

Thank you for sponsoring one of our students as a volunteer intern in your business or organization. Following is important information about communication, as well as a list of important dates. Please be aware that all of the information contained in this packet (and more!) is also available on our website: [www.parkmont.org](http://www.parkmont.org)

- As you know, the first day of internships (unless otherwise noted) is **Wednesday, September 15<sup>th</sup>**. From then on you can expect to work with your intern each Wednesday and Friday from **1pm until 4pm**.
- Your students' advisor will be calling you shortly to introduce him or herself, and to arrange a system of weekly communication that is mutually agreeable. As you know, we need to be in touch with you every week to keep track of your intern's hours and progress. This can be done by telephone or by e-mail. If you have e-mail, please let your student's advisor know, or send us a note at: [wreinhard@parkmont.org](mailto:wreinhard@parkmont.org) to let us know of your address.
- You have received a timesheets, a student/supervisor contact, a school calendar, and an internship handbook. Please go over the handbook and contract with your intern, and keep track of your intern's hours on the timesheets, even if it is for our own record-keeping. Students should provide a copy of that time-sheet, signed by you, to their advisor at the end of each session (approximately every six weeks). If you have any questions, concerns, or suggestions please do not hesitate to call me at school. I will be happy to speak with you.

Following are some important dates to keep in mind:

<b>First day of internships</b>	<b>Wednesday,</b>
<b>Sept. 15<sup>th</sup></b>	
<b>Thanksgiving Break/No internships</b>	<b>Nov. 25-28</b>
<b>Holiday Break/No internships</b>	<b>Dec. 23-Jan 2</b>
<b>Winter Break/No internships</b>	<b>Feb. 19-27</b>
<b>Spring Break/No internships</b>	<b>April 16-24</b>

If your intern will not be able to attend a given day of their internship, we require them to notify you directly with as much notice as possible.

Thank you for working with one of our students. We hope that you both have a productive and rewarding time!

Willa Reinhard  
Internship Coordinator  
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