

Northwest High School Internship Application



Justin Ostry, Internship Coordinator
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Student Name: _____ ID# _____

Name of Document: _____ Completed

All documents can be returned via email (using Kami to sign/complete)

Internship Parent Permission **Form**

Counselor **Letter**

Faculty **Letter**

Resume

Cover Letter

Student/Parent Contract **Form**

Internship Site Contact Information

Emergency Contact Information **Forms**

Join Internship in Google Classroom code: (vgwpk4e)

Essay

(Why are you interested in the Internship Program (no more than 1 page))

There are three forms that need to be signed

There are two letters I need from a teacher & your counselor

I need you to provide me with your resume & cover letter

One essay for you to write

You must join Google Classroom

Northwest High School Internship Student Responsibilities

The Internship Program at Northwest 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 mentored, paid, or non-paid position; and they attend regularly scheduled seminars. The interns choose an internship in their area of interest and are responsible for interviewing and securing their own internship. Support from the Internship Coordinator is available.

1. Must attend and participate in a bi-weekly seminar (two times a week, every other week).
2. Submit a bi-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 (15 hours/week)
 - b. 2 internship periods = 150 hours per semester (10 hours/week)
 - c. 1 internship period = 75 hours per semester (5 hours/week)
5. Arrange transportation to and from work.
6. Students must sign out and leave school within 5 minutes following their last period.
7. Cannot have any MCPS financial obligation.
8. Exhibit a professional work ethic and represent the values of Northwest High School.

Northwest High School Internship Student Requirements

1. Submit a complete application including essay, resume, cover letter, one faculty recommendation, counselor recommendation and signed Student/Parent Contract.
2. **Essay** – Why are you interested in the Internship Program (no more than 1 page single spaced)
3. Conduct your own job search including scheduling interviews, follow-up and ultimately securing a job by June 10, 2021.
4. Provide documentation of your job site by June 10, 2021 and include this completed packet to Mr. Ostry.
5. If a job is not secured by June 10, 2021, students will be placed in a full day schedule. (exceptions may be granted)
6. Students are academically eligible with a 2.5 GPA. (please discuss with Mr. Ostry if you do not have a 2.5 GPA)

Job Site Requirements

- Work permits may be required for interns under 18 years old.
- Some sites require interns to be American citizens and/or over 18 years old.
- The intern must always be supervised by an adult.
- The site must have at least two adult employees.
- The site cannot be 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, or work in or around motor vehicles or with heavy equipment.
- Internships may NOT be primarily clerical type duties.
- Students MAY work in the same company as a relative, just not evaluated and supervised by them; for more details, please discuss with Mr. Ostry.

Northwest High School Internship Parent Permission Form

Dear Mr. Ostry,

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 him/her if they decide to pursue the program.

I understand that my son/daughter will be on an abbreviated schedule and leaving the school (or home) each day early or working virtually from home. I understand that my son/daughter must provide his/her own transportation to the internship site and must leave school (or home) each day during the scheduled internship time.

I further understand that while on the internship site, my son/daughter must consistently conduct him/herself in a professional manner. If my son/daughter fails to follow the program's guidelines (consistently tardy or absent from the site, absent or tardy from seminar, violates site sponsor's policies) the Internship Coordinator, in consultation with the Principal, has the right to remove your son/daughter from his/her workplace and/or terminate the student from the internship program.

In addition, I understand the grading policies and procedures of the program.

- Internship Seminar – attendance & engagement every week – 90 points
- Internship Hours – 25 points
- Internship Out of Class/Seminar Assignments – (reflections, articles, presentations) 90 points
- In Class/Seminar Assignments – (warm-ups, exit cards, discussion points) 90 points
- Site Sponsor Evaluation – 25 points
- Quarter Project – 25 points

Total Points = 250 for each Quarter

Parent Signature

Date

Student Signature

Date

**Northwest High School
Internship Program Application – Counselor Letter
(To be completed by your counselor)**

Student Name _____ **I.D. #** _____

Counselor's Name _____ **Date** _____

Qualifications: Semester 1 Grade Point Average _____

Was this student absent excessively the previous semester (YES ___ NO ___)

Do you feel this student will be able to meet the criteria to participate in the internship program? (Yes _____ No _____)

Would this student be a good representation of Northwest High School's reputation in the business community? (Yes _____ No _____)

Comments:

Please return this form to Mr. Ostry in room 306 within 5 days from receiving this from the student (or by June 10, 2021).

Counselor Signature _____

Date _____

Student Internship
Faculty Recommendation **Letter**

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 Mr. Ostry in room 306 (or via email) within 5 days from receiving this from the student (or by June 10, 2021).

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					
Problem Solver					
Reliability					
Scholarship (ability)					
Initiative					
Leadership Qualities					

Comments:

Special Talents or strong points:

Areas in which student may need special assistance:

_____ Date

_____ Teacher Signature

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 Northwest 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 ~

- Mr. Justin Ostry, Internship Coordinator, Northwest High School, Justin_Ostry@mcpsmd.org
- 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)

Date, 2021

American Film Institute (**Business address you are applying to**)
8633 Colesville Road
Silver Spring, MD 20910

Dear _____ (name of supervisor/person you are applying to),

Currently, I am a rising senior at Northwest 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.

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 June 2021. Thank you in advance for your consideration.

Sincerely,

(Type your name here)

Enclosure: resume



Northwest High School Internship Program

Student/Parent **CONTRACT** Form

*This contract **MUST** be signed by both student candidate and parent/guardian **PRIOR** to being accepted into the internship program.*

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 to earn credit.

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

2. Students must complete all the following in the Application Packet **BEFORE** beginning their internship:
 - Internship Parent Permission (**part of this packet**)
 - Student/Parent Contract (**part of this packet**)
 - Student, Parent, and Work Site Contact Information (via Google Forms)
 - Transportation Form (if not a Virtual Internship – will be given as needed)
 - Internship Program Agreement (**part of this packet**)
 - Emergency Contact Form (**part of this packet**)
3. Seminars are mandatory and students must arrive on time. Attendance and engagement during seminar are graded. There will be 1 seminar a week will in virtual school; once/if school returns to in-person seminar may change to twice every other week (or a similar schedule depending on the defined school schedule).
4. Students will be required to complete the Intern's Weekly Timesheet, Reflections, or other assignments each week. All these activities, in addition to the sponsor's assessment will be part of the evaluation and grading process.

5. On-site visits by Mr. Ostry *may* be 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.
6. Students must meet the expectations of the internship program, and follow directions of their sponsor. If students have a concern about the tasks assigned, or the relationship with the sponsor, they must consult with Mr. Ostry.
7. Students in the internship program are responsible for their own transportation and must leave the school campus (or their home). Students can return to school if they are involved in a school-sponsored activity, but not **before 2:30 or the time designated for the activity. Exceptions may be made for school events – such as pep rally, teacher review, or other necessary events.**

I have read and accepted the rules and procedures as indicated in the Northwest 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 2021-2022 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

EMERGENCY ACCIDENT FORM

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Person to contact in case of emergency:

Name: _____

Phone: _____ Relationship: _____

Name: _____

Phone: _____ Relationship: _____

Family Doctor: _____ Phone: _____

Hospital Preference: _____

Are you allergic to any medications? YES NO If so, please list: N/A

Do you have other allergies? YES NO If so, please list: N/A

Name of High School: Northwest High School Phone: 301-601-4660

MCPS Internship Coordinator copy

EMERGENCY ACCIDENT FORM

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Person to contact in case of emergency:

Name: _____

Phone: _____ Relationship: _____

Name: _____

Phone: _____ Relationship: _____

Family Doctor: _____ Phone: _____

Hospital Preference: _____

Are you allergic to any medications? YES NO If so, please list: N/A

Do you have other allergies? YES NO If so, please list: N/A

Name of High School: Northwest High School Phone: 301-601-4660

Site Mentor copy

