



## Internship Placement Request for the 2026-2027 School Year

Human Resources

Frederick County Public Schools

191 South East Street  
Frederick, Maryland 21701

Form 003-F13

May 2026

Clear Form

***This form should be used to request any type of internship or clinical experience with any department that does not fall under a teacher internship, school counselor, social worker, media specialist, or school leadership. Applicable departments may include Fiscal Services, Food Services, Transportation, Maintenance, Facilities, and similar non-school-based areas.***

Thank you for your interest in **Frederick County Public Schools, MD (FCPS)** as part of your educational journey. FCPS is committed to cultivating excellence in future employees and recognizes the value of internships in preparing a highly skilled 21st-century workforce.

Through these experiences, FCPS aims to:

- Support the professional growth of interns,
- Strengthen the leadership capacity of mentors and supervisors, and
- Provide meaningful, high-quality learning experiences across our departments.

All internship programs must submit this application to be considered for placement. Due to the high volume of requests, **priority consideration is given to Frederick County residents and/or current FCPS employees**. If the request is for a current FCPS employee, please complete all questions marked with an asterisk (\*).

**APPLICATION PROCESS:** All internship placements are coordinated through the **FCPS Human Resources Department** in collaboration with college or program placement offices. Internship placements are made on a **semester-by-semester basis**.

While interns may request specific placement locations or mentors, FCPS must balance these requests with departmental capacity and system needs. As a result, **specific placement requests cannot be guaranteed**.

Completed placement request forms and required documentation must be submitted to Human Resources for review. Once it is received, staff will review the information and work to make a placement, if possible. We will send out a placement confirmation to all stakeholders once secured with application information.

**In accordance with Maryland state requirements, all individuals who have contact with students must:**

- Be fingerprinted through FCPS (fingerprints from other agencies are not accepted), and
- Complete the Maryland Previous Employer Background forms.

Interns may not begin their placement until they are:

- Hired as an FCPS intern, and

- Fingerprinted through FCPS at least five (5) business days prior to the start of the internship. All requests must come through Human Resources. Please complete all required documentation and return to: [April.Vierra@fcps.org](mailto:April.Vierra@fcps.org).

### **Internship Application Packet Requirements**

- **Intern Placement Request Form**
  - Completed jointly by the college/university/program official and the intern
  - Must be submitted by a college/university/program official
- **Intern Employment Application:** Intern must apply through the FCPS application system. Instructions will be provided once placement is confirmed

### **\*APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THESE BEING COMPLETED\***

Once all required documentation is received, Human Resources will forward the materials to the appropriate department. Upon confirmation of placement, Human Resources will notify all parties via email.

Please note: Significant time and consideration are given to securing appropriate placements. Therefore, **internship placements are final** and will not be changed unless requested by FCPS or the college/university/program.

**Intern placement Request: to be completed by the IHE or program representative.**

Name of IHE/ or Program	IHE or Program Contact Name	Title
IHE or Program Contact Email	Phone	Fax

Briefly summarize your expectations of the mentor's role:

What support(s) does your program have in place for the mentor and intern?

Is this program part of any MD Certificated or Licensure Program?

Does your program offer a stipend or other benefit/incentive to mentors? If so, please specify.

Any other notes to FCPS Human Resources regarding this placement:

**To be completed by the intern:**

Intern Last Name	Intern First Name	Middle Initial
Intern Mailing Address	Phone	Intern County Residence
Intern Email	Specific Program	Are you already and FCPS Employee? *
		Yes <input type="checkbox"/> If yes, see <a href="#">FAQs</a> Document No <input type="checkbox"/>

**Select Type of Program (Check One)**

Undergraduate	<input type="checkbox"/>
Masters	<input type="checkbox"/>
Certification or License	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Placement Request**

Placement: What type of internship are you requesting?	Location or Department?
Any specific notes or details regarding the placement?	