

# General Internship Information

What is an Internship?	Paid or unpaid work experience in a professional field during the student's school day.
Goals of the Internship:	Students gain experience in a field or career they are interested in, improve hard and soft skills, apply knowledge to real-world situations, network for future employment, and develop strong communication and time management skills.
How to apply?	Contact <a href="mailto:Michele_M_McMahon@mcpsmd.org">Michele_M_McMahon@mcpsmd.org</a> to become part of the Internship Canvas page and to learn more about internships. Sophomores & Juniors can apply during the spring registration
Considerations	Students must determine how many periods they can fit into their senior year schedule. Internships are completed in either: <ol style="list-style-type: none"> <li>1. One Period = 5 hours/week or 75 hours/semester</li> <li>2. Two Periods = 10 hours/week or 150 hours/semester</li> <li>3. Three Periods = 15 hours/week or 225 hours/semester</li> </ol> Students also provide their transportation.
Details	<ul style="list-style-type: none"> <li>• Students begin their internship at the beginning of the school year and work through May.</li> <li>• Students complete weekly timesheets signed by their supervisor</li> <li>• Students complete weekly reflections that are graded</li> <li>• Students participate in mandatory seminars and complete required seminar assignments</li> <li>• Students communicate regularly with the internship coordinator</li> <li>• Students are observed at the internship site once each semester.</li> <li>• Students may not have a parent or relative as their supervisor</li> <li>• Students may not intern in a private home</li> <li>• Some sites require work permits for interns under 18</li> <li>• <b>Advanced Level-weighted credit</b></li> </ul>
How to find an internship?	Students are expected to find their own internship. The internship coordinator will provide opportunities and leads, but the students will do all the necessary work to secure the internship. Students must create a resume and cover letter as they apply to internships. The internship coordinator must approve all internships.
Questions?	Contact: <a href="mailto:Michele_M_McMahon@mcpsmd.org">Michele_M_McMahon@mcpsmd.org</a>
Documents	<a href="#">Intern Expo Slides 2025 - 2026</a> <a href="#">Internship Interest Form 2025 - 2026</a>
In-School Opportunities	DNA Lab - Dr. Carlos Offutt Adapted PE - Mr. McMahon Athletic Director - Mr. Lightsey Athletic Training - Ms. Allen