



The Internship Program

AN OVERVIEW



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FCS Internship Program Advisors:

Their role is to help bridge the gap with the high school student and the placement site of your desired career field.

Innovation Academy:

Ms. Williams & Ms. Zahirsky
(but you could end up working with any of the four).

Internship Advisor and Internship Teacher Partnership



Advisor: works with sites to coordinate your internship/grades your site placement interview/communicates with site supervisors/maintain sites/acquires new sites/constantly communicates with teacher



Teacher: leads Internship course/on-campus connection/communicates assignments and due dates/handles attendance issues w/internship/constantly communicates with advisor and students



WE are a partnership!





INTERNSHIP CRITERIA

- Applicants must be in 11th or 12th grade
- Applicants must be Gifted (exceptions can be made)
- Applicants must have a 90 or above (unweighted) GPA
- Applicants must complete the application and turn in by deadline (due 2/2)
- Applicants must secure teacher recommendation
- Applicants must attend an in-person interview with Internship teacher.
- Attendance and Discipline will be reported and considered
- Applicants must have either a virtual period (FVS, GAVS, or Dual Enrollment) or senior reduction period to take alongside of internship.
- Students can do WBL or Gifted Internship – but not both.

All applicants who complete the application and interview process will be considered by an Internship committee at student's school. Submission of an Application does **NOT** guarantee acceptance.

The Application Process

The Internship Application will be made available to students (Friday, 1/12)

Students will complete an application and provide the teacher recommendation to the recommending teacher (due Friday, 2/2 at 4PM)

Internship Teachers will collect hard copies of completed applications and teacher recommendation forms

Internship Teachers will conduct interviews with individual applicants (February)

Internship Teachers will organize and staff a committee to review applications

Students will be notified of acceptance (Friday, 2/26)

Advisors will hold an interview etiquette and resume writing workshop at school to prepare for placements (March)

Advisors will conduct group final interviews at schools based on career interests

Advisors will schedule placement interviews with Site Supervisors and students

Internship Course Expectations

First few weeks it is **mandatory** that you **report** to your **Internship Teacher's classroom**.

- Internship placement by 4th week of semester.
- Interview w/site supervisor
- Teacher communicates due dates and deadlines for coursework

70 hours a semester which equates to **AT LEAST 5 hours a week**.

- This is the **MINIMUM** requirement.
- There are also classroom assignments that you will complete during your internship.

Your internship schedule depends on your site's hours of operation and the nature of your site.

- Some places are open on weekends
- Some close at 4 pm
- You are expected to work around their schedule
- Think less days more time on each day. Example: Tues and Thursdays 2 to 5

TRANSPORTATION

How will you get to your internship?

- *Be aware if you are not driving yourself to your internship, it is understood that your internship schedule will not be based on the availability of your driver or the availability of the car.*
- How far are you **able** to commute for an internship?
 - Local Area (5-10 **mins**)
 - Surrounding Communities (10-20 **mins**)
 - Extended Communities and/or Downtown (20+ **mins**)



Consider your Schedule

List all extracurricular commitments that you have for the upcoming semester. These commitments cannot interfere with your internship.

- Be realistic about how busy you are during the week!
 - Academic course load
 - Online classes or dual enrollment
 - Extracurriculars and Sports
 - Part time Jobs
- Account for travel time to and from the site!
- Make a Calendar!
- “5 hours per week” is a Minimum!
- You must have at least 3 or 4 school days of flexibility





COMMUNICATION

- DUE DATES! Everything we do is time sensitive.
- Communication from your Advisors will come via email, text, phone call.
- Check email at least twice a day during the placement window.
- ALL documents need to be neat, legible, and professional.
- Set up voicemail – simple message
- Email address needs to be simple and professional
 - (NOT hotboy59@gmail.com
FlyGirl36@yahoo.com)

INTERNSHIP UMBRELLAS

- Do you know someone in your area of interest?
- If you have any leads, or any site contacts all sites must be approved
- Students will not be able to turn down an internship they are placed in under the chosen career umbrella.



Is internship right for you?

This Fulton County Program has a 30-year legacy all because of the hard work students like YOU put in! DON'T MESS IT UP!

- Do you meet the criteria?
- Look out for the Application and Deadline.
- Be realistic about your commitments and school schedule.
- Understand the course expectations
- Make certain you have reliable transportation before enrolling in the course.
- Look at this as an opportunity to truly explore what it is that you want to do.
- Use this as a networking tool and start building connections.
- This is a partnership! We are in this TOGETHER!

You must answer YES to all of the following questions below to be considered for the Internship course.

Criteria related to the Internship Course that must be met by all students who take this elective	Yes, this applies to me!	No, this doesn't apply to me. If you answer "no" to any of the questions, the Internship Course is not going to be the right elective for you.
I will be a junior or senior next semester.		
I have already taken or will be taking advanced coursework next semester.		
I have strong oral and written communication skills, including communication with adults.		
I am skilled at meeting deadlines.		
I am curious about the world of work and want to experience a real-world career setting.		
I understand that any internship experience will provide me with knowledge about the world of work and with skills that I could transfer to a variety of career settings.		
I am open to an internship experience that is under the larger umbrella of my career interests and understand that my placement may not be in a specific, narrow field.		
I understand that my internship may be either in-person, virtual, or a hybrid of the two. The format is determined by the site, not our program.		
I have room in my academic schedule to take the internship class.		
I will be available next semester for 2-3 hours per morning/afternoon, at least 3 days per week, without any conflicts from other extracurricular activities (including work, tutoring, etc.).		
I have a driver's license and access to a vehicle to drive myself to and from my internship, OR I have a parent who has a flexible schedule and will be available to drive me to and from internship several afternoons per week, OR I will use MARTA as transportation to and from my internship site.		



Thank YOU

REACH OUT TO YOUR INTERNSHIP TEACHER OR ADVISOR FOR MORE INFORMATION