

Highlander Internship Program (H.I.P.) 2024 Application Packet



Your Name: _____

Student ID Number: _____

NOTE: Please type or print clearly your responses to page 1 of the application (Proposal).

All application packets should be turned in to the Main Office no earlier than Monday, April 15, 2024 and no later than end of school Monday, April 22, 2024.

Week of May 13th:

Are you planning to take any AP tests during this week? _____

If yes, what test(s) on what date and time? _____

NOTE: You will need to take the test as scheduled or miss time from your internship. Please make sure you make your sponsor aware prior to finalizing your internship. HIP is NOT a reason to take a late AP test.

Parent/Custodian Signatures

I have read my child's Highlander Internship Program proposal, I have spoken to my child's internship sponsor, and I agree to this proposal.

I understand that my child's grades will be calculated with all assignments completed as of May 10, 2024. The only exceptions are outlined in the overview form which can be found on the MHS website.

Parent/Custodian Name

(Printed): _____

Parent/Custodian

Signature: _____

Student

Signature: _____

Presentation Information

All H.I.P. seniors must participate in a presentation fair on **May 31, 2024** following the completion of the internship. Specific details regarding the time and location will be determined once the final number of program participants is determined. In the meantime, please reserve the entire school day. Presentation guidelines are outlined below:

- Each participant must create a Tri-fold board with pictures from the internship experience - Photos required of place of employment and with your direct supervisor - Photos should give us a glimpse into a typical day of your internship
- Questions your trifold board presentation should answer:
 - What did you learn about this company/organization?
 - What did you learn about this career path?
 - What did you learn about yourself?

McLean High School: Highlander Internship Program

5/13/24 - 5/24/24

Sponsor Commitment Form

Student Name: _____

Sponsor Name: _____

Sponsor Business Name: _____

Business Address _____

Sponsor Email: _____

Sponsor Telephone: _____

To be completed by your prospective sponsor:

1. Briefly describe the nature of your organization.

2. Briefly describe the role and responsibilities of this intern during the internship period.

3. Please indicate specific hours this intern will be working for you during the internship. Please note, your intern may be committed to taking an AP test(s) during the week of May 13th. If so, please indicate your awareness here.

4. Please indicate where this intern will be working.

Sponsor Signature/Title





Highlander Internship Program - 2024 Teacher Signatures

This form should not be filled out prior to Monday April 15th

Teachers: This student is applying to be part of the 2024 Highlander Internship Program (H.I.P.). In order to be accepted for the program, the student needs to have a cumulative C average at the end of the third quarter for your class. Please sign this document if the student has a cumulative C average in your class. If you have any questions about the program, please speak with Ms. Monica Charles-Williams, Assistant Principal.

Name (Given): _____ **Student ID:** _____

Period	Class	Letter Grade Average	Teacher Name	Signature	Date of Teacher Signature
1					
2					
3					
4					
5					
6					
7					

