

# Charles County Public Schools Intern Contact and Placement Information

## Intern Information

Intern Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Intern Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
*Street Address, City, State, Zip Code*  
 College and Degree: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_  
 College Contact: \_\_\_\_\_ Email: \_\_\_\_\_

## Placement Information:

Type: \_\_\_\_\_ Area: \_\_\_\_\_

Date placement can start: \_\_\_\_\_ Date placement must end: \_\_\_\_\_ Required number of hours: \_\_\_\_\_

**Briefly describe the placement you are seeking:** Include the subject, grade level, hours or days, and major type of activities that will need to be completed. Preference for a school or teacher will be considered but it may not be the placement that is offered. Do not contact schools directly until cleared to do so.

## CCPS Volunteer Screening Process

All interns must complete the free CCPS Volunteer Screening Process in order to work within school buildings. NOTE: (This cannot be performed on a mobile device) Click **Volunteer Registration** and follow the prompts.

<https://app.sterlingvolunteers.com/promoorder/6184e34f-c100-425d-868d-9e7674e2a47a>

**Please forward the confirmation email to the contact listed for your placement area.**

**If accepted for student teaching or some other capstone internships, the intern will be required to complete additional steps including an online application and schedule fingerprinting from CCPS Human Resources (301-934-7236). Clearance must be received prior to the start of any placement and remains valid for up to one year.**

Contact List for each content area (revised: 12/2021)		
Internship Area	Name	Email
Teacher	Holly Dolan	<a href="mailto:hdolan@ccboe.com">hdolan@ccboe.com</a>
Counselor	Jacqueline Cheaves	<a href="mailto:jcheaves@ccboe.com">jcheaves@ccboe.com</a>
Therapist	Melanie Upright	<a href="mailto:mupright@ccboe.com">mupright@ccboe.com</a>
Psychologist	Michael Blanchard	<a href="mailto:mblanchard@ccboe.com">mblanchard@ccboe.com</a>
School Administration	Linda Gill or Marvin Jones	<a href="mailto:lgill@ccboe.com">lgill@ccboe.com</a> or <a href="mailto:mjones@ccboe.com">mjones@ccboe.com</a>
Safety & Security	Melissa Dronsfield and Mary Aron	<a href="mailto:mdronsfield@ccboe.com">mdronsfield@ccboe.com</a> or <a href="mailto:maron@ccboe.com">maron@ccboe.com</a>

This information will be used to process the request for field experience placement in Charles County Public Schools. Interns are not usually placed in any school where they have family members or from which they have recently graduated. All interns will follow school rules and regulations in the performance of their duties or while on site.

Question	YES	NO	Add Details Here
1. Do you have a family member attending or working at any Charles County Public School?			<i>School &amp; Relationship</i>
2. Did you graduate from a Charles County Public School?			<i>School &amp; Year</i>
3. Do you currently work, or have you ever worked for Charles County Public Schools in a paid or unpaid capacity?			<i>School, Job, Dates</i>

Professional ethics begin during the teacher preparation process. All interns shall maintain appropriate confidentiality at all times. Interns will not discuss employees or students outside of required university assignments and no names or other identifiable information will be used in preparing university assignments.

\_\_\_\_\_  
Signature of Student (*must be a signature*)

\_\_\_\_\_  
Date