



MEMORANDUM

To: Educators
From: Patricia Mayorga, Natalie Harris, and Chuck Chevalier
Date: April 5, 2019
Subject: 2019 Summer Educator Internship Program

Applications for the 2019 MCC/IWCC/Greater Omaha Chamber Summer Educator Internship Program are now available online at: <https://www.mccneb.edu/Current-Students/Enrollment/Secondary-Partnerships/Educator-Interns.aspx> If you are interested, please submit a complete application by **Friday April 19, 2019** to the Secondary Partnerships office. If selected, you will be notified by **Friday April 26, 2019**.

MCC/IWCC/GREATER OMAHA CHAMBER 2019 SUMMER EDUCATOR INTERNSHIP PROGRAM GENERAL INFORMATION

Here is a great opportunity to immerse yourself in the world of work, outside the classroom. We hope you consider applying to be a selected participant in this summer's 2019 Summer Educator Internship Program. After gaining a deeper understanding of specific career fields and necessary skills, educator interns can take their experience back to the classroom to share with our future workforce.

WHAT DOES THE PROGRAM INVOLVE?

The program is for educators and involves a 40-hour experience at a business. Participants will record skills observed on the job and develop curriculum recommendations, timelines for possible implementation, and lesson plans after the internship. The Greater Omaha Chamber will coordinate internships with participating companies.

WHO IS ELIGIBLE?

Any teacher, counselor or administrator in the Metro Omaha/Council Bluffs' area who completes the application procedures and is selected through a competitive process becomes eligible to participate in the summer internship program.

WILL I RECEIVE PROFESSIONAL DEVELOPMENT CREDIT?

Interns may receive continuing education credits for participating in the program. Check with your district.

HOW ARE INTERNS SELECTED?

A committee, comprised of representatives from business and industry, may review all of the applications. Interns are selected considering previous participation and quality of the application.

WHAT INTERNSHIPS ARE AVAILABLE THIS YEAR?

This year, internships will be available at three (3) Omaha/Council Bluffs area businesses. These businesses are larger, allowing you to see how work and organization is structured in a sizable company. Here are the options for 2019:

- **Lozier (Week of June 10th, 2019) (<https://www.lozier.com>)**
- **MUD (Week of June 10th) (<https://www.mudomaha.com>)**
- **Omaha Public Power District (OPPD) (Week of June 3rd) (<https://www.oppd.com>)**

HOW DO I APPLY?

Applications are available online at <https://www.mccneb.edu/Current-Students/Enrollment/Secondary-Partnerships/Educator-Interns.aspx>. There is also an application form later in this document.

Those interested must submit applications by midnight on **Friday April 19, 2019**.

SELECTION AND COMPENSATION

Those selected to participate are notified by **Friday April 26, 2019** of their internship assignment. Upon selection to participate, there will be additional information sent to the intern. A pre-meeting will be held **at 4:15 p.m. on Tuesday May 14, 2019** at the Omaha Chamber of Commerce, 808 Conagra Dr. Ste. 400. Each intern will receive a maximum of \$600 for (40) hours of participation, submission of a mini lesson plan and other reports, and completing all requirements of the program.

FURTHER QUESTIONS?

Please contact Chuck Chevalier at 531-622-2368 or Sarah Hayden at 531-622-2735.



METROPOLITAN
Community College



**MCC/IWCC
GREATER OMAHA CHAMBER
2019 SUMMER EDUCATOR INTERNSHIP PROGRAM
APPLICATION**

ONLY COMPLETED APPLICATIONS ARE REVIEWED.

First year applicants are given preference over those who have participated in the past.

INFORMATION

Name _____		
(Last)	(First)	(M.I.)
Home Address _____		
(Street)	(City)	(Zip)
School _____	Title _____	Curricular Area _____
Phone Number Home/Cell (_____) _____		Work (_____) _____
Social Security Number (<i>required</i>) ____ - ____ - ____		Email _____
School administrator _____		Contact Info _____

APPLICATION QUESTIONS *(Please type your answers in a separate document (i.e. Word))*

<ol style="list-style-type: none"> 1. Please describe how your students will benefit by your participation in the summer internship experience. 2. Please describe how you and your school/district will benefit from the summer internship experience. 3. Teachers, please list the classes you teach. Counselors and other staff, please list your areas of specialization or major responsibilities. 4. Have you ever participated in another MCC Summer internship program? <ol style="list-style-type: none"> i. YES ____ NO If yes, please describe and state the year of participation. 5. List any work experiences or volunteer activities since college other than teaching or counseling.
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DIRECTIONS:

Please identify the company and week(s) of your first choice with a 1, and 2 for the second choice, and 3 for a third choice.

_____ June 3-7, 2019 (Omaha Public Power District)

_____ June 10-14, 2019 (Metro Utilities District) _____ June 10-14, 2019 (Lozier)

Effort is made to match your first or second choice.

PLEASE READ BEFORE SIGNING

“I hereby certify my answers and statements on this application are true and may be relied upon in considering my application to the MCC/IWCC/Greater Omaha Chamber Summer Intern Program. I further understand any material omission, false answers, or false statements by me on this application may result in denial of my application, revocation of my eligibility to participate in the Program, and/or my exclusion from participating in the Program. I further acknowledge and agree I will not accept any compensation, money or other remuneration whatsoever from any person, entity or employer for my services performed as or my participation as an intern in the Program, other than any intern stipend to be paid to me by, pursuant to, and under the Program. If I violate the preceding sentence, or if I am otherwise subsequently determined to have been ineligible to participate in the Program, or if I otherwise materially breach any condition of participation in the Program, I agree to refund to MCC, on demand, any intern stipend paid to me.”

Signature of Applicant _____ Date _____

1. Complete the application form.
2. Sign and submit (mail, email or fax) the application form **by midnight, Friday April 19, 2019.**
3. Receive information from the Chamber regarding internship placement by **Friday April 26, 2019.**
4. Attend Educator Pre-Meeting on **Tuesday May 14, 2019 at 4:15 p.m.**
5. Complete and submit (mail, email or fax) the **Summary Report, Lesson Plan, Payment Request/Time Sheet, other required assignments, and W-9 form by June 30, 2019** to receive the \$600 stipend.

All applications must be received by Friday April 19, 2019.

Secondary Partnerships Office
Metropolitan Community College
Summer Educator Internship
PO Box 3777 – FOC Bldg #7
Omaha, NE 68103-0777

Electronic submissions in Microsoft Word or PDF to cfchevalier@mccneb.edu

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