

Mentor Agreement

The Gifted Internship Program is a partnership of the APS Office of Gifted and Talented Education with public and private organizations and businesses across Atlanta.



Program Description, Expectations, and Goals

Internships provide Atlanta Public Schools' gifted and talented students a 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.)

The **Mentor** is the point of contact who supervises and mentors the intern and determines their experience at the internship site. By signing below, the Mentor agrees to do the following.

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

9. Fill out the required form and submit a copy of their driver's license to APS to run a background check.
10. Complete APS-provided mandatory reporting and child protection training.
11. Provide safety instructions for all tasks and duties that may present a possible safety hazard to the student intern.
12. Directly supervise the intern or assign a supervisor to do so.
13. 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.
14. Comply with all applicable state and federal laws and regulations.

Acknowledge the Responsibilities of My Organization

1. Provide mentorship and experiences to equip the student intern with the skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.
2. Assign 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. Ensure 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. Provide student interns equal opportunity and shall not discriminate based on race, color, national origin, limited English proficiency, sex, or other protected classification.
5. Adhere 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. Agree 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.

By signing below, the Mentor agrees to abide by these agreements.

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| Mentor's Name | | Title/Role | |
| Mentors' Signature | | Date | |
| Partner Organization | | Partner Organization Representative's Name | |