



# INTERNSHIP PROGRAM

## INFORMATION PACKET

[www.howardcountymd.gov/Departments/Recreation-and-Parks/MM-Volunteering](http://www.howardcountymd.gov/Departments/Recreation-and-Parks/MM-Volunteering)



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# Internship Program

Howard County Government is committed to providing internship opportunities for students who are enrolled in a legitimate educational program sponsored by a college or university and for which the students are eligible to receive college credit and/or gain practical experience from the internship.

## Purpose of the Internship Program

- To provide interns with real work experience that is challenging and relevant to their field of study
- To formally explore various components of the recreation profession
- To expose each intern to professional organizations (i.e., CAPRA, MRPA, NRPA)
- To help young professionals discover their areas of greatest interest in the field
- To assist the intern in becoming a Recreation Service Professional capable of acquiring a position in their respective field through practical experience

## Internship Goal

The goal of the Howard County Department of Recreation & Parks Internship Program is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The program also offers interns the opportunity to gain experience in planning, organizing, leading and evaluating various recreational programs and/or park operations. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.



**"Find something you're passionate about and stay tremendously interested in it."**

**– Julia Child**



# Internship Program

## Internship Information & Application Process

Howard County Department of Recreation & Parks internships are available throughout the year. The length of internship may vary. A probationary period of the first two initial weeks will be instituted. During that time period, the Recreation Supervisor reserves the right to dismiss an intern if it is determined the intern is not adequately prepared to perform the functions required of the internship.

### Minimum Requirements for Student Interns

- ❑ Interns must be at least 18 years of age or, if under the age of 18, the intern must have written parental or guardian consent
- ❑ The intern must have a designated sponsor from the college or university sponsoring the internship
- ❑ The intern must be currently enrolled in a degree candidate program and be in good standing
- ❑ The intern must sign and submit the "Application For Student Volunteer Experience" (RM-5 Form) and "Howard County College Internship Memorandum of Understanding" (RM-6 Form) prior to beginning the internship assignment
- ❑ A Criminal Background Check is required
- ❑ Interns must provide his/her own transportation to and from the internship sites

### Required Documents

- ❑ Application For Student Volunteer Experience (RM-5 Form)
- ❑ Howard County College Internship Memorandum of Understanding (RM-6 Form)
- ❑ University or College Agreement Forms and/or Documentation (forms requiring County signature must be submitted to the Risk Management Office before signing)
- ❑ A satisfactory Criminal Background Check is required – Online process
- ❑ Cover Letter and Résumé
- ❑ Copy of a Government-issued Identification Card

### Compensation

Intern positions are non-paid positions. The Department does not offer or approve any payment for internships or internship activity, including stipends, reimbursements for meals, or wages.

## Send completed materials to

Email or mail to:

[sberry@howardcountymd.gov](mailto:sberry@howardcountymd.gov) or  
Attn: Volunteer Manager, 7120 Oakland Mills Road, Columbia, MD 21046

An intern may NOT begin the internship until all required paperwork has been completed and sent to the above address and satisfactory background check results have been received by the Department.

## Questions?

Please call 410-313-4624 for any additional information and/or questions.



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