INTERNSHIP FORSYTH
WORK-BASED LEARNING
Forsyth County Schools

MENTORSHIP FORSYTH
JOB SHADOWING
Forsyth County Schools

Supervisor/Mentor Instructions for Completing Intake Documentation

You will receive an email from this address: **ctae@forsyth.k12.ga.us**. The email will be titled **"Forsyth CTAE via PandaDoc**. You may need to check your spam/junk folder to find this email. Your intern and the intern's parent will have received prior emails requesting that they complete their respective required fields. You will, therefore, be the third party to receive the document. We are requesting that this documentation be completed by **August 22.**

Please find below specific instructions on what is needed to complete your part of the Intake Documentation:

1) You will begin completing your part in Section 2 of the document. Please read through the training agreement and sign on page 12.

2) Keep hitting "Next" until all supervisor/mentor fields are completed.

3) For the specific job duties that the student performs, please indicate all major tasks the student performs. If the student is primarily job-shadowing, please list the activities that the student is observing.

4) Finally, you will hit "Finish" to complete the final field.

5) Once completed, you will see a message that indicates *You've Done Your Part. Next, we'll notify you when all participants have taken action.*

6) Once all parties have completed the document, you will receive an email with the title **"PandaDoc".** The email address will be **docs@email.pandadoc.net.** (Remember to look in your spam/junk folder.) It will include a pdf attachment of the intake documentation completed and signed by all parties.