

Anne Arundel County Public Schools Internship Opportunity Form

- ❖ The *Internship Opportunity Request Form* is completed and returned to the Internship Facilitator three weeks prior to the planned internship start date
- ❖ The internship is reviewed and approved by the Internship office
- ❖ The internship business site is approved by an Internship Facilitator

Student Name: _____

Potential Business/Organization Name: _____

Address: _____

City: _____ Zip Code: _____

Business/Organization Contact Person's Name: _____

Email: _____ Phone: _____

Is this the person who will be serving as the internship mentor? _____

If no, please indicate the name and contact information of the person who will be serving as the mentor.

Mentor's Name: _____

Email: _____ Phone: _____

EACH INTERNSHIP MUST BE 135 HOURS and meet the following criteria:

- ❖ **Qualified mentor (A student's parent or close relative may not serve as the student's mentor)**
- ❖ **Duties are Magnet/Signature program-focused in nature and encompass the required 135 hours**
- ❖ **A product or service is being provided by the mentor and also is being produced by the student**
- ❖ **Authentic, immersive Magnet/Signature program experience providing an opportunity for the student to be a career professional in training**
- ❖ **Intern is learning one or more new skills or advancing one or more current skills to higher levels.**

Opportunity Title: _____

Opportunity Description:

Skills Required:

Opportunity Location:

Opportunity Type:

Traditional Internship Options:

- One 135-hour summer internship
- One 135-hour fall internship

Paid/Un-Paid Position:

- Paid
- Un-Paid

Approximate Hours Per Week:

Number of Interns Needed:

Applications Date:

Open: Close:

Employment Dates:

Start: Finish:

Internship Focus Area:

- | | | |
|---|---|--|
| <input type="checkbox"/> Business | <input type="checkbox"/> Communication/Media | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Earth/Space Science | <input type="checkbox"/> Economics |
| <input type="checkbox"/> Education/Higher Education | <input type="checkbox"/> Engineering | <input type="checkbox"/> Entrepreneurship |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Government/Public Policy | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Homeland Security | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> International Studies | <input type="checkbox"/> Law/Public Service |
| <input type="checkbox"/> Life Science | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Physical Science | <input type="checkbox"/> Political Science | <input type="checkbox"/> Science Research |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Tourism | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> World Language | |

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Approvals: (Signature required)

Parent: _____ **Student:** _____ **Date:** _____

Internship Office: _____ **Date:** _____