

Internship & Mentorship Forsyth Supervisors/Mentors

What do you need to know before you commit?

Thank you for considering supervising and/or mentoring a student at your place of business!

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

INTERNSHIP FORSYTH is a structured experience that connects a student's career goal and classroom learning with a productive learning environment. Internship Forsyth provides students with opportunities for instruction in occupational skills and career exploration, and guidance in identifying employment and educational goals. Students have the opportunity to connect what they learn in school with work site application.

MENTORSHIP FORSYTH **JOB SHADOWING** Forsyth County Schools

MENTORSHIP FORSYTH is designed to provide high school students challenging and enriching career-oriented opportunities not usually available within the regular classroom. Selected participants understand that this course replaces an otherwise traditional elective credit. Students are matched with a mentor in their chosen career fields. Additionally, students complete a capstone research project related to their mentorship sites.

Quick Facts about Internship & Mentorship Forsyth:

- 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, however, may work flexible hours including evenings and weekends.
- 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.

Benefits to the Business/Organization

- Maintains a source of skilled and motivated employees who are typically more accountable since students are receiving a grade for their experiences
- Provides a pipeline for future employees
- Reduces the cost of recruitment and training since many students have completed coursework related to their job tasks
- Gives supervisors/mentors the satisfaction of helping to shape a young person's career goals

Role of the Supervisor/Mentor:

- 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
- Provide on-the-job counseling to the student when improvements are needed

Specific Supervisor/Mentor Responsibilities:

In August –

- Sign training agreement provided by school coordinator
- Provide job orientation to the student, including training in applicable safety procedures
- Assist school coordinator in the development of a training plan of specific tasks to be learned/accomplished on the job

Each Month –

- Review and sign off on monthly hours documentation provided by the student

Each Quarter -

- Evaluate the student on general employability and job-specific skills (evaluation forms are provided by school coordinator)

Throughout the School Year -

- Ensure that the student maintains the required number of internship/mentorship hours for the duration of the school year (August through May), provided the student's job performance is satisfactory
- Be available to meet with the school coordinator periodically to review the student's progress
- Communicate immediately with the school coordinator if any serious issues with the student's job performance arise

Employer/Mentor Testimonials

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.

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!

Rick Folea & Tim Wheeler, AutomationDirect

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

