

Highlander Internship Program (HIP)

May 6, 2022





Friday, May 13 - Last Day of School

- All grades are final on May 13 - NO EXCEPTIONS
- Be sure to turn in all assignments before leaving that day
- Pay all of your obligations (you've been receiving emails at your @fcpsschools.net account if you owe an obligation from a previous school year).



Preparing for your internship

- Research your company.
- Ask your sponsor any questions you have in advance via email.
- **In person?**
 - Check your route, ask about parking, know how long it will take you to get to your internship and prepare to leave early.
- **Virtual?**
 - Make sure you understand your schedule, responsibilities, and check your links in advance.



During your internship

- Be on time and dressed appropriately
- Ask questions
- Use lunchtime to get to know people
- Stay positive
- Check in at the end of the day - don't just disappear
- Feel free to contact the school for advice/suggestions
- What to bring - snack, lunch/money, laptop, charger, notebook, pen, supervisor's contact info
- Stay off phone/social media unless it's a part of your role
- Be yourself - have fun!

[List from this article](#)



Thursday, May 26 - HIP Presentations

- Check-in by Door 9
- Go to your assigned spot in the cafeteria.
- During the fair (8:00-9:00 am) please remain near your assigned location.
- Please have a minimum of four people sign-off after speaking with you about your internship.
- At least one of the four signatures must be from a staff member.
- When you have time please complete the survey so we can evaluate the HIP program for next year.

Presentation Requirements



Driving Question: How can you, as a representative of your internship site, create a resource that highlights your career cluster exploration and promotes the Highlander Internship Program to underclassmen?

Need to Know:

- You can use the resources you created during your time working at your internship site
- Resource formats can include but are not limited to the following:
 - Short video (including music videos, narration of events, etc.)
 - Podcast
 - Trifold board
 - Electronic presentation
 - Website
 - Infographic
 - Social Media page(s) related to internship activities
 - Brochure/flyer
- If a digital presentation, students should use a QR code or something similar to share with the audience
- Presentations should be between three and five minutes in length. However, if you feel you need a longer or shorter presentation to capture your experience, feel free to do so.



Senior Laptop Return

- For HIP participants, plan to return laptop and charger on Friday, 5/13.
- If missing laptop, \$481, charger \$23 - payable on MySchoolBucks
- Opportunities to turn in laptop following week, but any senior who still has not turned in their laptop by COB Friday, 5/20 will be added to the obligations list and will have to turn in device/charger or pay in order to receive graduation tickets.



Upcoming Dates/Events

- May 13 - Last day of school for seniors in HIP
- May 20 - Last day of school for all seniors
- May 20 - Obligations email to all seniors who owe obligations (to your @fcpschools.net account)
- May 23 - Graduation practice - 8:30 am
- May 25 - Graduation practice - 8:30 am
- May 26 - HIP Presentations and Convocation
- May 27 - Senior Trip - be at McLean no later than 7:30 am
- May 31 - Graduation practice - 8:30 am
- June 1 - Graduation!! Be at school no later than 12:30 pm
- June 1/2 - ANGP - McLean HS - 9:00 pm - 1:00 am