



## Career Internship Program Basics:

- Interns are juniors and seniors in high school and are in good standing in Advanced Courses at their school. They have all completed a prerequisite course in career education and have been screened before being able to join our program.
- Internships are a semester long. In the fall, internships begin in late August and conclude in mid-December. In the spring, internships begin in mid-January and conclude in mid-May. Internships last for approximately fourteen weeks.
- Interns need to work an average of five to six hours a week for fourteen weeks, seventy hours total for the semester. (There are a handful of students that are enrolled in what we call a double internship. These students need to work twice as many hours in the same period.)
- Our interns are unpaid. They receive academic compensation for their efforts, and therefore, cannot be paid under the Fair Labor Standards Act.
- Internships are typically scheduled during the last period in a student's schedule. Students can leave school an hour early, approximately 2:30 PM, at which time they can report to their internship sites. Students usually work two to three days a week to meet their requirement of five hours. (There are rare exceptions to this rule; I can explain this in more detail if desired.)
- Site supervisors, or a placement representative, are asked to complete a minimal amount of paperwork for the program such as:
  - periodically signing off on timesheets, which are recorded and organized by the student.
  - completing two to three evaluations of the student's performance throughout the semester. These evaluations will be sent via email in the form of a survey. The survey allows for both objective and subjective feedback.
  - Collaborate with the interns several times throughout the semester to write and edit SMART Goals
- Internships begin with a placement interview. At this interview, the site supervisor, the intern, and the Fulton County Internship Advisor will meet at the internship site and discuss the details of the internship such as job expectations, goals the intern hopes to accomplish while working, and hours and days the intern will attend. After the placement interview has occurred, the intern can begin his/her internship with the site.

Thank you for considering supporting this program. We truly believe the experience it provides is invaluable for our students. Please do not hesitate to contact me if you have any further questions.

### **Keri Isaac M.S. Ed.**

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