

2019-2020 SCHOOL YEAR APPLICATION PACKET

APPLICATION DEADLINE: MARCH 6, 2019
[Submit Application to the School Counseling Office!]

INTRODUCTION

This packet provides information and suggested guidelines for students, parents, teachers, school counselors, and resource personnel concerning the process and procedures involved in selecting students for Forsyth County Schools *Internship Forsyth* and *Mentorship Forsyth* programs.

Students must complete an application process during their rising junior or senior year to be considered for either program the following school year. Students must demonstrate a strong desire to experience a program that is both intellectually challenging and career-based. Selected students understand that they will need to invest a minimum number of hours per week, depending on class scheduling, in order to receive full credit for the course. The Selection Committee uses written documentation and information gathered to select participants.

REQUIREMENTS TO APPLY

- Rising Junior or Senior in good standing with the school system
- Valid picture ID
- Georgia Driver's License and proof of auto insurance in order to provide your own dependable transportation or ability to provide your own dependable transportation
- On track for graduation and willing to utilize *Internship Forsyth* or *Mentorship Forsyth* as an elective credit
- Good attendance and discipline record
- Parental support and consent
- Willing to submit to all health related screenings required by the sponsoring employer (ex. pre-employment drug screenings, vaccinations, etc.)

APPLICATION DIRECTIONS

- Complete all sections of student application.
- Complete and attach essay.
- Attach unofficial copy of transcript.
- Give forms to three (3) references* who can provide an evaluation for you, and have them return to you **in a sealed envelope** ASAP. You are responsible for submitting the sealed references with your completed application! *If applying for *Internship Forsyth*, one evaluation **MUST** be your pathway teacher.
- Turn completed application (including all required attachments) into the School Counseling Office on or before due date. No late applications will be accepted.

Forsyth County Schools

COLLEGE & *Career*
DEVELOPMENT

What is the Internship Forsyth Program? Internship Forsyth opportunities are structured experiences that connect the student's career goal and classroom learning with a productive work environment. Internship Forsyth provides students with opportunities for instruction in occupational skills and career exploration and guidance in identifying employment and educational goals. Students have the opportunity to connect what they learn in school with work site application. Students will work in the field that aligns with their career pathway classes. Most students are paid for this experience.

How are internships selected? Students should seek an internship site that aligns with their career pathway classes. The career development coordinator is available to assist the students in acquiring a job. The internship/job site must support the goals of the internship program and provide a safe working environment for the student-employee. The manager will evaluate the student-employee twice per semester and will remain in contact with the career development coordinator throughout the school year.

of Class Periods: Students may participate in Internship Forsyth up to 3 periods in their schedule. Periods MUST be scheduled at the beginning or end of the school day.

What is expected of me in this program? Students are expected to exhibit professionalism at their approved work site and work 5 hours/week for each period released from school. Additionally, students are required to attend announced monthly meetings with a Career Development Coordinator, provide wages/hours documentation, submit monthly assignments tied to workplace competencies, and participate in spring mock interviews.

When and where are the Internship Forsyth and Mentorship Forsyth programs conducted?

Once employed, assigned an internship, and/or matched with a community mentor, students spend most of their instructional time off campus at the work site. Some time is spent with a Career Development Coordinator at their school, in monthly face to face meetings, or at required events. Each student and employer/mentor work out the weekly schedule based on the needs of both the student and business/mentor, which may range from one hour every day to twice a week or even Saturdays, based on the needs of both the student and business. *NOTE: Hours vary depending on career field.*

Is there transportation, or do I have to provide it? Each participant is responsible for his/her own transportation to the worksite of his/her assigned employer or mentor.

What schedule will a student typically follow? The first week will be spent at the participant's high school meeting with a Career Development Coordinator to complete required paperwork as well as an orientation. After these days, the student will be off campus for their designated periods.

How are students selected? After completing an application, students are selected for the program based on their abilities, aptitudes, pathway(s), and career goals. In addition, students are required to answer essay questions and include teacher references. The selection committee will use all written evidence and data gathered in the application to make their selection.

When will I know if I am selected for one of the programs? A Career Development Coordinator assigned to your school will contact you by the end of April if you are selected for the 2019-2020 school year.

What is the Mentorship Forsyth Program?

Mentorship Forsyth opportunities provide intellectually gifted and artistically talented students challenging and enriching career based educational opportunities. The program gives students a career mentorship designed around the individual student's interest in a specific field or career. Participants are matched with a Community Mentor and will *job shadow* with that mentor for the duration of the scheduled class while completing a research project. This is an unpaid experience.

How are the community mentors chosen?

Community mentors will be selected based on their career area, personality, and flexibility to work with young adults. We also encourage students to locate mentors they would like to work with.

of Class Periods: Students may participate in Mentorship Forsyth up to 2 periods in their schedule. Periods MUST be scheduled at the beginning or end of the school day. **It is highly recommended that a student participate 2 periods to gain the best possible experience with the mentor.*

What is expected of me in this program? Each student will attend announced monthly meetings with a Career Development Coordinator, participate in spring mock interviews, job shadow with a community mentor in a career field of interest for 5 hours/week per class period, research a specific career field, create a career portfolio, and present a culminating capstone project to a panel of community professionals.

INTERNAL USE ONLY

Counseling Office:

Date Received	
Signature:	

WBL Selection Committee:

	Approved		Notified
	Denied		Notified
	Wait List		Notified

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2019-2020 STUDENT APPLICATION

I. STUDENT/PARENT INFORMATION

Student Name: _____ Student ID#: _____

Student E-Mail: _____ Student Cell: _____

Grade Level in 2019-2020: _____

(If senior, are you currently in Work-Based Learning or Honors Mentorship? ___Yes ___No)

Check the program you are applying for: *NOTE: If applying for both, indicate first preference with a **
 Internship Forsyth (Internship/Job) _____ Mentorship Forsyth (Job Shadow) _____

Although I understand my **school schedule** will ultimately determine the number of periods, I am available to participate in *Internship Forsyth* or *Mentorship Forsyth*, and I request to participate in the following number of total periods: ___ One period ___ Two periods ___ Three periods

If possible, I would like my periods scheduled at:
 ___ Beginning of School Day ___ End of School Day

If selected, I request to drop the following elective(s) that I originally signed up to take: _____

Parent/Guardian Name: _____ Daytime Phone: _____

Parent E-Mail: _____ Parent Cell: _____

II. PATHWAY/CAREER INFORMATION

Check Your Pathway(s):

Advanced Academic: _____ Fine Arts: _____ World Language: _____

CTAE: _____ (CTAE Pathway Name: _____)

List pathway coursework/classes that you have completed or are currently taking:

1. _____
2. _____
3. _____
4. _____

Career Interest/Goal: _____

V. **MENTORSHIP PLACEMENT INFORMATION** (ONLY complete this section if applying for *Mentorship Forsyth*)

List the names of potential mentors in your career field and/or the names of any companies in your career field where you would like to job shadow and have a possible contact.

Self-placements are helpful and often approved first. Do you have a business or mentor you have already contacted about a job shadowing opportunity?

___ No ___ Yes – If yes, name of business or mentor: _____
Location: _____
Contact Information: _____

VI. **WRITING SAMPLE AND OTHER REQUIRED INFORMATION**

- **Essay: Attach** a typed 1-2 paragraph essay responding to the prompt below to this application.
 - **Internship Forsyth Essay Topic:** Describe how your career objectives, previous work experience, and special skills would benefit a company that may choose to hire you as a result of participation in an internship program. In addition, describe the benefits that you expect to gain for yourself, if selected.
 - **Mentorship Forsyth Essay Topic:** Describe your career interest for this job shadowing experience and why have you chosen this particular career. Explain why you feel that you should be chosen to participate and include specific traits and/or abilities that you possess that will make you a successful student.
- **Transcript: Attach** an unofficial copy of your transcript (*print from portal account*).
- **Recommendations: Give** recommendation form (attached) to your 3 references and have them complete ASAP. Have your reference return the completed form **in a sealed envelope** to you! You are responsible for submitting the sealed references with your completed application!

NOTE: Your references should be school-related. If Internship Forsyth, one reference must be your pathway teacher.

VII. **APPLICATION CERTIFICATION**

- I qualify for application to *Internship Forsyth* and/or *Mentorship Forsyth* based on admission requirements.
- I authorize Forsyth County Schools to release information related to my child's academic and attendance records to the Career Development Coordinator and potential employers, and I agree that Forsyth County Schools and its agents will be absolved of any responsibility in connection with such a release.
- I understand that prospective employers may require drug screening procedures and up to date vaccinations. In such cases, this procedure becomes a condition of participation/employment. I recognize and understand that failure to comply with required substance screenings or a positive test result on an illegal substance screening may result in a loss of work site and/or removal from the program.

- I hereby authorize the school or the work site employer to secure emergency medical treatment for my child. I assume all financial responsibility.
- The Career Development Coordinator and/or employer/mentor may wish to photograph participants in the program for promotional or education purposes. I consent to be photographed for promotional and education purposes. Parents: You must submit in writing to the Career Development Coordinator should you wish your child NOT be photographed for such purposes.
- I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if selected for this program, falsified statements may be grounds for removal. I authorize investigation of all statements contained herein, the references listed in this application, all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing the same to the Career Development Coordinator.
- If I am accepted into *Internship Forsyth* or *Mentorship Forsyth*, I will
 - commit to participate for the entire school year.
 - take advantage of every opportunity to improve my knowledge, skills and efficiency in the classroom and my placement.

Student Signature

Date

I give my child permission to apply for the *Internship Forsyth* and/or *Mentorship Forsyth* programs.

Parent/Guardian Signature

Date

Internship Forsyth & Mentorship Forsyth Application Reference Evaluation Form DUE: March 6, 2019

Student Name: _____ **Reference Name:** _____ **Relationship to Student:** _____

Applicants: Please ask your references to complete this form and return to you in a **SEALED** envelope.

Notice to Reference: Thank you for taking the time to complete this information. You input will be used to decide whether or not this applicant would be a good candidate for *Internship Forsyth* or *Mentorship Forsyth*. Mark the box of the appropriate ranking. Please be honest and use specific examples where applicable. All information will be completely confidential. **Please return with the student in a SEALED envelope.** If you have any additional information that you would like to share with a Career Development Coordinator personally, please don't hesitate to contact the Office of College and Career Development.

Criteria	Point Value					Comments
	5	4	3	2	1	
Work Quality	Very accurate & thorough	Careful; rarely inaccurate	Usually accurate	Careless	Makes many errors	
Time Management	Very busy	Busy	Average	Needs improvement	Wastes time	
Initiative	Self-motivated	Needs little direction	Performs as instructed	Not a self-starter	Must be told what to do	
Teamwork	Efficient & enthusiastic; sought by others	Above average; works well with others	Average	Has problems with others	Unproductive	
Effective Communication	Complete, concise, correct, concrete	Clear; very few errors	Average	Some inaccuracies	Vague; incorrect	
Attitude/Enthusiasm	Very cooperative & friendly; very eager to learn	Cooperative & friendly; enjoys work	Cooperative; average interest in work	Negative attitude; little interest in job	Unable to get along; does not like work/job	
Honesty/Integrity	Always trustworthy; Adheres to policy/rules	Almost always trustworthy; Almost always adheres to policy/rules	Sometimes trustworthy; Sometimes adheres to policy/rules	Occasionally trustworthy; Occasionally adheres to policy/rules	Dishonest; Refusal to policy/rules	
Responsibility	Accepts readily/handles well	Accepts willingly	Accepts	Needs improvement	Unsatisfactory	
Dependability/Punctuality	Always prompt/present	Seldom off	Absent occasionally	Above average absences	Excessive absences	
Dress/Grooming	Always clean and appropriate	Most often good	Occasionally poor	Often poor/inappropriate	Always inappropriate	
50 Points Possible					_____ Points Earned	

General Feedback: _____

Please check one: I strongly recommend this student without reservations. I cannot recommend this student.
 I recommend this student with the following reservations- _____

Signature

Date

