**Internship Course Syllabus**

**Description:** The Career Internship is an elective designed to prepare students for the realities of a particular profession. Interns are unpaid, as students receive Georgia High School Graduation Credits for their efforts. Each student is placed with a professional in a career area of his/her choice. The Internship Program Advisor, Internship Site Supervisor, and the Internship Program Teacher work with the student in completing a successful internship.

**Contract:** Each student will sign a contract at the beginning of the semester, which will outline the goals, objectives, standards, activities, and products for the internship.

**Expectations of Students:** Students are representatives of their school as well as Fulton County Schools; thus, exemplary behavior in school and at the Internship Host Site is always expected. Each student must:

* Abide by the internship dress code during the initial site meeting and throughout the internship.
* Be prompt for all internship appointments and phone in advance if emergencies occur which may cause delay or absence.
* Maintain a cooperative attitude and demonstrate initiative with the Internship Supervising Teacher, Internship Program Advisor, and the Internship Host Site Supervisor.
* Appropriately and promptly relay issues and concerns to the Internship Supervising Teacher and Internship Program Advisor throughout the semester, sign in/out daily, and promptly submit all assignments to the Internship Supervising Teacher at the home school

**Grading:** Grading is based on a combination of the intern’s in-school assignments and the quality of the intern’s on-job performance.

* Categories:
  + Major Assignments: 50%
  + Minor Assignments: 30%
  + Final Exam: 20%
* Make-Up Work: Any student who has an excused absence from school on the day an assignment is due must submit the assignment in a timely manner, consistent with Fulton County Schools’ Make Up Work Policy.

**Recovery:** The same recovery policies that apply at each student’s home school apply for the Internship Course.

**Honor Violations:** Honor violations for the Internship Course will be handled as stipulated by each student’s home school. Examples of honor violations in the internship program include but are not limited to: forgery of signatures; miscalculation of time on time sheets; plagiarism on any written assignments; lying to the Internship Supervising Teacher, Career Internship Program Advisor, and/or the Internship Host Site Supervisor. In compliance with FCBOE policy, if the intern commits an honor code violation the grade will be a zero for the assignment and the student’s name will be turned over to the school administration. Termination from the internship may also be considered consequently.

**Intern Program Contract**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR \_\_\_\_\_\_\_ Lunch \_\_\_\_\_\_\_\_**

**School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sem/Yr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Internship: 1 2 3 4**

**Course Title: FCS Internship Program Period(s) \_\_\_\_\_\_\_ Internship Program Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Objective:**

1. Determine if this is a suitable career choice for the intern.
2. Acquire work placed skills required in any business setting.
3. Attain individual intern driven SMART goals.

**Course Objectives:** As a result of participating in this study the student will be able to:

Identify and investigate career fields of interest.

Develop research skills for selection of careers that match interests and values. Participate in on-site experiences with a selected professional.

|  |  |  |  |
| --- | --- | --- | --- |
| **In-School Assignments** | Due Date | Description | Category/Points |
| **Updated professional Documents:**  Resume Reference List  Cover letter  Signed Contract  Parent Paperwork | 1/7 | Signed Contract, Parent Paperwork, Updated Resume, Reference List, Cover letter. | Major |
| **Pre-Internship Lessons:** Communication; Professionalism; Networking; Problem Solving/Critical Thinking |  | This will be our lessons we have the first weeks of school. There will be videos, TED talks, and more.  All of these assignments must be complete. | Minor |
| **Pre-Internship interview** with career advisor and  **Placement Interview** | Varies | Interview with the Internship Program Advisor. You must submit the following to the Internship Program Advisor 24-hours before the interview time. ALSO, you must have these with you in the interview: Resume, Cover Letter, References; Parent paperwork; SMART Goals #1 | Major |
| **Site research essay** | 1/21 | An Essay about the company and/or person you will be working for. The goal of this assignment is that you do not walk into an interview without knowing what the company is about. | Major |
| **Journals** | Varies | 10 Total for semester; see prompts on class site. | Minor |
| **Final Reflection** | 5/20 | The intern will discuss the career field and internship experience to an audience of their peers and their teacher, and internship advisor. This assignment will be completed through Flipgrid. | Final Exam |
| **On-Job Assignments** |  |  |  |
| **Gifted internship S.M.A.R.T. Goals and**  **Goal Completion Checks** | 1/28  2/25  4/1  5/20 | Templates can be found on the class site. Part 1 should be signed and returned to the internship teacher on the day following the site interview. You will continue to use Parts 2, 3, and 4 throughout the rest of the semester. The SMART Goals document will ensure that a proper review of Goals 1 and 2 will be accomplished by the time your site supervisor evaluates you for the first time this semester. By using the documents provided to you and scheduling a time to discuss each of the parts to your SMART Goals and obtaining supervisor signatures, there should be no confusion on the part of the supervisor as to whether the intern and the supervisor have reviewed the intern's learning goals. It is ultimately the best way to ensure that the supervisor is on track with your objectives while participating in this internship! | Minor |
| **Thank You Letters** |  | Part 1: **The day after your site interview** you will write a thank you note to the supervisor. Thank them for the opportunity: tell them how excited you are to be working with them; reference the interview – something you liked or will be excited to do. **Turn this in to your teacher before sending it!**  Part 2: **By the middle of May** you will write another thank you note (for the opportunity) and include a certificate (see in Internship Files). **Turn this in to your teacher before sending it!** | Minor |
| **Site Evaluations** |  | The gifted internship site supervisors will evaluate the interns’ on-site performance on three occasions during the fourteen work weeks. Interns will be evaluated on the following factors: attendance, punctuality, professional dress, initiative, motivation, communication skills, ability to complete tasks, growth during the duration of the internship, respectfulness, and workplace interaction. In almost all cases, Ms. Isaac will send site evaluations to the site supervisors electronically. | Major |
| **Networking Interview #1**  **Networking Interview #2** | 3/4  4/29 | The intern will interview two professionals at the internship site or from an outside site in the career field of interest. The intern will transcribe the professional’s answers. The final draft must be edited and typed. | Minor |
| **Timesheets** | Weekly | You will keep track of your hours EVERY WEEK! You will turn in timesheets when you hit 20, 40, & 70 hours. Your total hours for the semester (~14 weeks of work) should equal 70 hours. This is 3-5 hours a week. | Major |

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Internship Program Assignment Descriptions**

# **🌟**Key Initial Assignments

**Pre-Internship Interview**

All potential interns will be required to meet with an Internship Program Advisor the semester prior to their internship. Generally, the meeting for all interns will take place the previous April, and for spring interns, the previous November. These meetings/interviews will be scheduled by the Internship Program Advisor. Students will be assessed on their ability to follow directions, complete necessary paperwork, and act in a professional manner. The rubric for this interview is in the appendix of this curriculum guide.

**Resume and Cover Letter**

* The intern’s resume, developed during “Hire Me”, should be kept up to date and ready to present to the Internship Host Site Supervisor.
* Cover Letter: The purpose of the cover letter is to establish the intern’s reason for contact and to encourage the recipient (Internship Host Site Supervisor) to read the enclosed resume. Cover letters typically include:
  + 1st paragraph: Objective and introduction of self, skills, and qualifications
  + 2nd paragraph: Putting forth one’s competency and qualifications as related to company needs
  + 3rd paragraph: Closure and interest in position and company/organization

**Placement Interview**

The intern’s first meeting at the internship site is scheduled and accompanied by an Internship Program Advisor. It is generally held between the second and sixth week of the semester and will be approximately 30 minutes in length. The intern should confirm they have received the placement meeting e-mail initially, and then should dress professionally in formal business interview attire. The intern should bring the following items to the interview:

* Two signed copies of the Parent Consent Form
* Two signed copies of the Liability Release Form
* Three copies of the Internship Site S.M.A.R.T. Goals (must be typed into the document)
* Three copies of the intern’s cover letter
* Three copies of the intern’s resume
* Pen and paper for taking notes
* No electronic devices
* FCS and personal calendar to discuss potential scheduling conflicts
* Copies of medical paperwork, if applicable (be sure to keep your originals)

**Follow Up Correspondence**

Interns will compose a letter and/or email expressing gratitude to the site supervisor for his/her time and attention in the initial interview. The intern’s Internship Supervising Teacher will review and edit a rough draft of the thank you letter before the final draft is written and sent.

# **🌟**Ongoing Assignments

**Internship Site S.M.A.R.T. Goals and Goal Completion Status Checks:**

The purpose of this assignment is to create a contract between the intern and the internships site supervisor. Interns and Host Site Supervisors will collaborate to formulate realistic goals for the internship at the beginning of the internship. At the midway and end points of the internship, the intern will provide artifacts showing that the goal has been met or has been attempted. The Host Site Supervisor will validate these artifacts with a signature. Templates of this assignment are included in the appendix of this curriculum guide.

**Internship Supervising Teacher Conferences:**

The intern will meet with his or her Internship Supervising Teacher on two to three occasions throughout the work weeks in the semester. The Internship Supervising Teacher will provide a date and time for the conferences. The intern should bring his or her internship materials and dress casually. The conference will address several topics, including:

* Internship activities
* Hours completed
* General reflection of the internship experience
* Site supervisor evaluation(s), assignment(s)
* Grades

**Internship Host Site Supervisor Evaluations:**

The Internship Host Site Supervisors will evaluate the interns’ on-site performance on two occasions during the fourteen work weeks in the middle of the semester. The role of the student in this assignment is to be a quality intern during the internship and earn good scores on their evaluations. Interns will be evaluated on the following factors:

* Attendance
* Punctuality
* Professional dress
* Initiative
* Motivation
* Communication skills
* Ability to complete tasks
* Growth during the duration of the internship
* Respectfulness
* Workplace interaction

In almost all cases, site evaluations will be sent to the site supervisors electronically. Results of the evaluation will be shared with the intern at the Internship Supervising Teacher Conferences.

# **🌟**On-Job Assignments

**Internship Timesheets:**

Timesheets are recorded by the intern and signed by the Host Site Supervisor weekly. The timesheets are in the appendix of this curriculum guide.

**Networking Interviews:**

The intern will interview two professionals at the internship site or from an outside site in the career field of interest. The intern will transcribe the professional’s answers. The final draft must be edited and typed. The template for the networking interview is in the appendix of this curriculum guide.

# **🌟**In-School Assignments

**Journals:**

Journal topics should be addressed during the work weeks of the internship. The journal topics and rubric for this assignment are in the appendix of this curriculum guide. Alternative journal prompts are available for returning interns.

**Site Research Essay:**

The intern will research and compose a typed, double-spaced, two-page minimum essay which includes the following information:

* Name and location of internship site
* History and purpose of internship site
* Name, title, responsibilities, and level of education for Internship Host Site Supervisor

All sources of information should be included in a bibliography to be submitted with the essay. If information about the specific internship site and Internship Host Site Supervisor is not available, the student can write about the career field. *(Please note the copying and pasting off the Internet is plagiarism. If this occurs, the intern will receive a grade of zero (0) and will be considered for a referral on the basis of an honor code violation.)*

**Final Thank You Letter:**

Upon conclusion of the internship, Interns will write a letter expressing gratitude to the site supervisor for their internship experiences. The intern’s Internship Supervising Teacher will review and edit a rough draft of the thank you letter before the final draft is written and sent.

**Final Presentation:**

The internship final grade is a presentation and counts as the final exam for this course. The intern will discuss the career field and internship experience to an audience of their peers, teacher, and internship advisor. This assignment will be completed in Flipgrid.

FULTON COUNTY SCHOOLS’ INTERNSHIP PROGRAM

PARENT/GUARDIAN CONSENT FORM

Dear Parents and Guardians:

This letter’s purpose is to officially notify you of your student’s involvement in the Fulton County Schools’ Internship Program in an unpaid, academic internship.

**By signing below, you are indicating that you understand and agree to the following:**

The internship is unpaid. Your student, as a FCS Intern, will not receive any financial compensation for the assigned hours of this academic internship.

This internship is academically based and is part of your student’s school schedule, listed as “Internship.” Instead of financial compensation, your student will receive academic credit for satisfactory participation in the Internship Program. Your student’s participation will be assessed pursuant to the established academic standards for the Internship Program based on collaboration with the Internship Program Site Supervisor(s).

Participation in the Internship Program may be modified at any time by FCS as necessary to protect the health and safety of students and staff and may include remote or virtual components in lieu of in-person internship experience as FCS deems necessary.

Thank you for your cooperation and interest in the Internship Program in which your student has chosen to participate.

Sincerely,

Internship Program Site Supervisors

Internship Program Teachers

Internship Program Advisors

The Advanced Studies Department of Fulton County Public Schools

**PLEASE SIGN INDICATING THAT YOU HAVE READ THE ABOVE LETTER AND RETURN IT, THE SYLLABUS FROM THE CURRICULUM GUIDE, AND THE LIABILITY RELEASE IMMEDIATELY IN ORDER FOR YOUR STUDENT TO PARTICIPATE IN THE INTERNSHIP PROGRAM.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name (printed) |  | Student’s cell phone number |  |
| Student’s signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Guardian’s name (printed) |  | Parent’s daytime/cell phone number |  |
| Parent/Guardian’s signature |  | Date |  |

|  |  |
| --- | --- |
| Internship Site |  |

**FULTON COUNTY SCHOOLS’ INTERNSHIP PROGRAM**

**LIABILITY RELEASE- WAIVER OF LIABILITY AND ASSUMPTION OF RISK**

I, ***(print first and last name)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** parent/legal guardian of student

***(Print first and last name)*** , hereby give permission for my student to participate in the Fulton County Schools Internship Program. My student’s placement is at the

following Internship site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(please print).**

I hereby agree and authorize the following:

1. To allow my student to participate in off-campus Internship Program activities as long as FCS has determined to make the option available to interested students and families.

2. To allow my student to travel to the off-campus Internship site, as long as FCS has determined to make the option available to interested students and families.

3. To authorize FCS or the Internship Site to obtain emergency medical treatment for my student.

I hereby understand and agree to the following:

1. My student is responsible for his/her own transportation to and from the Internship site and to any work-related functions away from the Internship site. The Internship site may consist of various locations away from FCS campus. A safe commute is mine and my student’s responsibility and expense.

2. I agree to maintain health insurance for my student at my or my student’s expense that covers the student’s person while participating in the FCS Internship Program.

3. I agree to be personally responsible for any medical or other expenses related to my student’s participation in the FCS Internship Program, including any required uniforms, clothing, or masks, or any property damage by my student.

4. I fully understand that my student’s participation in the FCS Internship Program may involve risk of injury, death, or economic loss which may result not only from my student’s own action or inactions, but also from the actions or inactions of others and/or the condition of the Internship site facilities, equipment, or areas where the Internship event or activity is being conducted. I assume any and all risks of personal injuries, illness, and harm to my student, including medical or hospital bills, permanent or partial disability, death, economic loss, and/or damage to my or my student’s property, arising from my student’s participation in the FCS Internship Program.

5. \*NEW\* COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Contracting COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Contracting COVID-19 is an inherent risk any time my student is present in a public place where other people are present. By signing this form and choosing to participate in the FCS Internship Program, I acknowledge and assume all risks on my student’s behalf of my student’s participation and understand that my student’s participation may increase the risk of contracting COVID-19 by my student, my family, or myself.

6. I understand and agree that participation in the FCS Internship is voluntary and optional, and that I knowingly assume all the risks detailed above of my student’s participation.

7. I release and hold harmless Fulton County Schools, the Fulton County Board of Education, FCS employees, the Internship site, and its employees of any and all liability related to my student’s participation in the FCS Internship Program.

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| --- | --- | --- | --- | --- | --- |
| Parent/Guardian Name (print) |  | Parent/Guardian Signature |  | Date |  |
| Student/Intern Name (print) |  | Student/Intern Signature |  | Date |  |