and attend regularly scheduled seminars. The intern chooses the career cluster of their interest and is responsible for interviewing and securing their own job. Support from the Internship Coordinator is available.

1. Must attend and participate in a weekly seminar. No personal activities should be scheduled during Seminar, i.e. driver's education, doctor's appointments, college visits, etc.
2. Submit a weekly journal reflection, and time sheet.
3. Complete a student work permit if between the ages of 14-17. Go online to <https://www.dllr.state.md.us/childworkpermit>
4. Must complete 75 recorded work hours for each .5 course credit
  - a. 3 internship periods = 225 hours per semester in order to pass (avg 12 hrs/wk)
  - b. 2 internship periods = 150 hours per semester in order to pass (avg 8 hrs/wk)
5. Arrange your own transportation to and from work.
6. Students must sign out and leave school within 5 minutes after their last period.
7. Must complete a project at the end of each semester.
8. Cannot have financial obligation to any MCPS school.
9. Exhibit a professional work ethic.

Nadine Hecht, Internship Coordinator  
301-649-8088  
Nadine\_hecht@mcpsmd.org

## **Northwood High School Internship Student Requirements**

1. Submit a complete application including resume, cover letter, essay, two faculty recommendations, counselor recommendation and signed Student/Parent Contract.
2. Conduct your own job search including scheduling interviews, follow-up and ultimately securing a job by August 10, 2019.
3. Provide documentation of your job by August 10, 2019 via email to the Internship Coordinator, Mrs. Hecht. This can be a signed letter from your supervisor indicating your employment and should include:
  - Business name
  - Business address
  - Business phone number
  - Name of your supervisor
  - Supervisor's email address
  - Signature of your supervisor

Email to : [Nadine\\_hecht@mcpsmd.org](mailto:Nadine_hecht@mcpsmd.org)

4. If the expectation of finding a job before school begins is not met, a conference will be scheduled with parent, student and coordinator to work with you on how to document progress of job search through a log. If job placement is not secured, you will be placed in alternate classes instead of internship.
5. Student is academically eligible with a 2.0 GPA.

**Northwood High School**  
**Student Application – DUE BY WEDNESDAY, DECEMBER 19, 2018**

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Age \_\_\_\_\_ M / F

Student E-mail address  
\_\_\_\_\_

Full Name of Parent(s) \_\_\_\_\_ Phone \_\_\_\_\_  
Or Guardian(s) (Last) (First) (Work/Cell)  
\_\_\_\_\_ Phone \_\_\_\_\_  
(Last) (First) (Work/Cell)

Possible number of periods scheduled for internship: \_\_\_\_\_ single \_\_\_\_\_ Double  
\_\_\_\_\_ Triple

In what career area are you most interested ? \_\_\_\_\_  
\_\_\_\_\_

Where would you like to intern (if you know)? \_\_\_\_\_  
\_\_\_\_\_

**Experience:** Describe any paid jobs, volunteer experience, or community service in  
which you have participated. \_\_\_\_\_  
\_\_\_\_\_

**After-School Obligations** \_\_\_\_\_

**\*\* Essay: On a separate sheet of paper, type an essay indicating why you are interested in becoming an intern.**

**Transportation:** *If you are selected to be an intern, 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: \_\_\_\_\_

Resumes should be **typed** in Times New Roman or Arial  
Font Size 12

**Name**  
**Address**  
**Home Phone**  
**Email Address**

Objective ~ (**CHOOSE ONE** and complete the statement)

- To understand....
- To gain experience in....
- To make a contribution to....

Qualifications ~

- List classes that contribute to your goals....
- Experience with....
- Human Relations Skills....

Work History ~

- 9/13 – present(most recent jobs first): Sales representative, Name of company, serve customers, help create displays, inventory
- List jobs held before that, dates first, positions, duties
- So on....

Education ~

- I have attended Northwood High School since August of 2015.
- After graduating this June, I plan to attend University of Maryland, College Park
- G.P.A (Grade Point Average) 3.0 (list only if 2.0 or better)

Interest and Activities

- Member of SGA/NHS/other honor organizations
- Member of (Indicate) Club/Sport/Music group
- Religious Youth Group
- Volunteer for.....

Computer skills ~

- List whatever classes, applications, skills you can offer

References ~

- Mrs. Nadine Hecht, Internship Coordinator, Northwood High School, 301-649-8088
- List 2 additional references, non-family adults, teachers, religious leader....try to list a reference that has something to do with your area of interest, if possible

**EXAMPLE!**

## Student – Cover Letter (Example)

March 16, 2019

American Film Institute  
8633 Colesville Road  
Silver Spring, MD 20910

Dear Sir or Madam,

Currently, I am a rising senior at Northwood High School and wish to obtain an internship position. For the past three school years, I have been actively involved in various clubs and honor organizations such as National Honor Society, National Quill and Scroll Society, Students Against Destructive Decisions, and literary magazine. In addition, I am the section editor and the future editor-in-chief of the school newspaper. Also, I am a part of the Ulysses Senior Project Experience where I will complete an independent project on film during my senior year. Today, I am the audience for films, but tomorrow, I want to be the person behind the films.

Ever since my childhood, I have had a strong interest in both film and television. My fascination with film was sparked by my daily viewings of Walt Disney classics *Fantasia* and *Peter Pan*. My parents would say I spent most of my childhood learning how to operate a DVD player so I routinely watched Disney classics. As I grew up and attended middle school, I was introduced to more sophisticated films through studying the World War II era. Since then, I have become a student of film who wishes to understand the deeper meaning and techniques of telling a story through that medium. The American Film Institute is the premiere organization in the US; my *premier* choice to further my education in this area.

I wish to pursue a career in the film industry and plan to attend the University of Texas' Radio-Television-Film school. This internship will aid me in accomplishing my future goals by opening the door for me into film industry. Not only do I have interest in the various film genres, but I am also interested in the history, business, and technical side of filmmaking. The internship will expose me to different aspects of the film industry and will give me a better understanding and help me narrow my focus on future pursuits.

I am excited about the prospect of interning with your organization. You can contact me at \_\_\_\_\_ or \_\_\_\_\_@mail.com. All decisions must be into Internship Director by August, 2019. Thank you in advance for your consideration.

Sincerely,

(Type your name here)

Enclosure: resume

**Northwood High School  
Internship Program Application – Counselor Recommendation 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** \_\_\_\_\_

**\*\*Please Attach transcript with attendance history\*\***

**Do you feel that this student will be a good representation of Northwood High School's reputation in the business community? (Yes \_\_\_\_\_ No \_\_\_\_\_)**

	Needs Help	Fair	Average	Good	Excellent
Relating to others					
Cooperativeness					
Expression of Ideas					
Dependability					
Initiative					
Scholarship (ability)					
Communication Skills					
Leadership Qualities					

Additional Comments:

\_\_\_\_\_

**Please return this form to Mrs. Nadine Hecht by FRIDAY, DECEMBER 14, 2018 via front office mailbox or delivered to room F-119.**

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date



## Student Internship 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 Student Internship Program. **Please return this form to Mrs. Hecht by FRIDAY, DECEMBER 14, 2018**

In what class or activities have you observed this student? \_\_\_\_\_

**PRINT TEACHER NAME:** \_\_\_\_\_

	Needs Help	Fair	Average	Good	Excellent
Relating to others					
Attendance					
Punctuality					
Cooperativeness					
Personal Appearance					
Expression of Ideas					
Quality of Work					
Reliability					
Scholarship (ability)					
Initiative					
Leadership Qualities					

Special Talents or strong points:

Areas in which student may need special assistance:

\_\_\_\_\_

Date

\_\_\_\_\_

Teacher Signature

Please Return to **Mrs. Hecht's Office Mailbox**

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Relating to others					
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Cooperativeness					
Personal Appearance					
Expression of Ideas					
Quality of Work					
Reliability					
Scholarship (ability)					
Initiative					
Leadership Qualities					

Special Talents or strong points:

Areas in which student may need special assistance:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

Please Return to **Mrs. Hecht's Office Mailbox**

Northwood High School  
Internship Application Packet  
Checklist

\*\*\*All materials, with the exception of the counselor and faculty recommendations MUST be attached prior to handing in your Application Packet

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

<u>Name of Document</u>	<u>Completion</u>
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Internship Parent Permission

Internship Application

- Student Essay

- Resume

- Cover Letter

Counselor Name \_\_\_\_\_ Form submitted

Faculty Recommendation Form

(Staff's Name- \_\_\_\_\_)

Faculty Recommendation Form

(Staff's Name- \_\_\_\_\_)

Internship Coordinator \_\_\_\_\_ Approved

Internship Coordinator \_\_\_\_\_ NOT Approved, Drop Course



## Northwood High School Internship Program

# Student/Parent CONTRACT

*This contract MUST be signed by both student candidate and parent/guardian PRIOR to being accepted into the internship program. Please upload the SIGNED document onto your internship application.*

1. Each student in the program must complete the required number of internship hours each week based on the number of periods released and the number of school days each week in order to earn credit.

*If a student is absent from the seminar or internship, please see Mrs. Nadine Hecht (Internship Office) to make certain that the absence is excused and discuss how the absence will be made up.*

### REQUIRED HOURS AT INTERNSHIP SITES

# of School Days in Week	Three Release Periods (5, 6, 7)	Two Release Periods (6 & 7)	One Release Period (7)
5	12	8	4
4	10	6	4
3	6	4	3
2	4	3	2
1	2	2	1

2. **Students must sign out each day** at the attendance office.
3. Students must complete all of the following paperwork BEFORE beginning the internship
  - Student/Parent Contract (Part of Application packet)
  - Memorandum of Understanding
  - Internship Program Agreement
  - Emergency Accident Form

- Internship Learning Contract

4. Seminars are mandatory and students must arrive on time. There will be a tardy sign-in sheet for students who arrive late. Attendance is part of the intern evaluation.
5. Students will be required to complete the Intern's Weekly Timesheet & Reflection, seminars, and other assignments. All of these activities, in addition to the sponsor's assessment will be part of the evaluation process.
6. Internship information will be posted on google classroom. It is the responsibility of the intern to check this area regularly, as well as e-mail for announcements and other information.
7. On-site visits by Mrs. Hecht are unannounced. If a student is not on site as expected without sound cause, or fails the on-site evaluation, he/she will be subject to consequences which may include, but may not be limited to, the following: detention, additional projects/assignments, parent/guardian conference, suspension or removal from the internship program.
8. Each student must meet the expectations of the internship program and follow directions of his/her sponsor. If a student has a concern about the tasks assigned, or the relationship with the sponsor, he/she must see Mrs. Hecht.
9. Each student in the internship program is responsible for his/her own transportation and must leave the school campus within five minutes of the end of the last scheduled instructional period unless he/she has a dated and signed pass from a Northwood High staff member indicating permission to be on school grounds beyond that time. Students are allowed to return to school if they are involved in a school-sponsored activity, but not **before 2:30 or the time designated for the activity.**

**I have read and accepted the rules and procedures as indicated in the Northwood High School Internship Program Contract. I give my permission to have my son/daughter participate in the Internship Program during the Fall/Spring Semester of the 2019-2020 academic year. I understand that it is my student's responsibility to provide his/her own transportation.**

\_\_\_\_\_  
*Student Name (Print)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Name (Print)*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*