

01 September 2020

To Whom It May Concern:

Dulles High School
Math and Science Academy Internships Overview

Background: The Math and Science Academy at Dulles High School in Sugar Land, TX has grown to include over 450 students at all grade levels. We just accepted another class of over 115 incoming freshmen who will be joining us for the next school year. The interest in our program continues to grow and is very exciting for us. We will be producing students with a solid foundation and interest in math and science!

Math and Science Academy students are highly accelerated in the fields of math and science. All of their course work is completed at the PreAP/AP (honors) level. Many of them begin AP coursework by 10th grade. They are required to take a minimum of 11 total math and science classes prior to graduation, which is above the state graduation requirement of four math and four science classes. They are highly motivated students seeking opportunities in a variety of math and science fields.

The Math and Science Academy is looking for partnerships with local businesses to offer our students internships. Below is the outline of the internship requirements.

Item	Internship
When	<p>Students have the choice of:</p> <ul style="list-style-type: none"> • 11th grade spring semester • Summer between 11th and 12th grade • 12th grade fall semester <p>Times:</p> <ul style="list-style-type: none"> • Spring and fall: after school (school dismisses at 2:30 pm) • Summer: flexible
Details	<ul style="list-style-type: none"> • Minimum of 40 hours. Must be completed on student's own time. • The hours must be completed during the semester for which student applied. • May be a paid or unpaid internship.
Final Product	<p>A final portfolio is completed by the student at the completion of the internship.</p> <p>Portfolio must include the following items:</p> <ol style="list-style-type: none"> 1. Title page 2. Table of Contents 3. Resume 4. Thank you letter to employer 5. Employer Evaluation

Item	Internship
	6. Student Evaluation Paper and Journal: A. Overview of the Experience B. Sample of Work C. Real World Connections D. Management Evaluation E. Recommendation

Please do not hesitate to contact me if you have any questions, comments, or concerns regarding the internship program at the Academy.

Sincerely,

Brian Tucker
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