



# May Assignment

## Due: June 8

Questions? Email: [enhoppock@fcps.edu](mailto:enhoppock@fcps.edu) or  
[clkarayannis@fcps.edu](mailto:clkarayannis@fcps.edu) or  
check our website:  
[www.co.fairfax.va.us/dmb/FCYLP.htm](http://www.co.fairfax.va.us/dmb/FCYLP.htm)

1. Complete an evaluation of May's meeting.
2. Due June 8 – Write a letter of introduction to the county agency where you will be interning. Include the following:
  - a. What is your 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 Mrs. Hoppock and Mr. Karayannis during the first week of the internship to inform them about how it is progressing.
5. We will meet for a full day meeting this summer (at some point during your internship) to discuss the internships and create your presentations for the middle schools. Bring a flash drive (if you have one) – your file will probably be large! This day is also required and extremely important. You should arrange transportation to & from the Government Center on that day.