

HIGH SCHOOL INTERNSHIP APPLICATION PACKAGE

Thank you for your interest in an internship at NAMI Montgomery County (NAMI MC). Enclosed in this package you will find the following items:

- Application Details
- Internship Details

This document will explain the application process, work schedule and what you will learn and experience during an internship at NAMI MC.

NAMI MC INTERNSHIP GOALS

NAMI MC is a grassroots organization for families and consumers, dedicated to improving the lives of children and adults living with mental illnesses in Montgomery County, Maryland. We have provided support, education and advocacy since 1978.

Our goal is to provide high school students with a structured program to learn about the mental health field in a small non-profit environment, while developing contacts in our field. We have worked with students through the years, many of whom have gone on to successful careers in the mental health field.

HOW TO APPLY

We require a complete application before we will consider any student for our internship. All information must be submitted before the deadlines, no exceptions will be made.

- 1) Online Internship Application Form
- 2) Cover letter detailing why you are interested in interning at NAMI MC

After receiving your application you will receive a call for an interview if your qualifications meet our needs. During the interview you will speak to the NAMI MC Internship Coordinator and complete our Internship Application. Following the interview, a committee will consider your application.

Please submit your completed application through the NAMI MC website. If you have any difficulty submitting your application through the site, contact NAMI MC by emailing namioffice@namimc.org.

INTERNSHIP PERIODS AND DEADLINES FOR APPLICATIONS

NAMI MC offers one internship that lasts for 8 weeks.

All interns are expected to work 20 hours a week. Please speak with the NAMI MC Internship Coordinator so that your internship accommodates both NAMI MC and your class schedule.

SEMESTER	APPLICATION DUE DATE	INTERNSHIP PERIOD BEGINS*
Summer	April 15	3 rd Monday in May

Applicants should discuss any possible adjustments to the start date or internship schedule with the Internship Coordinator at the time of the interview.

CANDIDATE REQUIREMENTS

- Junior or Senior in high school
- Bi-lingual applicants are preferred but not required
- Excellent critical thinking skills
- Excellent creative thinking skills
- Excellent communication skills

* The start date can be adjusted to accommodate an intern's class schedule.

- Excellent computer skills (Microsoft Office)
- Willingness to speak to large audiences
- Must be available 20 hours a week
- Must live in the Washington DC metro area
- Must receive class credit for the internship

NAMI MC'S INTERNSHIP PROVIDES

- NAMI MC will provide a structured internship including assignments and hands on experience in the non-profit mental health field
- NAMI MC will work with the high school on credit requirements and supervision.
- With successful completion of the internship, NAMI MC will provide a Letter of Recommendation.

NAMI MC'S INTERNSHIP DOES NOT PROVIDE

- NAMI MC will not provide student housing
- NAMI MC will not provide transportation to and from the internship

OFFICE HOURS

- **Office Hours:** 9:00 AM – 3:00 PM, Monday - Friday
- **Lunch:** ½ hour per day
- **Office Holidays:**
 - New Year's Day (January 1)
 - Martin Luther King Jr. Day (third Monday of January)
 - President's Day (third Monday of February)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Day After Thanksgiving (fourth Friday in November)
 - Christmas Eve (December 24)
 - Christmas (December 25)

SUPERVISION

Interns report to the NAMI MC Internship Coordinator as their primary supervisor. The Internship Coordinator will work with the supervisor from the intern's high school to ensure that all internship requirements and goals are met.

EXAMPLES OF ASSIGNMENTS AND PROJECTS

To provide structure and to ensure a valuable learning experience, the intern is required to complete a series of assignments. Some of the assignments from the Internship Workbook are listed below. Additionally, regular office tasks such as filing, attendance at staff meetings and data entry are required.

- **Day 1:** NAMI MC Orientation
- **Week 1:** Internship Contract, Internship Work Plan, Biography
- **Week 2:** One interview with a Program Coordinator and one interview with a Volunteer
- **Week 3:** Book or Video Review for the NAMI News

- **Weeks 4 - 7:**[†]
 - Resource Guide
 - Outreach Initiative
 - Internship Propagation
- **Week 8:** Final Evaluation

NAMI MC'S POLICIES

- **Non-Discrimination:** NAMI MC is an equal opportunity employer and does not discriminate on the basis of age, race, sex, sexual orientation, religion or disability.
- **Religion:** NAMI is nondenominational but respects all religious beliefs. However, NAMI recognizes that the majority of those affected by mental illness find that religion or spirituality has an important role in their ability to cope with their illness or in caring for an ill friend or family member.
- **Politics:** NAMI does not lobby or endorse specific political parties or candidates nor attempt to influence how members vote in Presidential, Congressional or other elections. NAMI does advocacy on a national, state and local level for laws and policies which affect those diagnosed with mental illnesses and their families.

TRANSPORTATION TO NAMI MC

There are multiple ways to get to NAMI MC. Visit the website at www.namimc.org/directions.asp for buses and personalized driving directions.

TO LEARN MORE

Visit NAMI MC's website at www.namimc.org to learn more about us!

[†] Depending on NAMI MC's events and classes at the time of the internship some of the assignments may be adjusted or modified.