



# Internship Program Information Potential Sites

*Internships Light the Path to Our Future*

## Internship Overview

### What is the Fulton County Internship Program?

The FCS Internship Program collaborates with community partners to engage students in authentic career exploration opportunities, leading to college and career readiness. This program has been placing students in internships in the metro Atlanta area for over 30 years.

### Who are Fulton County Schools' student interns?

Student interns are juniors or seniors who are taking advanced coursework. Students choose to participate in the Internship Program so that they can gain valuable insight into various careers of interest. Interns complete a prerequisite class that focuses on resume building, interview skills, and other key components of all job seekers.

### Why should our organization be interested in building such a partnership?

Today's high school juniors and seniors will be ready for the workplace in a few short years. Hosting advanced students for an internship with learning at its focus is a win-win. It gives your company the chance to see what type of talent may be available within the next five years, as well as providing you an opportunity to encourage the best and the brightest students in the area to consider your area as career choice.

### What are the time commitments for an internship?

Participation in the Internship Program lasts one semester, either August-December or January-May. Students spend a minimum of five hours a week interning with you. They are typically released from the last period of the school day and arrive by 3:00 pm, staying with you until the end of your workday.

## Contributions From Our Collaborating Partners

### How much would our organization need to be prepared to pay our intern(s)?

Under the Fair Labor Standards Act, internships coordinated through the Fulton County Schools' Internship Program are unpaid. Students receive compensation for their time in the form of academic credit on their transcript.

### How should we prepare to host an Intern within our organization?

Interns are eager to have hands-on, real-world experiences. We ask that you provide a chance to shadow professionals in your business so they can watch the work as it plays out. They can and should be asked to contribute to your business, completing projects and other tasks that are within their skill sets. You would be surprised at what our talented students can do!

### Are remote internships a possibility?

Absolutely! We have many effective internship sites that remotely host our interns.

### What else do we need to provide?

Each intern needs to be assigned a site supervisor who will be their point of contact. The site supervisor works with the intern to set learning goals and evaluates the student's work to provide ongoing feedback on their performance. The most important thing you can provide is access to your day-to-day work routine. The #1 thing our interns ask for is the chance to see their career interest in the real-world.

## Preparing to Host an FCS Intern Next Semester

### We are ready to host an intern. What happens next?

Your Internship Program Advisor will match your company with an intern (or interns if you agree to host more than one) and schedule a site placement interview in the first few weeks of the semester. The interview will be attended by the intern, the intern's advisor, and the site supervisor. Once this interview has taken place, the intern can begin.

### How can we learn more?

#### PLEASE REACH OUT TO:

- **TRACY WILLIAMS** 470.669.8916  
**WILLIAMST10@FULTONSCHOOLS.ORG**