

# Internship Manual 2024 – 2025 SY

Gifted internship opportunities represent a partnership between the APS Office of Gifted and Talented Education and Partner Organizations across Atlanta. This manual describes the program and sets expectations for students, teachers, parents, Partner Organizations, and mentors.



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## Program Description, Expectations, and Goals

Internships provide APS's gifted and talented students with valuable experience to further their personal and professional goals. As interns, students determine the key components to succeed professionally. Internships are typically 40 - 60 hours over eight weeks in various professional settings. (The maximum number of hours allowed is 80 unless approved by the student, parent, and Program Coordinator.) During the internship, students complete a capstone project that helps them set goals for the internship and demonstrate how they have grown from the experience. The goals of the Gifted Internship Program are exploration, application, and career experience. The emphasis of the experience is applying skills developed through classroom instruction, exploring career opportunities, and learning new career competencies. Students will sign the [Gifted Internship Learning Contract](#) at the beginning of the internship experience, which will set goals and outline the details of the internship.

Participating in the Gifted Internship Program is a privilege. Students represent their families, schools, and APS in this program. Students should always put their best effort into their internship experience with Partner Organizations so that future students can enjoy internship opportunities with our Partner Organizations.

### Agreements Among Students, Teachers, Parents, Mentors, and Partner Organizations

All parties must agree to the following:

1. The internship is for the benefit of the student intern.
2. The student intern does not displace regular employees but works under their Mentor's close observation.
3. The Partner Organization does not derive any immediate advantage from the student intern's activities, and on occasion, its operations may be impeded.
4. The student intern is not guaranteed a job after the internship period.
5. The student intern is not entitled to and will not receive wages for the internship.
6. The Partner Organization will provide the student intern with time, space, and opportunities to engage in the internship.

7. The Partner Organization will provide a safe working environment for the student intern.
8. The internship may be terminated by the parent, teacher, Mentor, Partner Organization, or APS Program Director after providing reasonable justification and notice.
9. Participating student interns and their parents/guardians agree to waive liability and hold APS harmless for injuries sustained by the student intern both in transit to/from the internship site as well as occurring at the internship site, provided that the requirements of all relevant state and federal laws are met.

## Student Intern's Role and Responsibilities

### Engage in the internship.

1. Comply with all requirements in the Gifted Internship Manual.
2. Engage in the Gifted Internship Program as a learning experience. Comply with the required [Learning Contract](#) as agreed upon by the student intern, Partner Organization mentor, and APS Program Coordinator.
3. Complete at least 45 hours engaged in your internship unless otherwise specified by the APS Program Coordinator. Student interns will attend a virtual group orientation with the APS Program Coordinator(s). You will also meet virtually with your assigned Mentor, where you will:
  - Learn about the Partner Organization site and meet your Mentor;
  - Review the requirements and procedures for the internship and
  - Draft a [Learning Goal Contract](#) with your Mentor.
4. Reflect continuously on your internship experiences and prepare for your Internship Capstone project.
5. Complete the [Internship Capstone Project](#).
6. Attend all activities related to the Gifted Internship Program, including the Capstone event.
7. Secure reliable transportation to and from the internship site.
8. Create and follow a schedule for the internship in collaboration with your Mentor.

### Keep a Record of Your Experience

9. Use the Internship Timesheet form to record time spent on internship activities. The timesheet must be reviewed, signed by your Mentor, and submitted to your teacher weekly.
10. Maintain a daily logbook of your work that meets the [requirements](#) described in this document.
11. Write journal entries in response to questions in each internship instructional unit. Journal entries may be part of your logbook or submitted separately at your teacher's discretion.

### Behave Appropriately

12. Adhere to dress expectations, behavior requirements, and business etiquette appropriate to the internship site.
13. Demonstrate honesty, punctuality, respect, courtesy, cooperative attitude, and healthy grooming habits.
14. Maintain confidentiality.
15. Remain at the internship site for the duration of the internship period except by mutual agreement of all parties.
16. Perform the necessary tasks and follow instructions from your Mentor or other authorities.
17. Abide by the internship site and Partner Organization's regulations and policies.
18. Abide by the APS Student Code of Conduct.
19. Refrain from text messaging and making personal calls at the internship site.
20. If the Mentor releases you from the internship for a justified reason, you may be dropped from the Gifted Internship Program.
21. Forgery of signatures, miscalculating hours on timesheets, lying to any stakeholder, plagiarism, or violating the honor policy will result in removal from the internship and potentially any future opportunities in the Gifted

Internship Program and subject you to applicable APS disciplinary consequences.

### **Stay Safe**

22. Abide by safety rules that pertain to the internship site, transportation, and your school.
23. Notify your Mentor, internship teacher, and APS Program Coordinator if you experience transportation problems or cannot report to the internship as previously agreed, including days absent from school.
24. Utilize the utmost caution when traveling to and from the internship site and during internship activities.
25. Communicate with the APS Program Coordinator throughout the internship and experience any concerns or problems that must be addressed.
26. Immediately report any harassment (verbal, physical, sexual, emotional) or other problems affecting your internship to your parents, internship teacher, and the APS Program Coordinator(s).

### **Mentor's Role and Responsibilities**

The **Mentor** is the Partner Organization's point of contact who supervises and mentors the intern and determines their experience at the internship site. The Mentor must:

#### **Engage with the Student in the Internship**

1. Provide mentorship and experiences that will equip the student intern with the skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.
2. Share their professional experience and lessons learned with the intern.
3. Develop the Learning Contract with the intern's input and implement or revise the plan as needed.
4. Evaluate the intern periodically and sign off on the Internship Timesheet form.
5. Provide training that meets the pre-approved Learning Contract;
6. Communicate any concerns regarding the intern with the APS Program Coordinator.
7. Verify and sign reports, timesheets, evaluations, and other internship documents.
8. Adhere to the Gifted Internship Program Manual's requirements.

#### **Ensure the Intern's Safety**

1. Fill out the required form and submit a copy of their driver's license to APS to run a background check.
2. Complete APS-provided mandatory reporting and child protection training.
3. Provide safety instructions for all tasks and duties that may present a possible safety hazard to the student intern.
4. Directly supervise the intern or assign a supervisor to do so.
5. Notify the APS Program Coordinator(s) in advance if plans are made to terminate or alter the student intern's position, including any changes to the assigned Mentor.
6. Comply with all applicable state and federal laws and regulations.

### **Partner Organization's Roles and Responsibilities**

**Partner Organization:** The external organization that enters into an agreement with APS to provide APS students with structured internship opportunities. The Partner Organization is not affiliated with APS in any way, nor are Partner Organization employees to be considered as APS employees. The Partner Organization:

1. Provides mentorship and experiences to equip the student intern with the skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.
2. Assigns a mentor to supervise the student intern directly and serve as the Partner Organization's liaison

between the student intern, APS, and the Partner Organization.

3. Ensures the assigned Mentor fills out the required form and submits a copy of their driver's license for APS to run a background check.
4. Provides student interns equal opportunity and shall not discriminate based on race, color, national origin, limited English proficiency, sex, or any other protected classification.
5. Adheres to the provisions of all state and federal child labor laws and existing labor-management agreements, including the Fair Labor Standards Act (FLSA) criteria that classify the student as an "Unpaid Intern." The requirements are as follows:
  - a. The internship, even though it includes the actual operation of the employer's facilities, is similar to training in an educational environment;
  - b. The internship experience is for the benefit of the intern;
  - c. The intern does not displace regular employees but works under close supervision of existing staff;
  - d. The employer that provides the training derives no immediate advantage from the intern's activities, and on occasion, its operations may be impeded;
  - e. The intern is not necessarily entitled to a job after the internship. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. For more information, please go to <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.
6. Provide student interns with a safe environment, adequate supervision, and learning opportunities.
7. Agrees to waive liability and hold APS, the Atlanta Board of Education, APS employees, APS student interns, and their parents/guardians harmless for any injuries, damages, or claims that arise out of connection with the student's participation in the Gifted Internship Program at the Partner Organization's internship site.
8. A student intern may be released from the internship for reasonable cause with advance notice to the APS Program Coordinator.

## Program Coordinator's Roles and Responsibilities

**APS Program Coordinator(s):** a staff member from the APS Office of Gifted and Talented Education. This also refers to any other adult specified by the APS Office of Gifted and Talented Education. The Program Coordinator:

1. Visits area businesses/ industries and organizations to establish new partnerships.
2. Contact businesses to select appropriate internship sites.
3. Determines appropriate placements and places students in internships.
4. Facilitates communication between the student and mentor about the internship.
5. Administers the Gifted Internship Program and provides necessary forms.
6. Acts as liaison between the student, teacher, Mentor, and Partner Organization.
7. Maintains adequate records.
8. Ensures that students and mentors fulfill the requirements of their roles.
9. Notifies the Mentor in advance if the training status of the student intern changes.
10. Contact the Mentor to discuss the student intern's progress as needed.
11. Visits the internship site periodically.

## Teacher's Roles and Responsibilities

**Internship Teacher:** the classroom teacher assigned by the school to supervise internship students and teach the Gifted Internship I course. The teacher:

1. Ensures that all students understand and agree to the requirements of this manual.

2. Ensures students abide by the school behavior expectations and procedures for leaving campus.
3. Collect and maintain all signed forms required by this manual, including the
  - a. [Gifted Internship Manual and Syllabus Acknowledgement](#)
  - b. [Parent/Guardian Consent and Release](#)
  - c. [Gifted Internship Learning Contract](#)
4. Maintains an attendance record and a sign-out log for students leaving campus.
5. Collects and grades student work related to the internship, including, but not limited to:
  - a. [Timesheets](#) (weekly);
  - b. Mentor evaluations (biweekly) on page 2 of the timesheet form;
  - c. Assignments from the [Internship Units](#) for classroom instruction and
  - d. [Capstone Projects](#).
6. Monitors and conferences with the student intern during their internship.
7. Evaluate the student intern's progress towards achieving the internship's goals.
8. Communicate with the APS Program Coordinator regularly.

# Gifted Internship I Course Syllabus

**Course Description** - See [page one](#) of the Gifted Internship Manual

**Prerequisites** Students must complete Gifted Mentorship I and be in good standing with all school expectations before participating in the Gifted Internship program. Students must be enrolled in the Gifted Internship I course during the school day.

**Gifted Internship Units** During this course, the student intern will explore the following units. In preparation for the capstone project, all required assignments and journal entries must be completed. Details for each unit are included in the Gifted Internship curriculum provided to teachers electronically.

- Unit 1: Internship 101
- Unit 2: Professional Correspondence
- Unit 3: Workplace Culture
- Unit 4: Workplace Diversity
- Unit 5: Networking

## Internship Capstone Project

The Internship Capstone Project is a multifaceted assignment that serves as a culminating academic and intellectual experience for students during their internship. The Capstone is designed to encourage interns to think critically, solve challenging problems, and develop skills such as oral communication, public speaking, research skills, media literacy, teamwork, planning, self-sufficiency, or goal setting. These skills will help prepare them for college, modern careers, and adult life.

Each student's Internship [Learning Contract](#) outlines the expectations of all parties for the internship. The Capstone Project is the culmination of that work and synthesizes all they have learned throughout the course. Students will make a 5-10 minute presentation of their project to their classroom teacher, other interns, and guests at the Internship Capstone Event in April. A question and answer session will follow the intern's presentation.

Refer to the digital documents provided by your teacher for detailed information about the Capstone Project and presentation requirements.

## Time and Attendance Requirements

1. Students must review and agree to all stipulations of the Internship Manual and submit all required forms before internships may begin.
2. The Program Coordinator assigns students to internships.
3. Students must complete 45 hours of the onsite internship experience, an average of 5 hours per week. The requirement may be altered at the classroom teacher or Program Coordinator's discretion.
4. All interns must sign out daily with their internship classroom teacher. Signing out is necessary for legal records and daily attendance. Students who do not sign out for the day will be marked absent. The following information should be documented on the sign-out sheet: date and time, signature, and student location during the internship. It is not permissible for another intern or an outside party to sign out for another intern.
  - The Gifted Internship teacher can prevent an intern from leaving school for missing work, incomplete timesheets, or missing or inadequate evaluations from their internship mentor.
  - During the internship period, students are only allowed to go to their internship site or their base school. There are no additional stops. No exceptions.
  - **School Holidays**- Students are not required to work on school holidays, but if the Mentor and student are willing, holidays can be an excellent opportunity to catch up or get ahead on hours.

## Gifted Internship Log Book

The intern must maintain a log book with at least one entry for each day of the internship that includes:

- Date and start/end times for that day.
- A description of the work and learning for the day.
- Notes on progress towards completing your [Learning Contract](#), including your goals and action plan.
- Personal reflections and questions about your experience.
- Resources you need to complete your internship.

## Grades

Grading is based on in-class and on-the-job assignments, completion of required internship hours, mentor evaluations, and a Capstone Project and presentation. The grade is based on the following weighted categories:

### In-class Assignments (30%)

- Submission of required documentation, including time sheets and mentor evaluations
- Completion of Internship Units
- Journal entries
- Other assignments, as determined by the classroom teacher.

### On-the-job assignments (50%)

- Learning Contract

- Internship logbook
- Number of internship hours completed
- Quality of mentor evaluations

### Capstone Project & Presentation (20%)

- Progress toward completion of internship SMART Goals
- Synthesis of all internship units, journal entries, and on-the-job experiences
- Presentation at Capstone Event in April

## Missed Assignments or Experiences

It is the student's responsibility to make arrangements for make-up work or missed internship experiences. Students should ask their classroom teacher or internship mentor for any missed assignments on the first day they return. Follow your school's policy to receive credit for missing assignments. A late penalty may apply.

## Honor Violations

Forgery of signatures, miscalculation of hours on timesheets, lying to any stakeholders involved in the Gifted Internship Program, plagiarism, or any violation of the honor policy will result in a grade of zero and possible removal from the Gifted Internship Program.

# Gifted Internship Manual and Syllabus Acknowledgement

I, \_\_\_\_\_ (student), have reviewed and agreed to all statements in the manual and syllabus and will abide by all policies, rules, and communication described therein.

Student Name:	
Student Contact Number:	
Student Email Address:	
Student Signature:	Date:

## Parent/Guardian Consent and Release

Your student has been enrolled in the APS Gifted Internship Program. This document is intended to permit your student to participate in the program. **If you agree, *initial* next to each item below, fill in the requested information and sign and date the document.**

**Student Name** \_\_\_\_\_

- I understand the Gifted Internship Manual and agree to its requirements.
- I give my permission for my student to participate in the Gifted Internship Program as specified in the Internship Manual.
- I understand that APS will make every reasonable effort to ensure my student's safety. However, I recognize the inherent danger in my student's internship participation. I assume any and all risks of personal injuries, illness, and harm to my student, including medical or hospital bills, permanent or partial disability, death, economic loss, and damage to my or my student's property, arising from my student's participation in the Gifted Internship Program. I release and hold harmless Atlanta Public Schools, the Atlanta Board of Education, APS employees, the Partner Organization internship site, and its employees of any and all liability related to my student's participation in the Gifted Internship Program.
- I understand and agree that my student will check out of school for travel to the internship site and will no longer be the school's responsibility nor under the supervision of school or district personnel. My student is responsible for their own transportation to/from the internship site and any work-related functions away from it. A safe commute is my and my student's responsibility and expense.
- I grant permission for my student to communicate electronically and in person with adults necessary to complete the various tasks of the internship, including the APS Program Coordinator, Partner Organization mentor, or other APS- or Partner Organization-authorized staff.
- I understand that individuals at the Partner Organization internship site are not APS employees and, thus, are not subject to APS background checks.
- I grant permission for my student to be photographed or videotaped for promotional and educational purposes while participating in the Gifted Internship Program.

### Medical Authorization and Insurance

- I grant permission to APS staff and Partner Organization internship site personnel to obtain emergency medical treatment for my student should it be necessary while participating in this program.
- I agree to maintain health insurance for my student at my or my student's expense that covers the student's person while participating in the Gifted Internship program. I agree to be personally responsible for any medical or other expenses related to my student's participation in the Gifted Internship Program, including any required uniforms, clothing, masks, or any property damage done by my student.

Medical Insurance Provider		Medical Policy #	
Doctor's Name		Doctor's Phone	
List any Allergies, Accommodations, Limitations/Disabilities, or Restrictions.			

### Authorization

Parent/Guardian Name:	Phone:
Parent/Guardian Signature:	Date:



# Gifted Internship Learning Contract

Complete the Learning Contract in collaboration with your Mentor and sign to show your agreement.

Intern:		Internship Site:	
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Identify two [SMART Goals](#) you will accomplish during the internship. [SMART Goals](#) are designed to help you decide if your goal is appropriate. When writing [SMART Goals](#), include relevant information using concise language.

	Goal #1	Goal #2
<b>Draft Your Goals</b>	Draft two goals you have in mind. You will revise and finalize your goals at the bottom.	
<b>S SPECIFIC</b>	What do you want to accomplish? Who needs to be included? Why these goals?	
<b>M MEASURABLE</b>	How can you measure progress and know if you've met your goals?	
<b>A ACHIEVABLE</b>	Do you have the skills required to achieve the goals? If not, can you obtain them? Is the amount of effort needed on par with what the goal will achieve?	
<b>R RELEVANT</b>	Why am I setting these goals now? Do they align with the objectives of the internship?	
<b>T TIMEBOUND</b>	What's the deadline, and is it realistic?	
<b>Finalized SMART Goals</b>	Review your answers above and revise the SMART goals based on what was revealed. Each goal should be Specific, Measurable, Achievable, Relevant, and Timebound.	

Continue developing your Learning Contract on the next page by creating an Action Plan.

## Action Plan for Achieving Your SMART Goals

Identify **resources** needed to accomplish your two SMART goals. How will you obtain these resources?

Identify potential **stumbling blocks** or challenges. How will you avoid these challenges?

Determine **evidence** that will be collected to show that the SMART goals have been accomplished. What determines success? How will you show what you have learned or accomplished? This is *VERY* important for your Capstone Project.

Map out a tentative timeline. How are you going to attack each goal?

Goal #1		
Step #	Steps to completing SMART goal #1	Due Date

Goal #2		
Step #	Steps to completing SMART goal #2	Due Date

Continue your Internship Contract on the next page with your internship schedule and obtain all signatures.

## Internship Schedule

Provide details of the schedule for your internship that you developed in consultation with your mentor. Your schedule should be consistent week-to-week with only the exceptions indicated below.

First Day of Internship	
Last Day of Internship	
Days of the week	
Times	
Exceptions  List any days/weeks when this schedule will be modified.  Include a reason for the modification. e.g., field trips, sports, etc.	

All stakeholders, including the student, Mentor, and teacher must agree to this contract.

## Learning Contract Agreement

We agree to this Learning Contract and commit to diligently completing the plan as described.

Role	Signature	Date
Student Intern		
Mentor		
Teacher		