**2020 Langley Leap Application Packet**

**Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Government Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: ALL pages of the application MUST be typed; only signatures should be written by hand.**

**Your Government teacher will post this document in Blackboard/Classroom for you type in all required information. If you take Online Government, Mr. Jackson will email this document to your FCPS Google email.**

**All typed completed application packets (pgs. 1-5) must be printed out and turned in no later than Friday, March 27th to your Government teacher.**

**If you take Government online, your completed packets (pgs. 1-5) are due to Leap Coordinator, Mr. Jackson no later than Friday March 27th.**

**\*Completed Grade Verification Sheets (pg. 6) will be submitted to your Government teacher by Friday, April 17. Online Gov students must submit grade verification sheets to Mr. Jackson by Friday, April 17.**

**\*\*For any/all online courses, in lieu of a signature, your online teacher must email Mr. Jackson (**[**rnjackson@fcps.edu**](mailto:rnjackson@fcps.edu)**) no later than Friday, April 17 to verify your online course grade is at least a cumulative C.**

**\*\*\*The Sponsor Communication Form and Leap Attendance Form (final 2 pages in the packet, pgs. 7-8) should be given to your sponsor and NOT attached to the completed packet you submit to your Government teacher on March 27th. The completed Leap Attendance Form is due Wednesday, May 27.**

**Langley Leap 2020 Details**

**Description of Program:** Eligible seniors will participate in a 5-day internship in local businesses, schools, and community service organizations in our area. This experience will benefit students in numerous ways: to help them explore a possible area of interest in college, to provide tangible experience putting academic interests in action in a

non-academic setting, and, ideally, to provide an opportunity to give time and effort to organizations that need both.

**Students are NOT allowed to intern with immediate family members and may NOT intern at any locations where they are currently employed.**

**Timing of Senior Experience:** May 18th – 22nd 2020. Students will spend 35 total hours at their internship.

**Selection of Students:** A senior is eligible for the Langley Leap Senior Internship Experience if they meet **ALL** the following criteria:

1. A 2.75 cumulative GPA at 7th semester (end of 1st semester senior year)

2. Students must have a C or higher as a cumulative grade in each current class (including online classes) at

the end of the third quarter, and must maintain this grade of C or higher through 4th quarter in each class until

Leap begins. At least one grade verification will be required to be/remain eligible to Leap.

3. No more than three (3) excused absences during the third quarter and no more than three (3) excused absences

during the fourth quarter until the internship starts, excluding school-related activities and two (2) days allotted

for college visits. **Any unexcused absences may disqualify a student from participating in Leap.**

4. Approval of all teachers and the senior class administrator that the student is in good standing – and maintains

good standing – regarding attendance, discipline, and grades throughout third and fourth quarter.

5. Completes Langley Leap Application Packet (pages 1-5) by the deadline Friday, March 27, 2020.

6. Attends Ethics Day Forum on Tuesday, March 17, 2020.

7. Pays / rectifies all existing obligations by Monday, May 11, 2020 (one week before Leap starts).

**Performing Arts Policy:** If you are enrolled in a choir, orchestra, band, or theatre course this year and plan to

participate in Langley Leap, note that all rehearsals and performances are mandatory. These include class period rehearsals, afterschool rehearsals and dress rehearsals as scheduled per class.

**AP/SOL Exam Policy:** If you must take a late/rescheduled AP exam or an SOL exam required for graduation during

the week of May 18, you will be required to miss your internship on this day and come to Langley to take the exam. Adjustments will be made in the required internship hours as necessary.

**Grading:** Students will complete classes by the time the internships start. A student’s final grade for each class will

be the determined by the grades achieved up to the start of the internship.

**Exam Exemption:** Seniors approved to take part in Langley Leap will be exempt from taking final exams (except online or dual-enrollment classes). **Any/All Online and/or Dual-Enrollment exams are still required and must be taken.**

**2020 Langley Leap Senior Internship Proposal**

**To be completed by student. All information and responses (aside from signatures) must be TYPED and submitted to student’s Government teacher no later than Friday, March 27, 2020.**

Your Name:

Name of Leap Internship Sponsor:

Name of Sponsor’s Organization/Business:

Sponsor’s Organization/Business Address:

Sponsor’s Organization/Business:

Sponsor Email:

1. Briefly describe what your internship sponsor’s organization / business does.

2. Describe what you will be doing during a typical day. What will be your responsibilities?

3. What is the dress code at your internship?

4. How will you get to your internship each day? How long do you estimate it will take you to commute?

5. Is the sponsor listed above your direct supervisor? If not, please provide the name, email address and telephone number of this direct supervisor to whom you will report each day.

6. Why did you choose this internship? What interests you about the organization and the work it does?

7. Given your answers to questions 1, 2, & 6, do a general news search about your personal areas of interest that relate to the work conducted at your internship site and write a **7-10 sentence thoughtful response in which you discuss your findings from at least three articles**. (Be sure to use signal phrases to identify the articles you found.)

***Leaping seniors are required to attend 35 hours total (avg 7 hrs/day) at their internship. Consistent and punctual attendance is essential for success on the job site and is equally important for Langley Leap. All mentees are expected to report to their internship ON TIME each day, stay for the agreed-upon duration of the work day, and are required to obtain mentor approval PRIOR TO any deviation from the mentorship schedule.***

***Seniors are aware that if they miss a full day at their internship (or significant amounts of time, including excessive or unacceptable tardiness) without a valid reason, their Leap experience will be voided and they will be required to return to Langley and must take their final exams.***

**I have read my child’s Langley Leap proposal, I have spoken to my child’s internship sponsor, and I agree to all aspects of this proposal and experience (including attendance requirements).**

**Parent Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**I have read and agree to the Langley Leap proposal, my attendance requirements, and all aspects of this proposal and experience.**

**Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**2020 Langley Leap Senior Internship Sponsor Commitment Form**

*To be completed by student and Leap sponsor and returned to student’s Government teacher no later than*

*Friday, March 27, 2020. Please type or print clearly.*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Briefly describe the nature of your organization.

2. Briefly describe the role(s) and responsibilities of this intern during the internship period.

3. Please indicate specific hours this intern will be working for you during the internship (including start time and end time each weekday).

4. Please indicate where this intern will be working.

5. Has the student shared the area(s) of interest that led them to choose to intern with you/your organization?

6. Has the student provided the Sponsor Communication Form and Attendance Form to you?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_**  
Sponsor Name (printed) / Sponsor Signature Date

**The Langley Leap 2020**

**3rd Quarter Grade Verification Form – Due Friday, April 17, 2020**

**Teachers: This student is applying to be part of the 2020 Langley Leap. In order to be eligible for the program, the student needs to have a cumulative C average at the end of the third quarter for your class.**

**Please sign this document only if the student currently has a cumulative C average in your class. If you have any questions about the program or concerns about a student participating in Langley Leap, please speak with Ryan Jackson and Jim Robertson. Feel free to add comments on the reverse.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Title** **Teacher Name** **Teacher’s Signature**

Period 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of AP Jim Robertson\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Mr. Robertson will sign AFTER he reviews the entire packet and the completed grade verification form. You do NOT need to get his signature prior to submitting this form by the due date.

**Return completed Grade Verification Sheet to Government Teacher by Friday, April 17, 2020**

\*\*For all online courses, students MUST request their online teacher(s) email Leap Coordinator, Ryan Jackson ([rnjackson@fcps.edu](mailto:rnjackson@fcps.edu)) to verify a cumulative C grade in the online course(s). Please ask them to identify your name and the course name for verification.

Online grade verification emails must be received by Friday, April 17 to maintain Leap eligibility.

**Langley Leap Sponsor Communication Form**

**Sponsors: Please keep this form for your records**

Leaping seniors are required to attend 35 hours total at their internship and are responsible for reporting to their internship on time each day. Consistent and punctual attendance is essential for success on the job site and is equally important for Langley Leap. All interns are expected to report to their internship ON TIME each day, stay for the agreed-upon duration of the work day, and are required to obtain sponsor approval PRIOR TO any deviation from the internship schedule. Sponsors are strongly encouraged to reinforce workplace attendance and communicate any problems with the school.

Seniors are aware that if they miss a full day (or significant amounts of time, including excessive or unacceptable tardiness) without a valid reason, their Leap experience will be voided and they will be required to return to Langley and must take their final exams.

Should you experience any problems with your intern’s attendance, please contact the Langley Attendance Office via email and/or phone.

Langley Attendance Office Phone: 703-287-2727 (24 hr voicemail)

Langley Attendance Office Email: Nancy Schultz [nschultz@fcps.edu](mailto:nschultz@fcps.edu)

Should you experience any other problems, please contact the senior class Assistant Principal Jim Robertson or Leap Coordinator Ryan Jackson.

Langley Assistant Principal for Senior Class: Jim Robertson [jrobertson@fcps.edu](mailto:jrobertson@fcps.edu)

Langley Leap Coordinator: Ryan Jackson [rnjackson@fcps.edu](mailto:rnjackson@fcps.edu)

\*\*Should you need to contact the Langley Attendance Office and/or Mr. Robertson / Mr. Jackson, please be sure to include the student’s name, the location of the mentorship, and your name and contact information in addition to your concern.

**I have read and agree to my child’s Langley Leap proposal and attendance requirements.**

Parent Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and agree to the Langley Leap proposal and my attendance requirements.**

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LANGLEY LEAP 2020 ATTENDANCE FORM**

**Leap Sponsors:** Please identify the hours worked for each date listed below, and then initial or sign for each day the Langley student is present during their internship. Please note the following two Langley policies which may necessitate a modification to the schedule (which seniors should communicate to you IN ADVANCE of the conflict):

**Performing Arts Policy:** If you are enrolled in a choir, orchestra, band, or theatre course this

year and plan to participate in Langley Leap, note that all rehearsals and performances are

mandatory. These include class period rehearsals, afterschool rehearsals and dress rehearsals as

scheduled per class.

**AP/SOL Exam Policy:** If you must take a late/rescheduled AP exam or an SOL exam required for graduation during the week of May 18, you will be required to miss your internship on this day and

come to Langley to take the exam. Adjustments will be made in the required internship hours as

necessary.

Leaping seniors are required to attend 35 hours total at their internship and are responsible for reporting to their internship on time each day.

**Date: Hours Worked: Sponsor’s Initials:**

**Monday, May 18 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tuesday, May 19 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wednesday, May 20 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thursday, May 21 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friday, May 22 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_ (at least 35)**

**Leap Sponsor: By signing below you are verifying your intern met all of the requirements of the Langley Leap experience at your organization / business.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_**  
Sponsor Name (printed) / Sponsor Signature Date

**Langley Seniors:** You are **REQUIRED** to submit this completed form to the Leap Attendance Forms box in the Main Office **no later than noon on Wednesday, May 27, 2020**.

Failure to submit a completed form may result in denial of participation in the Hershey Park Trip scheduled for Thursday, May 28.