

# PARENTS' GUIDE TO INTERNSHIP FORSYTH (WORK-BASED LEARNING)

## WHAT IS INTERNSHIP FORSYTH?

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

“My manager is very supportive and flexible. I was scared that they would expect me to know everything but she has been teaching me as we go. I like the work and love the people I work with!”  
Forsyth County School Student

“My internship is outstanding because it gives me an opportunity to help me grow in this field and give me some tips for college.”  
Forsyth County School Student



## THE PURPOSE OF INTERNSHIP FORSYTH (WBL)

The purpose of the program is to assist in providing a highly trained and career-oriented young workforce, while helping students to build on the skills and knowledge gleaned from their CTAE (Career, Technical, & Agricultural Education) courses. Ideally, internships should be aligned with a student's career pathway and career interest. The various CTAE (Career) Pathways at the high schools are shown here.

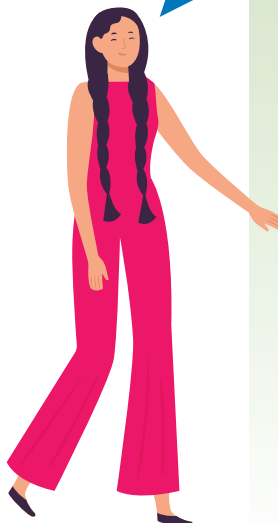
Career Pathways typically consist of three sequential courses. Students are strongly encouraged to complete at least two courses in a particular career pathway before enrolling in Internship Forsyth.



## QUICK FACTS ABOUT INTERNSHIP FORSYTH (WORK-BASED LEARNING)

- The goal is to place students in structured internships (August to May) aligned with their career interests and related coursework.
- Students are released from school either in the morning or afternoon for one, two, or three class periods so they may report to their internship sites. Students may report at different times from their released periods, but they must leave the school campus during their internship periods.
- Students are required to work a minimum of 5 hours per week for each class period of internship.
- Some internships are paid job experiences and others consist of non-paid job-shadowing of a mentor.
- Students are selected for the program based on GPA, attendance/behavior record, and teacher recommendations. All students selected must be age 16 as of September 1 of that school year and must have reliable transportation.

“I have loved being able to practice something that I love. I enjoy working with adults and completing projects that matter and that my company actually uses...it has been a great experience so far!”  
Forsyth County School Student



## CTAE PATHWAYS OFFERED AT FORSYTH COUNTY SCHOOLS

A/V Technology and Film  
Advanced Accounting  
Aerospace/Flight Operations  
Artificial Intelligence  
Architecture/Drafting and Design  
Automotive Technology  
Business Accounting  
Cloud Computing  
Companion Animal Systems  
Computer Science  
Construction/Carpentry  
Cosmetology  
Culinary Arts  
Cybersecurity  
Drone/Unmanned Aircraft Systems  
Early Childhood Education  
Engineering and Technology  
Entrepreneurship  
Fashion Marketing  
Film Production  
Financial Services  
Financial Technology (FinTech)  
Fire and Emergency Services /EMR  
Game Design  
Graphic Design  
Healthcare/Allied Health and Medicine  
Healthcare/Biotechnology  
Healthcare/Clinical Lab  
Healthcare/Emergency Medical Responder  
Healthcare/Emergency Medical Technician  
Healthcare/Phlebotomy  
Healthcare/Public Health  
Healthcare/Sports Medicine  
Heavy Equipment Operations  
Hospitality, Recreation, and Tourism  
Human Resources Management  
Interiors, Fashion, and Textiles  
International Business  
JROTC Marines  
Landscape Management Systems  
Law Enforcement/Forensic Science  
Legal Services/Application of Law  
Marketing and Management  
Marketing Communications and Promotions  
Mechatronics  
Nutrition and Food Science  
Programming  
Sports and Entertainment Marketing  
Teaching as a Profession  
Veterinary Science  
Web Development  
Workforce Ready

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## WHY INTERNSHIP FORSYTH?

Many students exit high school without a tentative career path. Some will change their college major multiple times. Now is the time for career exploration. Internships allow young people to see how their interests translate to a job while also serving as a transition from the classroom to a professional environment.

## MORE SPECIFIC BENEFITS FOR STUDENTS INCLUDE:

- Building a competitive, stand-out resume and college application
- Networking with seasoned professionals in the field of interest
- Gaining real-world experience which connects to the classroom
- Developing a strong work ethic and positive work habits critical for workplace success
- Receiving access to exclusive job opportunities unavailable to other high school students
- Determining a career path and direction for further education

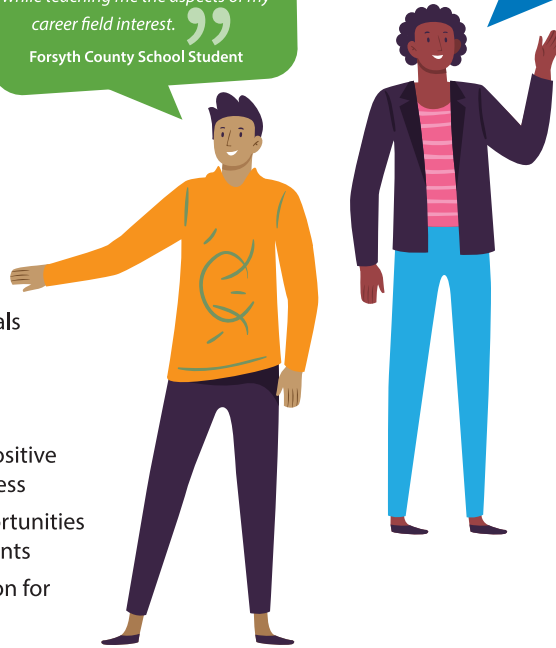
## HOW DO STUDENTS SECURE AN INTERNSHIP PLACEMENT?

Although ultimately it is the student's responsibility to find a placement, the student's Career Development Coordinator will assist in this process. Many businesses and organizations in the community routinely hire Internship Forsyth students and internship opportunities will be communicated to students, typically beginning the Spring before enrollment. A county-wide orientation is also held in the Spring to familiarize students with program expectations and to provide them with job-seeking tips. Students must secure an internship placement by the first day of school in August.

*"I think it's a great way to see whether you like the career field you plan on going into!"*  
Forsyth County School Student

*"This course really pushed me to step out of my comfort zone, all while teaching me the aspects of my career field interest."*  
Forsyth County School Student

*"I've learned a lot about the field I eventually want to get into after I graduate college. I feel it has helped me prepare well for college and also my future career."*  
Forsyth County School Student



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## HOW ARE STUDENTS GRADED?

Internship Forsyth is a graded course which must fit into the student's daily class schedule. Students may register for one, two, or three periods of internship; therefore, students can receive up to 3 course credits per year. The on-the-job experience is the invaluable and most visible piece of the program; however, it is not the only aspect of the course. Student interns learn critical employability skills by completing short, but meaningful monthly assignments. They are responsible for submitting documented work hours monthly and receive periodic evaluations from their employers/mentors. Students also attend monthly meetings with their Career Development Coordinator as well as a few special events focused on professional development throughout the school year.

## PROGRAM EXPECTATIONS

### Student Expectations

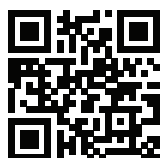
- Report to the internship site as scheduled by the employer/mentor
- Comply with all policies of the workplace in a professional manner
- Complete monthly hour documents and assignments on time
- Remain at the internship site for the entire school year unless there are extenuating circumstances which are communicated to the Career Development Coordinator immediately
- Consult promptly with the Career Development Coordinator regarding problems at the internship site so issues can be resolved quickly
- Understand that your conduct may impact our ability to use the internship placement as a site for future interns

### Parent Expectations

- Suggest to your child individuals or businesses that may lead to a potential internship, but allow your child to secure the internship on their own
- Encourage your child to handle issues with their employer/mentor and Career Development Coordinator before getting involved

*"I have been able to learn a lot more than what can be taught in a typical classroom setting."*  
Forsyth County School Student

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**COLLEGE & Career**  
DEVELOPMENT



For more information contact your school's Career Development Coordinator or scan this QR code.



[www.forsyth.k12.ga.us/ctae](http://www.forsyth.k12.ga.us/ctae)  
#fccollegcareer

