

TALENTED AND GIFTED PROGRAM SERVICES

Internship Manual



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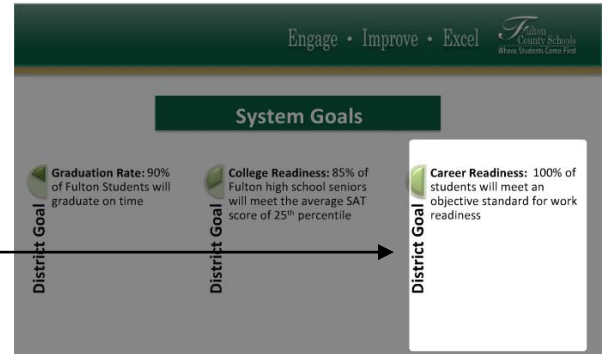
* These pages require student and parent signatures.

**FULTON COUNTY SCHOOLS
GIFTED INTERNSHIP PROGRAM-
INTRODUCTION & WELCOME TO STUDENTS**

Welcome to the Gifted Internship Program for Talented and Gifted (TAG) students of Fulton County Schools. This program is the result of the combined effort of the education system and the professional business community. It is designed to provide our high school juniors and seniors with an in-depth view into career areas of their choice. The Gifted Internship Program is designed to provide students with basic career awareness and exploration and to introduce them to working professionals and a business atmosphere in their local communities.

The Gifted Internship Program has been placing students in internships for over thirty years. While we have always been in alignment with Georgia Gifted Education Standards, we are also now a direct contributor to our current system-wide goal of 100% Career Readiness.

The TAG Career Internship Advisor will match students with professionals in a career area of interest. While selecting an internship site for a student, TAG Career Internship Advisors must take into consideration availability of sites, the qualifications of individual students, the drive radius of individual students, and the needs of all students in the program. Both the TAG internship Career Advisor and the TAG internship Supervising Teachers will work cooperatively to implement the Gifted Internship Program at each high school. By participating during one or two class periods, students will engage in professional occupational experiences for elective credit on a non- paid basis.



Students benefit by:

- experiencing firsthand the realities involved in a particular profession;
- deciding and planning their future on the basis of facts gained from experience.

Business community benefits by:

- giving back to their community;
- mentoring future professionals;
- being exposed to observations, questions and comments of interns;
- being exposed to creative ideas developed by interns on projects at business sites.

Fair Labor Standards Act:

Students in the Gifted Internship Program are classified as “Unpaid Interns,” a title/role based on the following assumptions:

- Both the intern and internship site are aware from the outset that no salary is involved in the program, and there is joint agreement to participate on that basis.
- The intern will not be displacing existing paid staff.
- The intern’s work will not result in economic gain for the business site. This protects the intern from being misused as a clerk, messenger, or in other roles which do not contribute to the overall performance objectives of the program and for which high school students should be paid. This also encourages a strong mentoring relationship between the intern and the TAG internship Site Supervisor.

For more information please go to <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

GIFTED INTERNSHIP PROGRAM INTRODUCTION & WELCOME TO STUDENTS CONTINUED

PURPOSE:

The Gifted Internship Program is designed to provide TAG students the opportunity to explore potential career interest by working with professionals in the community.

DESCRIPTION: Gifted Career Internship (11th and 12th Grades only)

- Internships are unpaid. The student receives GA High School Graduation Credits for their efforts in lieu of financial compensation.
- Internships are semester long. Students will be encouraged to explore a different internship and/or career field each semester they participate.
- Students can participate in up to four internships, two during their junior year and two during their senior year.
- The internship **MUST** appear as a class during the students' schedules. It cannot be a "zero" period or lunch period.
- Internships can either be for one or two periods during the school day. One-period internships are referred to as single internships and two-period internships are referred to as double internships.
- Internships are typically scheduled for the last period, or last two periods in the case of a double internship, of the school day. There are specific internships that function better in the morning, i.e. elementary education and specific medical fields. If the student selects and/or is chosen for one of these internships, then their internship will be scheduled first thing in the morning.
- Unless specifically allowed by the TAG Career Internship Advisor, internships cannot be scheduled during the middle of the school day.

PREREQUISITES AND QUALIFICATIONS FOR PARTICIPATION IN THE PROGRAM:

1. Active status within the TAG Program.
2. Satisfactory completion of the prerequisite seminar, Inside Link to the Outside World.
3. Recommendation of TAG Department at the student's home schools. Criteria that will be considered may include:
 - Discipline Record
 - Academic Grades or G.P.A.
 - Attendance Records
 - Teacher Recommendations
 - Quality of Participation in Inside Link to the Outside World
 - Quality of Participation in other TAG Offerings (seminars, directed studies, or independent projects)
 - Quality of Participation in Previous Internships
 - Physical or Psychological Limitations of the Student based on Prior Medical Conditions
4. Acceptable Pre-internship Interview with Fulton County TAG Career Internship Advisor.

PREREQUISITES AND QUALIFICATIONS REQUIRED BY SOME INTERNSHIP SITES:

Depending on the internship placement, students may be asked to submit to a:

1. Background Check
2. Drug Test
3. Confidentiality Contract
4. Medical Testing and Paperwork for Medical Internships
5. Proof of Citizenship

TAG Career Internship Advisors will provide more information on site-dependent paperwork at the pre-internship interview and/or prior to the internship.

**TAG INTERNSHIP PROGRAM
KEY PLAYERS**

TAG Intern- In charge of the following aspects of the internship:

- 1) Fulfilling Prerequisites (See description on previous page.)
- 2) Registering for the TAG Internship Program
- 3) Providing Transportation to and From Internship Site
- 4) Securing a Parking Space at Home School
- 5) Signing In or Out Daily during the Internship Period
- 6) Completing Internship Assignments and Participating at Internship Site

TAG Internship Supervising Teacher- In charge of all aspects of the internship as related to the home school including:

- 1) Clearing Students to Participate in the Program Based on the Completion of Prerequisites
- 2) Scheduling Pre-internship Interviews with Career Internship Advisor
- 3) Reviewing and Coaching TAG interns on Interview Skills based on the Pre-Internship Interview Assessment in Preparation for the Initial Placement Meeting at the Internship Site (both whole class and individual instruction encouraged)
- 4) Monitoring Daily Attendance during the Internship Period
- 5) Assigning and Grading In-school Internship Assignments
- 6) Holding Intern Conferences
- 7) Monitoring and Coaching TAG Intern Growth as outlined by the Student Learning Objectives (SLO) for the TAG internship Program

TAG Career Internship Advisor- In charge of all aspects of the internship outside of the school including:

- 1) Assessing Students' Qualifications and Career Interests
- 2) Assessing the Students' Interview Performance at both the Pre-internship Interview and Initial Placement Meeting
- 3) Deciding which Students are Assigned to which Internship Sites
- 4) Building New Internship Sites when Needed
- 5) Initiating and Responding to any Communication with Internship Site Supervisors
- 6) Attending the Initial Placement Meeting of all TAG interns

TAG Internship Site Supervisor- In charge of all aspects of the internship at the internship site including:

- 1) Organizing and Assigning Internship Activities
- 2) Verifying Timesheets
- 3) Completing Intern Performance Evaluations

TAG Career Internship Advisors



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GIFTED INTERNSHIP PROGRAM BASICS- INTERNSHIP HOURS

Timeline of an internship based on an 18 week semester:

Weeks 1-2: Students enrolled in a Gifted Internship will begin their semester at school for the first two weeks. During these two weeks students will be participating in assignments/activities that are intended to help prepare the interns for their upcoming internships.

Weeks 2-4: Students will attend an initial placement meeting (a.k.a. internship “interview”) at which they will visit their site for the first time and meet their site supervisor. A TAG Career Internship Advisor will be present at this initial meeting and will help make sure that the necessary details are discussed to help the students get started at their internship smoothly. Students will bring their professional documents and dress in interview attire. Students will be assessed on their interview performance by the TAG Career Internship Advisor.

Weeks 3-16: The following are the number of onsite hours required for Gifted Internship.

TERM - SEMESTER	HOURS
SINGLE (One Period)	70 (an average of 5 hours per week for 14 weeks)
DOUBLE (Two Periods)	140 (an average of 10 hours per week for 14 weeks)

- Hour requirements may be altered for select internship sites, i.e. Northside Hospital- Main Campus.
- Hour requirements may be altered if the intern’s home school follows an atypical school day schedule, i.e. extended block periods.
- Establishing different hour requirements for an individual intern or school is up to the discretion of the TAG Career Internship Advisor.

Weeks 17-18: Students will reconvene at school with their fellow interns. Students will reflect in their internship experiences and prepare their final presentation (see description of assignments for more details).

TAG INTERNSHIP PROGRAM BASICS- ATTENDANCE PROCEDURES

Weeks 1-2 & 17-18:

- In-Class Weeks: All interns will remain in school during the first and last two weeks of the semester.
- The TAG internship Supervising Teacher: The TAG Internship Supervising Teacher has the right to allow select students to leave during the internship period(s) during the first and final two weeks of the semester. This decision is solely up to the TAG Internship Supervising Teacher.
- Internship Initial Meetings: Students will attend the initial meeting at their internship sites at some point during weeks 2-4. These meetings can be scheduled during any part of the day due to the scheduling needs of the TAG Career Internship Advisors. Students must make up any missed work, but this absence will be considered an approved school activity.

Weeks 3-16:

- Work Weeks: Interns will report to his or her internship site during the fourteen weeks in the middle of the semester.
- Signing In or Out: All interns must sign in or out every day. Signing in or out is necessary for legal records and daily attendance. Any student who does not sign in or out for the day will be marked absent. The following information should be documented on the sign in/out sheet: date and time, signature, student location during internship period. Note: It is not permissible for another intern or an outside party to sign in or out for another intern.
- Leaving School during the Internship Period: The privilege to leave school earlier can be revoked at any time. The TAG internship Supervising Teacher has the right to keep students at school if they are missing work or have received inadequate evaluations from their internship site.

- Permissible Locations during the Internship Period: During their internship period(s), students are only allowed to go to three places: 1) the internship site, 2) home, or 3) home school if allowed by a supervising staff member.
- Field Trip Days: Interns will be allowed to use two to three field trip days for their internships. Interns often use these field trips to experience a full work day or to attend a special event, i.e. surgery, a presentation for a client, or staff meeting. Due to Fulton County School Board policy, interns are not allowed to use their field trip days on consecutive instruction days without written permission from their home school administration.
- School Holidays: Students are not required to work on school holidays, but if the site and student are willing, holidays can be an excellent opportunity to catch up or get ahead on hours.

<p>GIFTED INTERNSHIP PROGRAM BASICS- FAILURE TO SUCCEED IN THE INTERNSHIP PROGRAM</p>

The Pre-internship Interview:

Students who fail the TAG Pre-internship Interview due to lack of preparation or an unprofessional manner will not be allowed to participate in the upcoming semester, but the student can reapply for future semesters.

The Initial Placement Meeting:

A student can fail for the Initial Placement Meeting for the following two reasons:

- Substandard student behavior, i.e. late to or misses the meeting, dresses unprofessionally, acts unprofessionally, and schedule of other commitments that make it impossible to work with the site hours, etc.
- The TAG Site Supervisor decides the student is not an appropriate fit for the internship site.

In either situation, the TAG Career Internship Advisor will decide the correct course of action, whether it be removal from the program or placement at a different internship site.

The Gifted Internship:

The TAG internship Site Supervisor, Career Internship Advisor, or Internship Supervising Teacher can terminate an internship at any point during the term. The following are reasons for termination of an internship:

- The intern is failing the academic component of the internship due to missing or substandard assignments.
- The TAG internship Site Supervisor requests and end to the internship.
- The Career Internship Advisor has assessed the intern's performance and has decided it is substandard for the program and/or the internship site.

If the intern is terminated, or "fired," the following course of action will be taken:

- The intern will receive a failing grade for the internship based on the work that has been submitted up to the point of termination and at the discretion of the TAG Internship Supervising Teacher.
- The intern will be placed in a TAG Directed Studies for the remainder of the semester under the supervision of the TAG Internship Supervising Teacher.
- Assignments for the directed study should be based on the following topics:
 - 1) Analyzing the reason(s) for termination.
 - 2) Proposing a path for personal growth to avoid the behaviors that led to the termination.
 - 3) Composing and sending apologies to appropriate parties, i.e. TAG internship Site Supervisor.
 - 4) Conducting career field research.
 - 5) Any other topic deemed appropriate by the TAG Supervising Teacher.
- The final grade for the semester will be based on a combination of the TAG internship grade at the point of termination and the Directed Studies grade.
- If a student fails an internship due to academic deficiency or is terminated from an internship site, he or she will not be allowed to participate in the program in future semesters.

GIFTED INTERNSHIP PROGRAM- SYLLABUS
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Description: A Gifted Career Internship is an elective designed to prepare students for the realities of a particular profession. Gifted Internships are unpaid because 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 TAG Internship Career Advisor, TAG Internship Site Supervisor, and the TAG Supervising Teacher work with the student in completing a successful internship.

Materials: Internship Manual, Gifted Program Services, Fulton County Schools

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

Grading: Grading is based on a combination of the intern's in-school assignments and the quality of the intern's on-job performance. The following scale will be applied to the final grade. Detailed descriptions of assignments are available in the manual and should be read before this syllabus is signed.

Percentage of grade determined by on-the-job performance	65 %
Percentage of grade determined by in-school performance & final	35%

Excused Absence Make-up Work: Any student who is absent (excused only) from class the day an assignment is due, must submit the assignment in a timely manner, consistent with the Fulton County make-up policy (found in the *Student Handbook*).

Unexcused Absence Make-up Work and Late Work: It is up to the discretion of the TAG Internship Supervising Teacher whether or not make-up work from an unexcused absence or late work is accepted and granted credit. The following is the TAG internship Supervising Teacher's policies:

Unexcused Absence Make-up Work: _____

Late Work: _____

Expectations of Students: Students are representatives of their school as well as Fulton County Schools; thus, exemplary behavior in school and at the internship site is expected at all times. 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 that may cause delay or absence.
- Maintain a cooperative attitude and demonstrate initiative with the TAG internship Supervising Teacher, Career Internship Advisor, and Internship Site Supervisor.
- Appropriately and promptly relay issues and concerns to the TAG internship Supervising Teacher and Career Internship Advisor throughout the semester, sign in/out on a daily basis, and promptly submit all assignments to the TAG internship Supervising Teacher at the home school.

Recovery: Recovery Policies vary by school. Please review the home school's Recovery Policy as stated in the *Student Handbook*.

Honor Violations: Cheating will be handled as stipulated by the home school *Student Handbook*. Examples of honor violations in the internship program include, but are not limited to: forgery of signatures, miscalculation of time on time sheets, lying to the TAG internship Supervising Teacher, Career Internship Advisor, or the Internship Site Supervisor, and plagiarizing written assignments. In compliance with the school board 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 as a consequence.

GIFTED INTERNSHIP PROGRAM
SYLLABUS SIGNATURE PAGE

I have read, understand and agree to abide by the internship policies as stated in the syllabus on the previous page.

TAG intern's Name (Printed)

TAG intern's Signature

I have read, understand and agree to encourage my child to adhere to the internship policies as stated in the syllabus on the previous page.

Parent/Guardian's Name (Printed)

Parent/Guardian's Signature

I have read through and understand the Internship Program Basics on pages 6 and 7:

_____ Intern's Initials _____ Parent's Initials

I have read through, understand, and signed the TAG internship contract on page 12:

_____ Intern's Initials _____ Parent's Initials

I have read through, understand, and signed the Parent Consent forms on pages 17 and 18:

_____ Intern's Initials _____ Parent's Initials

I have read through, understand, and signed the Liability Release on page 19:

_____ Intern's Initials _____ Parent's Initials

I have read through and understand the Assignment Descriptions on pages 14 and 15:

_____ Intern's Initials _____ Parent's Initials

I have read through and understand the Internship Manual in its entirety:

_____ Intern's Initials _____ Parent's Initials

**GIFTED INTERNSHIP PROGRAM
ADVICE- HOW TO BE A SUCCESSFUL INTERN**

<u>SUCCESSFUL INTERNS...</u>	<u>UNSUCCESSFUL INTERNS...</u>
are punctual.	are late to their work shifts.
show up for all scheduled work shifts.	are absent without good reason.
dress appropriately.	dress inappropriately or messily.
have realistic expectations.	have unrealistic expectations. Real world work situations are often not exciting and require hard work and attention to small details.
are confident, but not cocky.	are shy and must be constantly instructed or engaged.
are enthusiastic and ask questions.	are entitled and act bored or withdrawn.
are helpful.	are “above” menial tasks and/or hinder the work flow at the site.
stay focused on work tasks.	use their cell phones or computers for personal reasons during work time.
are easy to get in contact with and are quick to respond to messages.	do not respond to communications from the internship site in a timely manner.
keep constant track of their accumulated internship hours.	fail to keep track of hours accumulated.
are quick to contact either their TAG internship Supervising Teacher or their TAG Career Internship Advisor if an issue surfaces at their internship site.	let issues or problems fester at the internship site and are slow to contact their TAG internship Supervising Teacher and/or TAG internship Career Advisor.
complete in-school internship assignments on time and with quality.	fail to or submit incomplete, substandard, or late assignments to their TAG internship Supervising Teacher.
request more responsibilities at the internship site when possible.	become complacent.
share constructive ideas with the TAG internship Site Supervisor.	complain or fail to share good ideas.
try to act and speak like an adult.	act or speak immaturely.

Please remember...

- Internship sites and site supervisors are not reimbursed for these internships and view sharing their time as a contribution to their community.
- Entering a new workplace is similar to visiting a foreign county. There is a culture, language in the form of jargon and technical terms, social hierarchy, and set of ethics. You must respect and assimilate to your workplace culture if you hope to succeed at this internship.
- While at your internship site you are everyone’s intern. You need to be respectful, helpful, and friendly to all members of the workplace, not just your site supervisor.
- The future of this program depends on your quality as an intern. Often, when sites have a bad intern, they discontinue their participation in our program. Sites that have good interns typically continue to take more. Be a good intern not only for your own sake, but for all future interns as well.
- You are representing not only yourself, but also your family, your TAG Internship Supervising Teacher and your Career Internship Advisor, the Gifted Internship Program, your home school, Fulton County Public Schools, and teenagers in general while participating in your internship.

**GIFTED INTERNSHIP PROGRAM
STUDENT DRESS CODE**

The first appearance you make is very important. Conservative dress or interview attire is the dress code for all interns unless told differently by the Internship Site Supervisor. In some cases, after the initial placement meeting, the intern will be instructed to dress in business casual attire or be assigned a uniform, i.e. scrubs. Conservative dress includes the following:

FEMALES

Acceptable

- Skirt (knee length or longer when sitting)
- Conservative shirt, blouse, or sweater
- Conservative dress
- Suit
- Dress with jacket
- Dress slacks with jacket
- Dress shoes (polished, closed-toe)

Unacceptable

- Jeans, shorts, or jogging attire
- T - shirt/low-cut, tight or revealing blouse
- Any sheer or see-through material
- Skirt or dress of inappropriate length
- Denim clothes of any kind
- Sneakers or Sandals

MALES

Acceptable

- Conservative dress shirt (white or light color), tucked in
- Tie (required for interview)
- Dress slacks and coat
- Suit
- Shoes (polished) and dress socks
- Belt

Unacceptable

- Jeans, shorts, or jogging attire
- No socks or athletic socks
- Sneakers or Sandals
- Earring(s)
- T – shirt or collarless shirt

- If sites require a uniform, i.e. scrubs or an embroidered shirt, the uniform will have to be purchased at the student and/or parent(s) expense.
- Please note, equal in importance of what your wear is how it fits. Make sure your work clothing fit the appropriate size, length, etc. for your body type. The most common mistakes include girls wearing clothing too tight and boys wearing clothing too loose.



FULTON COUNTY SCHOOLS
Gifted Program Services- High School Contract

Name _____ HR _____ Lunch _____ School _____ Sem/Yr _____

TAG Course Title GIFTED CAREER INTERNSHIP Period(s) _____ TAG Supervising Teacher: _____ # Internship 1 2 3 4

Check One: <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Other Course	Goal Statement: To gain an awareness and understanding of careers through on site experiences and assigned coursework; to evaluate career interests and values.
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Content Areas: <input type="checkbox"/> Soc. St. <input type="checkbox"/> Lang. Arts <input type="checkbox"/> Science <input type="checkbox"/> Foreign Lang. <input type="checkbox"/> Computer <input type="checkbox"/> Fine/Perf. Arts <input type="checkbox"/> Math <input checked="" type="checkbox"/> Car. Tech	Obj.# 1 2 3	Course Objectives: As a result of participating in this study the student will be able to: 1 Identify and investigate career fields of interest. 2 Develop research skills for selection of careers that match interests and values. 3 Participate in on-site experiences with a selected professional.
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The academic standards of this program are listed on the following page.	Activities/Products: The student will Complete hours and assignments as detailed in Internship Manual: In-School Assignments (35% of Grade) <ul style="list-style-type: none"> • Pre-Internship Interview with Career Advisor (1) • Site Research Essay (1) • Journals (10+) • Supervising Teacher Conferences (3-4) • Final Presentation (1, 15% of grade) On-Job Assignments (65% of Grade) <ul style="list-style-type: none"> • Updated Resume and Cover Letter (1) • TAG internship SITE S.M.A.R.T. Goals & Goal Completion Checks (4) • Initial Site Meeting (1) • Thank You Letters (2) • Networking Interviews (2) • Timesheets (14) • Site Evaluations (3) TOTAL Grading Scale: 100-90 – A; 80-89 – B; 79-70 – C; 69-0 – F	Date Due	Date Complete	% of Grade	Teacher Evaluation
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Signatures: Student: _____ Date: _____ Supervising TAG Teacher: _____ Date: _____	Final Numeric Grade: _____ %	TAG Credit or Non-Credit: C or NC
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FULTON COUNTY TALENTED AND GIFTED STANDARDS ADDRESSED THROUGHOUT INTERNSHIP:

Advanced Communication Skills (ACS) 1: The student uses written, spoken, and technological media to convey new learning or challenge existing ideas.

Advanced Communication Skills (ACS) 2: The student produces written and/or oral work that is complex, purposeful, and organized, includes relevant supporting examples and manipulation of language.

Advanced Communication Skills (ACS) 5: The student applies interviewing techniques for a variety of purposes.

Advanced Communication Skills (ACS) 6: The student anticipates and addresses potential misunderstandings, biases, and expectations in communication with others.

Advanced Communication Skills (ACS) 9: The student maintains a journal or log for self-reflection and/or self-evaluation.

Advanced Research Skills (ARS) 1: The student uses a variety of print and non-print resources to investigate a topic of interest.

Advanced Research Skills (ARS) 5: The student gathers, organizes, analyzes, and synthesizes data from multiple sources to support or disprove a hypothesis.

Advanced Research Skills (ARS) 7: The student evaluates research methodologies and data to detect validity, bias, reliability, and applicability to real-world problems and/or solutions.

Higher Order/Critical Thinking Skills (HO/CTS) 11: The student draws conclusions based upon relevant information while discarding irrelevant information.

**GIFTED INTERNSHIP PROGRAM
ASSIGNMENT DESCRIPTIONS**

TAG internship SITE S.M.A.R.T. Goals & Goal Completion Status Checks:

The purpose of this assignment is to create a contract between the TAG intern and the TAG Internship Site Supervisor. TAG interns and 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 “evidence” that the goal has been met or has been attempted. The Site Supervisor will validate this evidence with a signature. The template of this assignment is located on pages 22 and 23 in the appendix of this manual. (On-job Assignment)

TAG internship Supervising Teacher Conferences:

The TAG intern will meet with his or her Internship Supervising Teacher on three to four occasions throughout the fourteen work weeks in the middle of the semester. The conference will address topics including: internship activities, hours completed, and a general reflection of the internship experience, the intern’s site evaluation(s), assignment(s), grade, etc. The TAG intern should bring his or her internship materials and dress casually. The TAG internship Supervising Teacher will provide a date and time for the conference. (In-school Assignment)

TAG internship Site Supervisor Evaluations:

The TAG internship Site Supervisors will evaluate the interns’ on-site performance on three occasions during the fourteen work weeks in the middle of the semester. 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, site evaluations will be sent to the site supervisors electronically. On rare occasions a hard-copy evaluation will be sent to site supervisors. Results of the evaluation will be shared with the intern when deemed appropriate. Students are typically not involved in the delivery or collection of evaluations. The role of the student in this assignment is to be a quality intern during the internship and earn good scores on their evaluations. Hard copies of these evaluations are on pages 29-34 in the appendix of this manual. (On-job Assignment)

Site Research Essay:

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

- 1- Name and Location of Internship Site
- 2- History and Purpose of Internship Site
- 3- Name, Title, Responsibilities, and Level of Education for TAG Internship 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 Site Supervisor is not available, the student can write about the career field.

Remember- copying and pasting off the internet is plagiarism. If this occurs, the intern will receive a grade of ZERO and be considered for academic dishonesty referral.

(In-school Assignment)

Journals:

Journal topics should be addressed during the work weeks of the internship. The journal topics and rubric for this assignment are on pages 35 and 36 in the appendix of this manual. (In-school Assignment)

Final Presentation:

The internship final grade consists of a presentation and constitutes 15% of the overall grade. The intern will discuss the career field and internship experience to an audience of their peers and their TAG Internship Supervising Teacher. Other attendees may include the intern's Career Advisor, Site Supervisor, and the administration from the home school. The description for this assignment is on page 39 in the appendix of this manual. (In-school Assignment)

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 available on pages 37 and 38 in the appendix of this manual. (On-job Assignment)

Internship Timesheets:

Timesheets are recorded by the intern and signed by the Site Supervisor weekly. The timesheets are on pages 24-28 in the appendix of this manual. (On-job Assignment)

Pre-Internship Interview:

All potential interns will be required to meet with a TAG internship Career Advisor the semester prior to their internship. Generally, the meeting for fall interns will take place the preceding April and spring interns the preceding November. These meetings/interviews will be scheduled by the TAG internship Supervising Teacher at the home school. Students will be graded on their ability to follow directions, complete necessary paperwork, and act in a professional manner. The rubric for this interview is on page 21 in the appendix of this manual. (In-school Assignment)

Placement Interview:

The intern's first meeting at the internship site is scheduled and accompanied by a TAG Internship Career Advisor. The intern should consider this comparable to an interview and he or she is required to bring a cover letter, three (3) copies of his/her resume, and three (3) copies the TAG internship SITE S.M.A.R.T. goals. The TAG intern should dress professionally in formal business interview attire. (Generally, the placement appointment will be held the second or third week of the semester and will be approximately thirty minutes in length.) The rubric for this interview is on page 21 in the appendix of this manual. (On-job Assignment)

Professional Correspondence:

Cover letter: The purpose of cover letter is to establish the intern or applicant's reason for contact (objective) and to encourage the recipient (TAG internship Site Supervisor) to read the enclosed resume. Cover letters typically include:

- 1st Paragraph- Objective and Introduction of Self, Skills, and Qualifications
- 2nd Paragraph- "Selling" of Oneself (Competency and Qualifications) by Relating to Company Needs
- 3rd Paragraph- Closure and Interest in Position and Company/Organization

Thank You Letters (2): Interns will write a letter expressing gratitude to the site supervisor. The intern's TAG Supervising Teacher will review and edit a rough draft of the thank you letter before the final draft is written and mailed. The following are the two situations in which interns will be called upon to write a thank you letter:

- after placement interview
- at the conclusion of the internship

(On-job Assignment)

GIFTED INTERNSHIP PROGRAM
APPENDIX

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* These pages require student and parent signatures.

GIFTED INTERNSHIP PROGRAM
FULTON COUNTY PUBLIC SCHOOLS
PARENT CONSENT FORM

Dear Parents:

This letter's purpose is to officially notify you of your son's or daughter's involvement in the TAG Department's Internship Program.

Students enrolled in the TAG program may elect to register for one or two courses of internship during any semester of their junior and/or senior year.

Interns have the opportunity to further their career awareness in a particular field and develop their selected career path while gaining academic credit. This program requires interns to leave their home school the last one or two periods of the day to travel to the business site where they have been placed in an internship for the semester.

Atlanta's business community continues to remain supportive in providing these non-paid internships, allowing the interns to experience a pragmatic and challenging first-hand view of the professional world of work.

Thank you for your cooperation and interest in the Gifted Internship Program in which your son/daughter has chosen to participate.

Sincerely,

TAG internship Supervising Teacher
TAG Career 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 OF THE MANUAL, AND THE LIABILITY RELEASE IMMEDIATELY IN ORDER FOR YOUR SON/DAUGHTER TO PARTICIPATE IN THE INTERNSHIP PROGRAM.

Student's Name (Printed) _____ Cell Phone Number _____

Student's Signature _____ Date _____

Parent's Name (Printed) _____ Daytime Phone Number _____

Parent's Signature _____ Date _____

TAG Supervising Teacher Name: _____ Home School _____

GIFTED INTERNSHIP PROGRAM
TAG INTERNSHIP SITE
PARENT CONSENT FORM

Dear Parents:

This letter's purpose is to officially notify you of your son's or daughter's involvement in Fulton County Public Schools' Talented and Gifted (TAG) Internship Program in an unpaid, academically based internship.

By signing below, you are indicating that you understand and agree upon the following assertions:

- 1) The internship is unpaid. The TAG intern, your son or daughter, will not receive any financial compensation for this internship either now or in the future.
- 2) This internship is academically based. This statement is supported by the following evidence:
 - The internship appears in the TAG intern's school schedule as "Gifted Career Internship."
 - The TAG intern is receiving academic compensation in the form of Georgia High School Graduation Elective Credits for his or her internship efforts and therefore cannot be paid under the guidelines of the Fair Labor Standards Act (FLSA).
 - The TAG intern and TAG internship Site Supervisors collaborate and sign off on TAG Internship Site S.M.A.R.T. Goals that serve as the academic standards for the internship.

Thank you for your cooperation and interest in the Gifted Internship Program in which your son/daughter has chosen to participate.

Sincerely,

TAG internship Site Supervisors
TAG internship Supervising Teacher
TAG Career 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 OF THE MANUAL, AND THE LIABILITY RELEASE IMMEDIATELY IN ORDER FOR YOUR SON/DAUGHTER TO PARTICIPATE IN THE INTERNSHIP PROGRAM.

Student's Name (Printed) _____ Cell Phone Number _____

Student's Signature _____ Date _____

Parent's Name (Printed) _____ Daytime Phone Number _____

Parent's Signature _____ Date _____

TAG internship Site _____

**TAG 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 son/daughter to participate in the TAG internship Program sponsored by Fulton County Public Schools. My son/daughter is placed at the following internship site _____. (please print)

I hereby authorize the following conditions:

1. To allow my son/daughter to participate in off-campus internship activities.
2. To allow my son/daughter to travel to the off-campus internship site.
3. To obtain and authorize emergency medical treatment for my son/daughter.

I hereby agree to the following conditions:

1. I agree to be personally responsible for any related medical expenses.
2. I hereby release Fulton County Public Schools, its employees, the internship site and its employees of any and all liability.
3. I agree that my child is responsible for his/her own transportation to and from the placement site and to any work-related functions away from the internship site. The placement site may be located in various locations away from campus. A safe commute is mine and my child's responsibility and expense.
4. I agree that prior to participating that my child will inspect the placement site's facilities, equipment and areas to be used, and, if he/she believes any of them are unsafe, will immediately advise the person supervising the activity, facility, or area.
5. I acknowledge that I fully understand that my child's participation may involve risk of injury or death, including economic loss which may result not only from my child's own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, or this type of event or activity.
6. I agree to maintain health insurance for my child at my or his/her own expense that covers his/her person while a student and while participating in this program.
7. **I assume any and all risks of personal injuries to my child**, including medical or hospital bills, permanent or partial disability, death, and damage to my or his/her own property, caused by or arising from my child's participation in the internship program.
8. **I agree not to sue or present any claim** for personal injury, property damage, or wrongful death of my child against Fulton County Public Schools, its officers, agents or employees or internship site, its officers, agents and employees.
9. I warrant that my child is in good health and to the best of his/her knowledge has no physical condition that would prevent him/her from participating in this event or activity.

MY SIGNATURE ON THIS DOCUMENT **RELEASES** FULTON COUNTY PUBLIC SCHOOLS AND THE INTERNSHIP SITE FROM LIABILITY FOR MY CHILD'S PERSONAL INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE ARISING FROM HIS/HER PARTICIPATION IN THIS ACTIVITY. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE WAIVED THE RIGHTS DESCRIBED ABOVE BY SIGNING IT, AND I SIGN IT VOLUNTARILY.

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

STUDENT/INTERN NAME (PRINT)

STUDENT/INTERN SIGNATURE

DATE

**GIFTED INTERNSHIP PROGRAM
PRE-INTERNSHIP INTERVIEW RUBRIC**

Name _____ School _____ Date _____, 2013

		Excellent 10-9	Good 8-6	Fair 5-3	Poor 2-1	Comments
1	Interview Attire & Grooming (Returning interns are exempt from this requirement.)					
2	Attendance & Punctuality					
3	Mannerisms (Handshake Eye Contact, etc.)					
4	Resume					
5	Cover Letter (and Reference List if applicable)					
6	Interview Form					
7	Email to Career Advisor (with attached resume and condensed version of cover letter in body of email)					
8	Questions Answered					
9	Questions Asked					
10	Note taking					

Career Advisor Signature _____ Total Points Earned _____

**GIFTED INTERNSHIP PROGRAM
INITIAL PLACEMENT MEETING RUBRIC**

Name _____ School _____ Date _____, 2013

Internship Site _____

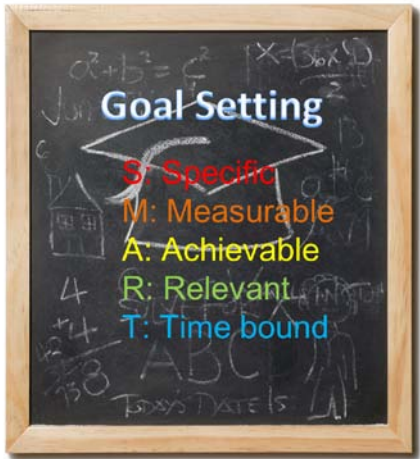
		Excellent 10-9	Good 8-6	Fair 5-3	Poor 2-1	Comments
1	Interview Attire & Grooming					
2	Attendance & Punctuality					
3	Mannerisms (Handshake Eye Contact, etc.)					
4	Resume					
5	Cover Letter (and Reference List if applicable)					
6	Completed Part 1 of Internship SITE S.M.A.R.T. Goals					
7	Knowledge of Site & Site Supervisor					
8	Questions Answered					
9	Questions Asked					
10	Note taking					

Career Advisor Signature _____ Total Points Earned _____

GIFTED INTERNSHIP PROGRAM
TAG INTERNSHIP SITE S.M.A.R.T. GOALS & GOAL COMPLETION CHECKS

The purpose of this assignment is to create a contract between the TAG intern and the TAG internship Site Supervisor. Interns and 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 “evidence” that the goal has been met or has been attempted. The site supervisor will validate this evidence with a signature.

We encourage the intern and site supervisor to author goals that follow the SITE S.M.A.R.T. acronym (S = specific, M = measurable, A = achievable, R = relevant, and T = time bound).



Part I: Pre-Internship Goals (To be completed prior to the internship placement meeting.)

Based on intern desires and internship site research, the intern should develop 3-5 goals for the internship. Three copies of this document should be brought to the placement meeting.

- Goal #1 _____
- Goal #2 _____
- Goal #3 _____
- Goal #4 _____
- Goal #5 _____

Part II: Internship Goals (To be completed within the first two work weeks of the internship.)

Based on the intern’s Pre-internship Goals, the timeline of the internship, and the capabilities, wants and needs of the internship site and supervisor, the TAG intern and TAG Internship Supervisor should develop 5 goals for the intern.

- Goal #1 _____
- Goal #2 _____
- Goal #3 _____
- Goal #4 _____
- Goal #5 _____

Comments: _____

TAG intern Signature _____ Date _____

TAG Site Supervisor Signature _____ Date _____

Name of Internship Site _____

Part III: Goals Completion Check #1 (To be completed midway through the internship.)

Goal #	Evidence the Goal has Been Met or Attempted	Date(s) of Completion	TAG Site Supervisor Initials

Comments: _____

TAG intern Signature X _____ Date _____

TAG Site Supervisor Signature X _____ Date _____

Part IV: Goals Completion Check #2 (To be completed at the end of the internship.)

Goal #	Evidence the Goal has Been Met or Attempted	Date(s) of Completion	TAG Site Supervisor Initials

Comments: _____

TAG intern Signature X _____ Date _____

TAG Site Supervisor Signature X _____ Date _____

GIFTED INTERNSHIP PROGRAM- TIMESHEETS

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Internship Site: _____ Site Supervisor: _____

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

TAG INTERNSHIP PROGRAM- TIMESHEETS

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Internship Site: _____ Site Supervisor: _____

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

TAG INTERNSHIP PROGRAM- TIMESHEETS

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Internship Site: _____ **Site Supervisor:** _____

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____ Date: _____

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____ Date: _____

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____ Date: _____

TAG INTERNSHIP PROGRAM- TIMESHEETS

Intern Name: _____ **Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16**

Internship Site: _____ **Site Supervisor:** _____

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ **Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16**

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ **Week (Circle One) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16**

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

TAG INTERNSHIP PROGRAM- TIMESHEETS

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Internship Site: _____ **Site Supervisor:** _____

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

Intern Name: _____ **Week (Circle One)** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Day	Date	Start Time	End Time	Total Hrs.	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours for the Week: _____ Total Hours for the Semester: _____

Site Supervisor Signature: _____

Date: _____

First TAG Internship Site Evaluation 1/3

On all three evaluations questions 1-8 will remain the same and will be used to formulate the intern's grade for the evaluation. Questions 9 and 10 will change on each evaluation and are intended to collect program information from the site supervisors. Questions 9 and 10 will not be used to formulate the intern's grade for the evaluation. In most cases, evaluations will be emailed directly to the site supervisor via www.surveymonkey.com from the TAG Career Internship Advisor. If requested or required, students will deliver a hard copy of each evaluation to the site supervisor. Hard copy evaluations should be delivered with a pre-addressed, stamped envelope. Evaluations should be delivered to the TAG Supervising Teacher at the home school.

1. Please rate the intern's attendance.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

2. Please rate the intern's punctuality.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

3. Please rate the intern's level of motivation.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

4. Please rate the intern's adherence to site appropriate dress standards.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

5. Please rate the intern's ability to communicate with and collaborate with you and your colleagues at the internship site.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

Please see page 2. →

6. Please rate the intern's ability to understand and complete tasks assigned to them at the internship site.

- 5- Excellent
- 4- Above Average
- 3- Average
- 2- Below Average
- 1- Unacceptable

Comment (optional):

7. One of the goals of our program is to see growth in our interns. Have you seen improvement in your intern's work performance since the beginning of the internship?

- 4- Yes, the intern's work performance has improved greatly since the beginning of the internship.
- 3- The intern's performance has improved somewhat since the beginning of the internship.
- 2- No, the level of intern's performance has not changed or improved since the beginning of the internship.
- 1- The intern's performance has actually gotten worse since the beginning of the internship.

Comment (If you chose answers 2 or 1 for this question, could you please comment so that we may give our interns advice and help coach them?)

8. If you were to assign your intern a grade for his or her performance so far this semester, which of the following would be the most representative?

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- F

Comment (optional):

9. Have you and the intern discussed and completed Part II of the TAG Internship S.M.A.R.T. Goals?

- Yes
- No

Comment (optional):

10. Are there any difficulties, i.e. scheduling, ability to find tasks to properly challenge the intern, accessibility of staff, assignments with the program, etc. that we can address now in order to help the internship run more smoothly?

- No
- Yes

Comment (Required if you selected yes above.)

MIDWAY TAG Internship Site Evaluation 2/3

On all three evaluations questions 1-8 will remain the same and will be used to formulate the intern's grade for the evaluation. Questions 9 and 10 will change on each evaluation and are intended to collect program information from the site supervisors. Questions 9 and 10 will not be used to formulate the intern's grade for the evaluation. In most cases, evaluations will be emailed directly to the site supervisor via www.surveymonkey.com from the TAG Career Internship Advisor. If requested or required, students will deliver a hard copy of each evaluation to the site supervisor. Hard copy evaluations should be delivered with a pre-addressed, stamped envelope. Evaluations should be delivered to the TAG Supervising Teacher at the home school.

1. Please rate the intern's attendance.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

2. Please rate the intern's punctuality.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

3. Please rate the intern's level of motivation.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

4. Please rate the intern's adherence to site appropriate dress standards.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

5. Please rate the intern's ability to communicate with and collaborate with you and your colleagues at the internship site.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

Please see page 2. →

6. Please rate the intern's ability to understand and complete tasks assigned to them at the internship site.

- 5- Excellent
- 4- Above Average
- 3- Average
- 2- Below Average
- 1- Unacceptable

Comment (optional):

7. One of the goals of our program is to see growth in our interns. Have you seen improvement in your intern's work performance since the beginning of the internship?

- 4- Yes, the intern's work performance has improved greatly since the beginning of the internship.
- 3- The intern's performance has improved somewhat since the beginning of the internship.
- 2- No, the level of intern's performance has not changed or improved since the beginning of the internship.
- 1- The intern's performance has actually gotten worse since the beginning of the internship.

Comment (If you chose answers 2 or 1 for this question, could you please comment so that we may give our interns advice and help coach them?)

8. If you were to assign your intern a grade for his or her performance so far this semester, which of the following would be the most representative?

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- F

Comment (optional):

9. Have you and the intern discussed and completed Part III of the TAG Internship S.M.A.R.T. Goals?

- Yes
- No

Comment (optional):

10. Would you be willing to work with another TAG intern next semester?

- No
- Yes

Comment (Required if you selected yes above.)

FINAL TAG Internship Site Evaluation 3/3

On all three evaluations questions 1-8 will remain the same and will be used to formulate the intern's grade for the evaluation. Questions 9 and 10 will change on each evaluation and are intended to collect program information from the site supervisors. Questions 9 and 10 will not be used to formulate the intern's grade for the evaluation. In most cases, evaluations will be emailed directly to the site supervisor via www.surveymonkey.com from the TAG Career Internship Advisor. If requested or required, students will deliver a hard copy of each evaluation to the site supervisor. Hard copy evaluations should be delivered with a pre-addressed, stamped envelope. Evaluations should be delivered to the TAG Supervising Teacher at the home school.

1. Please rate the intern's attendance.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

2. Please rate the intern's punctuality.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

3. Please rate the intern's level of motivation.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

4. Please rate the intern's adherence to site appropriate dress standards.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

5. Please rate the intern's ability to communicate with and collaborate with you and your colleagues at the internship site.

- 5- Excellent
 4- Above Average
 3- Average
 2- Below Average
 1- Unacceptable

Comment (optional):

Please see page 2. →

6. Please rate the intern's ability to understand and complete tasks assigned to them at the internship site.

- 5- Excellent
- 4- Above Average
- 3- Average
- 2- Below Average
- 1- Unacceptable

Comment (optional):

7. One of the goals of our program is to see growth in our interns. Have you seen improvement in your intern's work performance since the beginning of the internship?

- 4- Yes, the intern's work performance has improved greatly since the beginning of the internship.
- 3- The intern's performance has improved somewhat since the beginning of the internship.
- 2- No, the level of intern's performance has not changed or improved since the beginning of the internship.
- 1- The intern's performance has actually gotten worse since the beginning of the internship.

Comment (If you chose answers 2 or 1 for this question, could you please comment so that we may give our interns advice and help coach them?)

8. If you were to assign your intern a grade for his or her performance so far this semester, which of the following would be the most representative?

- A+
- A
- A-

- B+
- B
- B-
- C+
- C
- C-
- F

Comment (optional):

9. Have you and the intern discussed and completed Part IV of the TAG Internship S.M.A.R.T. Goals?

- Yes
- No

Comment (optional):

10. Please rate the overall effectiveness and your level of satisfaction with our program. Please use the comment field to provide any constructive criticism that may help us improve our program.

- Effective and Satisfied with the TAG Internship Program
- Somewhat effective but feel that some improvements could be made with the Internship Program.

Comment (optional):

**GIFTED INTERNSHIP PROGRAM-
WORK WEEK JOURNAL TOPICS**

During the fourteen work weeks, interns will compose and submit ten or more journals. These journals are to be typed, double-spaced, Arial or Times New Roman font not exceeding 11 font size, no larger than 1" margins, and 1 ½ to 2 pages in length. Each journal should begin with a recap and reflection of recent internship activities. In other words, tell us what has been happening at your internship. In addition, the following ten topics should be addressed. The TAG Supervising Teacher at the home school may select to add additional topics to the ten below.

- 1) **Recap & Reflection and Professional Writing and Speaking [Advanced Communication Skills (ACS): 1, 2, 6, 9]** Consider how you will write and speak differently during your internship. Reference the cover letter, resume, emails, conversing with adults, etc.
- 2) **Recap & Reflection and Preparing for Your Placement Interview [ACS: 1, 9 and Advanced Research Skills (ARS): 1]** Consider the interview attire you are planning to wear or have worn already, drive time and location, site and site supervisor research, etc.
- 3) **Recap & Reflection and Reflecting on Your Interviews [ACS: 1, 2, 9]**
Consider the evaluations from your Pre-Internship Interview with your Internship Advisor and the Placement Interview with your Internship Site Supervisor. How will you apply the skills you have learned and your experiences at future interviews?
- 4) **Recap & Reflection and the Importance of Saying Thank You [ACS: 1, 2, 9 and ARS: 7]** Consider your Thank You Letter to your TAG internship Site Supervisor after the Placement Interview and <http://www.expressyourselftosuccess.com/the-unexpected-benefits-of-saying-thank-you/> and <http://ezinearticles.com/?6-Reasons-Why-Thank-You-Letters-Are-Important-After-Your-Interview&id=1384834>.
- 5) **Recap & Reflection and Time Management and Juggling Responsibilities [ACS: 1, 2, 9 and Higher Order/Critical Thinking Skills (HO/CTS): 11]** Consider the multiple responsibilities you are all juggling at the present time (i.e. high school coursework, college applications, extracurricular activities, your internship, family life, friends, etc.). Now describe how you use time-management to fulfill all of your responsibilities. Now describe how time-management is necessary in your internship career field.
- 6) **Recap & Reflection and Career Field Jargon [ACS: 1, 9 and ARS: 1, 5, 7]**
Consider the career specific terms, phrases, acronyms, technology/software that you have heard at your internship. List and define the jargon and provide the source(s) of your information.
- 7) **Recap & Reflection and Intern Attitude and Office Culture and Politics [ACS: 1, 2, 9 and HO/CTS: 11]**
The top three descriptors site supervisors use to describe good interns include: enthusiastic, confident, and respectful. Describe how you are embodying these descriptors presently at your internship site and how you hope to embody them in your future career pursuits. Also, entering a work environment can easily be compared to entering a foreign county. The people around you speak a different language, have spoken and unspoken politics, and cultural norms. How have you navigated your internship culture?
- 8) **Recap & Reflection and Internship Site S.M.A.R.T. Goals [ACS: 1, 9 and HO/CTS: 11]**
By this point in your internship, you should have completed Parts 1, 2, and 3 in the Internship Site S.M.A.R.T. Goals Assignment. Has this assignment helped you outline and fulfill your internship goals? Will you be able to complete all of your goals by the end of your internship? How does the articulation of goals lead to professional and career growth?
- 9) **Recap & Reflection and Internalizing and Growing from Evaluations [ACS: 1, 9; ARS: 5; and HO/CTS: 11]** Consider your site supervisor evaluations and any advice given to you by your Supervising Teacher or Career Internship Advisor. How can you use this advice to improve your performance as an intern and a future worker?
- 10) **Recap & Reflection and Thinking of Your Next Move (ACS: 1, 9; ARS: 5; and HO/CTS: 11)**
How has your internship affected your college a career plans? Also, are you going to participate in another internship in the TAG Program? If yes, which internships sites or career fields are you planning to pursue?

GIFTED INTERNSHIP PROGRAM-
WORK WEEK JOURNAL RUBRIC

This rubric may be altered to fit the needs of the TAG Supervising Teacher and home school if more journal topics are added to the original ten.

Journal	1-2 points	3-4 points	5-6 points	7-8 points	9-10 points	Points Awarded
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Point Definition:

- 1-2 The TAG intern does not address the journal prompt, elaborate, nor do they provide anecdotal evidence/reflection from the internship program or internship site.
- 3-4 The TAG intern does address the journal prompt, but does not provide anecdotal evidence from the internship program or internship site, nor do they elaborate or reflect.
- 5-6 The intern does address the journal prompt and provides anecdotal evidence from the internship program or internship site, but fails to elaborate and reflect.
- 7-8 The TAG intern does address the journal prompt, provides anecdotal evidence from the internship program or internship site, and elaborates and reflect.
- 9-10 The TAG intern fulfills the description of point 4 and also provides evidence of external research, i.e. internet research, asking an individual at the internship site, or referencing a networking interview, etc.

GIFTED INTERNSHIP PROGRAM
NETWORKING QUESTIONNAIRE

**Create a list of 10 questions to be used in your interview in addition to those listed below.

NO. 1
DATE_____

NO. 2
DATE_____

NAME OF PERSON INTERVIEWED/OBSERVED _____

COMPANY/AGENCY/INSTITUTION_____

OCCUPATION_____

Describe the training or education needed for this job.

What is a typical day or week like?

How many hours per day or week does he/she have to work?

What particular duties does he/she find most enjoyable?

What particular aspect of his/her job is liked least?

If you observed this person working, what did you find most interesting about the job?

TAG intern Generated Questions:

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Question 6:

Question 7:

Question 8:

Question 9:

Question 10:

After interviewing or observing this person would you say your interest in this job is: (check one)

high medium low

TAG intern Final Reflection of Networking Interview:

GIFTED INTERNSHIP PROGRAM
FINAL PRESENTATION ASSIGNMENT DESCRIPTION

Final Exam for Internship

Presentation Shall Not Exceed 25 Minutes

Your final exam for this course consists of a formal presentation given to your internship cohort using some type of technology (Power Point, Prezi, video, etc.) which describes your internship and career exploratory experience. Though you won't be provided with the specific details of this assessment assignment until after your internship work has concluded, you should ensure that all journals and networking assignments are completed and up-to-date so you will be able to draw from those materials as you prepare your presentation. Photographs of your site experience should be displayed throughout the presentation where appropriate and engaging. The purpose of this exercise is to demonstrate your growth throughout your internship experience and should showcase your presentation and delivery communication skills, to provide you with an opportunity to share with your cohort accounts from your experience, and to provide you the reflection time for more personal career goal definition. The final exam presentation will take place during the scheduled final exam time and the final days of class leading into final exams. The following TAG standards will be evaluated throughout this presentation:

Advanced Communication Skills (ACS) 1: The student uses written, spoken, and technological media to convey new learning or challenge existing ideas.

Advanced Communication Skills (ACS) 2: The student produces written and/or oral work that is complex, purposeful, and organized, includes relevant supporting examples and manipulation of language.

Advanced Communication Skills (ACS) 5: The student applies interviewing techniques for a variety of purposes.

Advanced Communication Skills (ACS) 6: The student anticipates and addresses potential misunderstandings, biases, and expectations in communication with others.

Advanced Communication Skills (ACS) 9: The student maintains a journal or log for self-reflection and/or self-evaluation.

Advanced Research Skills (ARS) 1: The student uses a variety of print and non-print resources to investigate a topic of interest.

Advanced Research Skills (ARS) 5: The student gathers, organizes, analyzes, and synthesizes data from multiple sources to support or disprove a hypothesis.

Advanced Research Skills (ARS) 7: The student evaluates research methodologies and data to detect validity, bias, reliability, and applicability to real-world problems and/or solutions.

Higher Order/Critical Thinking Skills (HO/CTS) 11: The student draws conclusions based upon relevant information while discarding irrelevant information.