

# INTERNSHIP FORSYTH WORK-BASED LEARNING

## Forsyth County Schools

**Internship Forsyth** is a structured experience which connects classroom learning to an engaging job opportunity. Internships can be paid or unpaid. Students are allowed to leave the school campus to intern with local businesses, earning course credit for the experience.

### Ready to Apply?

Click the QR Code below or visit <https://www.forsyth.k12.ga.us/ctae>

**Application Deadline: January 29, 2024**



On-Campus Students



Virtual Students



Dual Enrollment Students

#### Step 1:

##### REVIEW THE REQUIREMENTS

- Enrolled in Related Coursework
- 16 Years of Age with Reliable Transportation
- Good Attendance and Grades
- Positive Discipline Record
- Good Teacher Recommendations

#### Step 2:

##### APPLY FOR INTERNSHIP

- Click on the QR code or link and submit the online application.
- Ensure you have teacher recommendation information completed.
- Returning interns for the following school year must complete a new application.

#### Step 3:

##### CONNECT WITH CAREER DEVELOPMENT COORDINATOR

- Ensure your contact information is correct on the application.
- If accepted, you will be notified by the end of February and be given information about a Student Orientation Meeting. All first-year interns are required to attend.
- Your school's Career Development Coordinator will reach out this Spring to discuss placement options.
- Coordinators will contact school to add coursework to your schedule.

#### Step 4:

##### SECURE AN INTERNSHIP PLACEMENT

- Your application will note if you currently have a placement. Make sure this placement will work for your Career Development Coordinator.
- If you need an internship placement, you will receive assistance on placement options after Orientation in the Spring. Students are expected to obtain their own job.
- You must have an approved placement by the start of the school year and may work on your own over the summer to secure a suitable position/job if needed.
- Placements may be paid or unpaid.

#### Step 5:

##### ATTEND ORIENTATION AND COMPLETE PAPERWORK

- Students will be required to attend an introductory meeting with their Career Development Coordinator at the beginning of the school year.
- Students will meet monthly with their Career Development Coordinator throughout the school year.
- Students will complete required paperwork electronically with their employers at the beginning of the school year.



Forsyth County Schools

**COLLEGE  
& Career**  
DEVELOPMENT

#### FOR ADDITIONAL INFORMATION:

Please see your school's Career Development Coordinator or visit [www.forsyth.k12.ga.us/ctae](https://www.forsyth.k12.ga.us/ctae)

*The Forsyth County School District does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs.*

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