**Highlander Internship Program (HIP) Application Packet**



**Student Name:**

**Student ID:**

**Please type your responses to page 1 of the application (Proposal). This document is posted on the McLean HS website (Student Life - Senior Events). *All application packets should be turned in to the Main Office no earlier than Wednesday, March 27 and no later than Monday, April 1.***

**Highlander Internship Program Proposal**

**Name:**

**Name of Internship Sponsor:**

**Name of Organization:**

**Sponsor Address:**

**Sponsor Phone Number:**

**Sponsor Email:**

1) Briefly describe what your internship sponsor’s business or organization does.

2) Describe what you will be doing each day. What will be your responsibilities?

3) Why did you choose this internship? What interests you about the organization and the work it does?

4) Is the sponsor listed above your direct supervisor? If not, please provide the name, email, and phone number of your direct supervisor.

5) How will you get to your internship each day? How long do you estimate it will take you to commute?

6) What is the dress code at your internship?

**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 Friday, May 17, 2019. The only exceptions are outlined in the overview form which can be found on the MHS website.

I understand that failure to complete the presentation on Thursday, May 30, 2019 will prevent my child from participating in senior activities on Thursday, May 30 and Friday, May 31, 2019.

**Parent Name**

**(Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Information**

All HIP seniors must participate in a presentation fair on Thursday, May 30, 2019 from 8:00 am - 9:30 am (the times may change slightly due to Convocation) following the completion of the internship. Specific details regarding the location will be determined once the final number of program participants is determined. Presentation guidelines are outlined below:

* Each participant must create a tri-fold board with pictures from the internship experience
  + Photos required of place and of employment and with your direct supervisor
  + Photos should give us a glimpse into a typical day of your internship
* Questions your tri-fold 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?
* Failure to meet presentation requirements will result in you not being able to participate in senior activities on Thursday, May 30 and Friday, May 31, 2019.

**McLean High School: Highlander Internship Program**

**Monday, 5/20 - Friday, 5/24**

**Sponsor Commitment Form**

**Student:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Business Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Business Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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.

4) Please indicate where this intern will be working.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature/Title

**Highlander Internship Program - 2019**

**Teacher Signatures**

***This form should not be filled out prior to Monday, March 25.***

**Teachers:** This student is applying to be part of the 2019 Highlander Internship Program (HIP). In order to be accepted into the program, the student needs to have a cumulative C average by Monday, March 25 (please use semester grade along with their current progress in third quarter to make a determination). 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 Sean Rolon, Assistant Principal.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Period** | **Class** | **Letter Grade/ Average** | **Teacher Name** | **Teacher’s Signature** | **Date of Teacher Signature** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |