

APPLICATION PACKET



Gifted and Talented Intern-Mentor program

Ms. Julia Bakhru, G/T Resource Teacher
Oakland Mills High School
9410 Kilimanjaro Rd
Columbia, MD 20145
(ofc) 410-313-6949 (email) Julia_Bakhru@hcpss.org

Dear Student:

Thank you for your interest in the GT Intern-Mentor Program. By picking up this application, you are already distinguishing yourself with the opportunity for college-level research. If you have the commitment to complete a task, an above average ability in your interest area, and creativity, you can excel in the GT Program!

The purpose of this course is to provide students with a real world interaction not possible from the classroom. While on-site, students are asked to demonstrate initiative, task commitment, above-average ability, and creativity. Mentors can trust that these students are resourceful and independent, capable of completing tasks, and eager to engage in hands-on experience as much as possible.

While ultimately **it is my role to arrange your internship**, it is imperative that you and your parents involve yourselves in the mentor search. Talk to your neighbors, family, friends, and any appropriate connection that could possibly lead you to a fabulous mentor experience. Please list these potential contacts on your application. **I will call the potential mentor and get the placement arrangements started.** You should not “cold call” potential mentors, but **you should list places that interest you on your application**, even if you don’t have a connection at that location. You must remember that the search process does not often lead to immediate results. Finding an appropriate placement takes time and perseverance. We will talk during your interview about how I can specifically help by using my resources and experience to assist in finding a positive placement for you. Unless you find your own internship, you are expected to accept the internship that Ms. Bakhru locates.

I will use this application, teacher recommendations, your transcript, and an interview to accept students in this program. Please be certain that your application is complete and on time. **All applications are due in the GT Resource Office (Room 402) by Friday, February 2, 2018.** The application requires you to submit a resume; if you are unsure how to create a resume, visit the Purdue Online Writing Lab at <http://owl.english.purdue.edu/owl/resource/719/1/> for support. Teachers will submit the recommendation forms at their convenience. When you drop off your completed application, you must sign up for an interview with Ms. Bakhru during your lunch shift. Interviews take place in March. We will discuss your interests, possible placements, your questions, and motivation for requesting the internship. After I have met with all applicants, you will each receive a letter stating your acceptance or denial by early-April.

For the purposes of completing your course selection sheet for next year, you should include the Intern/Mentor program as one of your seven course selections. I will sign your schedule, but your ability to enroll is not confirmed until you have been accepted. Once students have been selected for the program, Student Services will be alerted, and will make the necessary schedule adjustments. Please note that this program meets during sixth period for the one credit option (requiring 5 hours of time at the internship site), and during fifth and sixth periods for the two credit option (requiring 10 hours). If you are unable to take the course during 6th period, we will need to discuss your ability to still meet the required internship hours during your own personal time after school. If you are able to make the commitment, you may take the course during a different period in the school day.

If you have questions about the program, please visit omhs.hcpss.org and click the link for “G/T Program.” Here you will find a presentation that describes the program.

Thank you for your interest in our school’s program. You are taking advantage of a wonderful opportunity. I am available in the GT Resource Room to answer questions or discuss concerns.

Sincerely,
Ms. Julia Bakhru
Gifted and Talented Resource Teacher
Julia_Bakhru@hcpss.org

PLEASE TEAR OFF AND KEEP THIS LETTER BEFORE SUBMITTING YOUR APPLICATION.

Gifted and Talented Intern-Mentor Program Application Oakland Mills High School

Ms. Julia Bakhru, G/T Resource Teacher
Oakland Mills High School
9410 Kilimanjaro Rd
Columbia, MD 21045
(ofc) 410-313-6949 (email) Julia_Bakhru@hcpss.org

To be fully aware of all program expectations, be certain you and your parent/guardian read all documents before signing and submitting this application. Please type or print neatly using blue or black ink.

APPLICATION DEADLINE: Friday, February 2, 2018

Step One: Application Information

Student: _____ Phone: _____

Address: _____ Email: _____
_____ Cell Phone: _____

Grade Level for this school year (Circle one): 9th 10th 11th

Credits Requested: One Credit/Period (5 hrs/wk) _____ Two Credits/Periods (10 hrs/wk) _____

Transportation: I will drive myself: (Circle one) Yes or No Have license? _____

Explain other arrangements if not driving yourself: _____

Current Student Schedule

(Please list course name and level, i.e., honors, G/T, AP)

Period One: _____ Teacher: _____ Rm: _____

Period Two: _____ Teacher: _____ Rm: _____

Period Three: _____ Teacher: _____ Rm: _____

Period Four A: _____ Teacher: _____ Rm: _____

Period Four B: _____ Teacher: _____ Rm: _____

Period Five: _____ Teacher: _____ Rm: _____

Period Six: _____ Teacher: _____ Rm: _____

Step Two: Field of Interest

Remember that participation in the Intern-Mentor Program is influenced by the availability of mentors. The number of qualified and willing professional mentors in each field of interest can vary greatly. **Identifying potential mentors for Ms. Bakhru may facilitate your placements.** Indicate your field of interest and be as specific as possible (for example, Education – Elementary). ***Do not contact mentors directly unless you have a personal relationship with the individual.**

Field of interest: _____
Alternative if no mentor can be secured in your first choice area: _____

Note: **Students are required to identify/suggest potential mentors or placement locations. You do not need to know a contact personally. The G/T Teacher will follow up with any contacts.** Please give as much information as possible. We will discuss this at your interview.

Name: _____ Name: _____

Title/Company: _____ Title/Company: _____

Address: _____ Address: _____

Phone: _____
Email: _____

Phone: _____
Email: _____

Step Three: Questions

DIRECTIONS: Think and respond carefully to the questions or statements below on a separate, typed page. Your answers should comprise several short paragraphs.

1. Why are you interested in this internship field? Be specific, and explain in detail.
2. What are your current ideas about what you wish to research? Be specific (i.e., don't say, "what it's like to be a pediatrician," or "children" but instead, "sleep disorders and their impact on children").
3. What skills and knowledge do you possess that provide background for an internship in your area of interest (i.e., experience, classes you've taken)? What specific strengths do you have to offer a mentor?
4. It is important to be realistic when considering your expectations of a mentor. What experiences do you expect your mentor to provide? What do you expect to do when you are with your mentor?
5. Please discuss this with your parents before answering – Are there geographic limits on where you may have an internship? Keep in mind that some professions are only practiced in certain settings (ie, College Park, Baltimore, etc). **Are there areas to which you cannot drive? List them. Be specific about transportation issues.**

Step Four: Documentation

Attach the following documents to this application:

- A **résumé** (a formal resume that I can share with potential mentors)
- Completed **Transcript Chart** (attached to this application packet)
- Completed **Release of Records** form (attached to this application packet) – give to me, not Student Services
 - * The Release of Records Form allows me to share application materials with potential mentors.

Add Intern/Mentor to your **Course Selection Sheet**.

Step Five: Recommendations

Give the two attached recommendations to teachers to complete. These should be teachers who can assess your skills in your area of internship interest. **They will then return them to Ms. Bakhru.** The teacher recommendations are confidential; therefore, you will not be permitted to see them once they are filled out and returned to Ms. Bakhru. List the teachers from whom you've requested recommendations, below.

I have given recommendation forms to _____ and _____.

Step Six: Signatures

Timely submission of this application is the responsibility of each applicant. Students submitting an incomplete application will not be considered for the program. **Final acceptance into the Gifted and Talented Intern/Mentor Program depends on a successful interview with the Gifted and Talented Resource Teacher** and successful location of an appropriate mentor. Signing below indicates that you have read the information above and that you are familiar with the expectations of this program. Submit completed application to Ms. Bakhru in the G/T Resource Room (402).

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Step Seven: Interview

When you submit this completed application to Ms. Bakhru in room 402, you should schedule an interview with her during your lunch period in the month of March. Sign up sheets are inside the classroom door.

Gifted and Talented Intern-Mentor Program Student Recommendation Form

Student: _____

Field of Interest: _____

Evaluator: _____ (Please print)

Please return this form to: **Ms. Julia Bakhru, G/T Resource Teacher**
 Oakland Mills High School
 9410 Kilimanjaro Rd
 Columbia, MD 21045
 (ofc) 410-313-6949 (email) Julia_Bakhru@hcpss.org

Students accepted in the G/T Intern-Mentor Program work under the professional guidance of mentors at their places of work. Working with a mentor, students identify a project idea for investigation and in-depth study. Mentors are expected to help students develop an advanced product or culminating activity for presentation to an appropriate audience. Please supply information about the above student in each of these areas:

	Excellent	Average	Poor	Don't Know
Ability to carry out in-depth independent work	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Commitment to tasks	_____	_____	_____	_____
Written Communication Skills	_____	_____	_____	_____
Time Management	_____	_____	_____	_____
Aptitude/Knowledge in the Field of Interest	_____	_____	_____	_____
Interpersonal skills	_____	_____	_____	_____
Maturity	_____	_____	_____	_____
Enthusiasm and sincerity	_____	_____	_____	_____
Academic Integrity	_____	_____	_____	_____

Additional Comments: _____

Overall: _____ Highly Recommend _____ Recommend _____ Recommend with Reservations

Signature: _____ Date: _____

Course(s) Taught: _____



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Field of Interest: _____

Evaluator: _____ (Please print)

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Additional Comments: _____

Overall: _____ Highly Recommend _____ Recommend _____ Recommend with Reservations

Signature: _____ Date: _____

Course(s) Taught: _____



Gifted and Talented Intern-Mentor Program

Ms. Julia Bakhru, G/T Resource Teacher
Oakland Mills High School

TRANSCRIPT CHART

I understand that Ms. Bakhru will be accessing the Howard County Public School System Data Management program, Synergy, to view my child's academic and attendance records. These records will be used to evaluate admission to the G/T Intern-Mentor program.

****Note – some internship locations require a copy of the student's academic transcript (i.e., Johns Hopkins APL, Johns Hopkins Hospital, NASA, etc.). Please complete the *Release of Records* form, attached, and submit it to Ms. Bakhru with your completed application. If your internship requires a copy of your grades, Ms. Bakhru will provide this form to the Registrar and retrieve an unofficial transcript for your mentor.**

Parent's Signature

Student's Signature

Student Printed Name: _____

Field of Interest: _____

The remainder of this form will be completed by Ms. Bakhru after examining your transcript.

Current Schedule:

Number of G/T and AP Courses the student is taking: _____

Student's grades/progress in those courses:

Cumulative GPA _____

Attendance:

Current year absences and/or tardies: _____

Grades and Courses from Previous Years:

Number of G/T and AP Courses the student has taken: _____

Number of cumulative "A's" in those courses: _____

Number of cumulative "C/D/E" grades in those courses: _____

Previous enrollment in IR or I/M: _____

Cumulative GPA _____

Notes – Grades/Enrollment in internship area of interest...



