

February 2024

Dear Prospective Highlander Internship Program Sponsor:

McLean High School is thrilled to continue the tradition of the Highlander Internship Program (HIP) for graduating seniors this year. The program lets eligible seniors intern in local businesses, schools, and community service organizations. These internships will benefit selected students in numerous ways. It will help them explore a possible area of interest for college and will provide a tangible experience by putting academic interests in action in non-academic settings. It may also provide an opportunity for students to give time and effort to service organizations that need both.

HIP will begin Monday, May 13, 2024 and run through Friday, May 24, 2024. The program requires the students to be at the internship site for all ten days (70-80 contact hours). The only exception will be if a student is taking an AP test(s) which they need to clear with you.

Eligible seniors will be selected based on grades, attendance, behavior, and a written application.

Each Highlander Internship Program student will make a presentation at McLean High School after completing the internship. As part of the application process, the student will identify an area of interest to investigate during the internship. Please feel free to discuss this area of interest as a way to structure the time the student spends with your organization.

Please contact Monica Charles-Williams, Assistant Principal ([mlcharleswil@fcps.edu](mailto:mlcharleswil@fcps.edu)) at 703-714-5700, or Mary Barnes, College and Career Specialist ([mkbarnes@fcps.edu](mailto:mkbarnes@fcps.edu)) at 703-714-5755, if you have any questions about the program.

Sincerely,

Monica Charles-Williams  
Assistant Principal