Internship Site Guidelines

As students search for appropriate sites keep the following in mind:

1. Work permits are required for students under the age of 18 years if the internship is paid.
2. Interns must be supervised by a responsible adult while working.
3. The site must have at least 2 full time adult employees.
4. Interns may not be in a business located in a private home.
5. Students may not intern for parents or immediate family.
6. Site must be a safe environment to work. Samples of what students may **not** do:

**May Not -** Routinely drive on the job

**May Not -** Open or close business without adult supervision

**May Not -** Transport money, such as bank deposits

**May Not -** Do work requiring continuous manual lifting

**May Not -** Work in or around motor vehicles or with heavy equipment

**To satisfy MCPS requirements and receive credit for an internship, the student must complete a minimum number of hours per semester at the internship site and seminars (*225 hours per semester if registered for a triple period, 150 hours per semester if registered for a double period, and 75 hours if registered for a single period)*. To receive credit, only time spent on the site is considered—time spent commuting to and from the site is not counted.**