



May Assignment Due: July 26

Questions? Email: eileen.noonan@fcps.edu or
cynthia.szwajkowski@fcps.edu or
check our website:
www.co.fairfax.va.us/dmb/FCYLP.htm

1. Complete an evaluation of May's meeting (salmon form).
2. Write a letter of introduction to the county agency where you will be interning. Include the following:
 - a. What is your r experience with a similar setting (even if you have no experience)?
 - b. What are your interests?
 - c. Where do you attend high school?
 - d. Why did you apply to FCYLP?
 - e. Identify any skills you have such as foreign languages or computer skills.
 - f. Contact information (phone number & email)
 - g. Finally, ask them about work hours, expectations and required dress.
Unless otherwise stated from the agency, you are expected to keep their full agency hours during your three-week internship and, like any professional, to be present every day. You are expected to dress in business attire.

Looking ahead to the summer . . .

3. If possible, take pictures on a digital camera during your internship so we can include them on our pamphlets, etc. It would be especially nice if you could be in some of those photos. Photos will also come in handy in your PowerPoint presentation for the middle school students that we will prepare in July.
4. Please email Miss Noonan and Dr. Szwajkowski during the first week of the internship to inform her about how it is progressing.
5. We will meet for a full day meeting on July 26 to discuss the internships and create your presentations for the middle schools. This day is also required and extremely important. You should arrange transportation to & from the Government Center on that day.

NEXT MEETING – July 26, 2006

Fairfax County Government Center

9:00 - 3:00

Bring digital pictures of you at your internship!