Highlander Internship Program (HIP)

May 16 - May 20
What is HIP?

- Created at the request of the Class of 2017
- Opportunity to explore a possible area of interest in college and provide experience that will be beneficial in the future
- Monday, May 16 - Friday, May 20
  - 5 day internship
  - 35-40 hours
- Student grades will be calculated as of work turned in by Friday, May 13, 2022.
  - Exceptions include Performing Arts rehearsals, dual enrollment courses, online courses, SOL requirements
  - Students will be exempt from final exams given during the final exam window for seniors
  - Teachers may not have graded work turned in prior to HIP start date
Eligible Students

1) A 3.0 cumulative GPA at the 7th semester. Students must have a C or higher as a cumulative grade in each class at the end of the third quarter.

2) No more than six absences during the second semester until the internship starts, **excluding school-related activities** and two days allotted for college visits.

3) Teacher signatures, counselor signature, and Mr. Rolon’s signature are required to show that student is in good standing regarding attendance, discipline, and grades.

4) Completion of the HIP Application Packet (available soon); can be turned in starting Wednesday, April 13, 2022, Absolutely **due no later than Friday, April 22, 2022.**
Application

All paperwork will be found on the McLean HS website under Student Life & Activities - Senior Events.

https://mcleanhs.fcps.edu/

1) Internship proposal
2) Parent/Student signatures
3) Sponsor commitment form
4) Teacher signatures
Presentation

Date: Thursday, May 26, 2022

Time: 8:00-9:00 (time may change slightly as Convocation is the same day)

Each person will be assigned a space to present.

Students will be required to obtain signatures from a certain number of students and faculty members.

Must turn in Internship Summary with a signature from a supervisor on the day of the Presentation Fair.
How do I find an acceptable internship?

1. Think about what you want to get out of your 5 days. What fields are you interested in?
2. Talk to friends/family about your interests to brainstorm organizations. Maybe you have a contact who works in an interesting field.
3. Research online, email or call prospective organizations.
4. There will be a list on the Seniors Schoology Page (stay tuned!)
5. Stuck? See Ms. Laura Venos in the Career Center
Dear Mr. Cook,

I am a senior at McLean High School and received your contact information through the MHS Alumni Network on LinkedIn. Thank you for your demonstrated interest in giving back to the MHS community. I am very impressed with your background and the success of Apple and plan to pursue a career in technology in the future.

This spring, I have the opportunity to participate in a week-long internship to both gain professional experience in my chosen field and also contribute my skills and knowledge to a meaningful project. I am writing today to request an internship to shadow you at Apple for May 16-20. If this is of interest, I would be happy to share further details and learn about how I can make an impact this spring.

My goal is to secure this internship by April 1. Thank you for your time and consideration. I look forward to hearing back at your earliest convenience.

Sincerely,

Jane Highlander
How NOT to ask…

Hi Tim,

Hope ur having a good day. My school has an internship program this spring, which gets me out of finals. I’d love to intern with you. Is this something we could discuss?

Jane

Sent from my iPhone
What will not be accepted?

- Current place of employment
- Immediate family as supervisor
What is the timeline?

- All applications due no later than Friday, April 22 in the Main Office
- HIP Committee members will divide and review application packets
- Approved participants will be notified by Wednesday, May 4
- HIP Information Meeting for approved participants (mandatory): Friday, May 6 during Highlander Time
- Internship dates: Monday, May 16 - Friday, May 20
- Presentation: Thursday, May 26

Questions?

Contact Mr. Rolon or Ms. Venos