



**CTAE CLUSTERS OFFERED AT FORSYTH COUNTY SCHOOLS**

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, AV/Technology, and Communications
- Business, Management, and Administration
- Education and Training
- Energy
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, Mathematics
- Transportation, Distribution, and Logistics

**INTERNSHIP FORSYTH  
TIMELINE**

**JANUARY**

Interested students complete an application for the following school year.

**FEBRUARY**

Students are selected for the program. Employers decide on their available intern positions and create brief job descriptions for each. Employers should also determine any specific needs such as time of day an intern is needed; number of hours an intern will be required to work, etc. They can then reach out to a Career Development Specialist and submit their open intern positions. The Career Development Specialist can also meet with the employer to discuss options related to advertising the positions to students in the program.



**MARCH-JUNE**

Employers interview students and make selections. Interns may begin in the summer if an employer desires. Often a summer start is recommended in order to successfully onboard and orient the intern to the organization.

**AUGUST**

Interns begin working no later than the first day of school. Intake documentation including training agreement and training plan is completed electronically. The student, parent, employer, and Career Development Specialist each have a section to complete or sign.

**AUGUST-MAY**

Students are required to intern through the first week of May. Employers sign off on monthly hours documents and evaluate the intern periodically on employability skills as well as job-specific tasks indicated on the training plan. Career Development Specialists will communicate with the internship supervisors/mentors regularly and visit internship sites occasionally.

**INTERNSHIP FORSYTH  
WORK-BASED LEARNING**  
*Forsyth County Schools*

**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.

**BUSINESS PARTNER  
GUIDE TO  
INTERNSHIP FORSYTH  
(WORK-BASED LEARNING)**



**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 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.



For more information, contact a Career Development Specialist.  
Scan this QR code to reach them!



[www.forsyth.k12.ga.us/ctae](http://www.forsyth.k12.ga.us/ctae)  
[#fccollegecareer](https://twitter.com/fccollegecareer)





## ROLE OF THE EMPLOYER

The success of the program is primarily based on the quality of the placement and the instruction the students receive on site. The designated supervisor/mentor, selected by the company, is a key individual who ensures a successful experience. Many different individuals may be involved in the teaching and training the intern, but one individual who is specifically identified, is typical. The following are some of the supervisor's main responsibilities:

- Orient the student to the job and the business and industry as a whole
- Participate in the development of a training plan consisting of specific job tasks or job-shadowing activities assigned to the student
- Evaluate student performance on job-specific tasks as well as general employability (soft) skills and verify hours worked
- Provide on-the-job counseling to the student when improvements are needed

Employers should also agree to host/employ the student for the entire school calendar year, August through May.



## BENEFITS TO EMPLOYER

All businesses need qualified, career-oriented employees, so why not grow your own with Internship Forsyth? The following are a few of the benefits to local businesses:

- Maintaining a source of skilled and motivated employees who are typically more accountable since students are receiving a grade for their experiences
- Providing a pipeline for future employees
- Reducing the cost of recruitment and training since many students have completed coursework related to their job tasks
- Satisfaction of helping to shape a young person's career goals and employability skills
- Increasing employer visibility and participation in the local school district
- Building the foundation for a more productive local economy



## ROLE OF THE CAREER DEVELOPMENT SPECIALIST

Each high school has a designated specialist who serves as the liaison between the school and employer. This individual is also the teacher of record for the students enrolled in the program. Specifically, the Career Development Specialist performs these tasks:

- Vets students prior to program acceptance
- Emphasizes employability skill attainment throughout the school year

“ I have participated in many internship programs over the past 20 years as a business owner. I give Internship Forsyth 5 Stars because it's the best program I have encountered. It's well managed and we always get highly motivated students who are eager to learn and contribute to our company. It's been a win-win situation for both IMTEK and the interns! ”

PG Gopal – IMTEK Environmental Corporation

“ Internship Forsyth has been a huge benefit to both AutomationDirect AND to the interns we work with. We get an extra highly-motivated, eager, and dedicated team member; and the intern gets real life work experience. The best kinds of relationships are when everyone benefits, and Internship Forsyth nails it. Five thumbs up!” ”

Tim Wheeler - AutomationDirect

# PROGRAM EXPECTATIONS



- Communicates regularly with the employer throughout the school year, including conducting site visits to briefly discuss student progress with the supervisor/mentor
- Partners with the supervisor/mentor as a job coach for the student
- Maintains program records as required by the state

“ The Internship Forsyth program has greatly benefited us as we started a new business in 2020. We have hired every intern sent our way. We could not run our business effectively without them. They have provided valuable marketing and social media experience that we did not even know about. When looking for additional employees, we reach out to the Internship Forsyth program first! ”

Kim Weldy - Style Encore



## ROLE OF THE STUDENT INTERN

The student intern should strive to be an outstanding employee, ready to add value to the business and eager to learn new job tasks. More specifically, interns are expected to do the following:

- Communicate their class schedules and work availability with the employer
- Communicate all absences and schedule changes as soon as possible
- Comply with all company policies regarding dress code, professionalism, and attendance
- Complete their part of required program documentation in a timely manner
- Show initiative by taking on assigned projects, ask questions as necessary, and accept feedback and constructive criticism



## TYPICAL STUDENT INTERN

**Age Requirement** The program is open to juniors and seniors who are at least 16 years of age who provide their own transportation to and from work. Students under 18 are allowed to work in various industries, such as manufacturing, engineering, and construction, as long as they are in a state approved Work-Based Learning program and abide by the hazardous occupations guidance from the state.

**Caliber of Student** Students receive two teacher recommendations and have good behavior and attendance to qualify for Internship Forsyth. Additionally, priority is given to those student applicants completing a Career Pathway.

**Working Hours** Students need a minimum of 5 hours per week for each released internship period on their schedules.

Example: One internship period = 5 hours per week  
Two internship periods = 10 hours per week  
Three internship periods = 15 hours per week

Of course, students can exceed the minimum requirement and may work during non-school hours in the evening or weekends.

**Paid or Unpaid** Both paid and unpaid internships are an option; however, if the student is adding value, pay should be considered.

“ Interns bring a fresh perspective and high level of enthusiasm to the organization. This potential creativity can lead to completion of singular projects or projects that are part of a larger scope. ”

Alice Collien - Siemens Energy, Inc.