

# Academy of Mathematics, Science & Technology



## Advanced Scientific Internship Program

### Kennesaw Mountain High School

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Kennesaw, GA 30152

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## Senior Internship Program

The Internship program is offered to seniors who are part of the Academy of Mathematics, Science & Technology at Kennesaw Mountain High School in the Cobb County School District. This program enables qualified students to study, research, and apply the knowledge and skills obtained through the Academy's rigorous curriculum. Internship students will be able to work closely with professionals in a field relating to the students' chosen areas of interest.

Much of the program will involve the student leaving the KMHS campus and working with a mentor at the location of a participating partner's internship firm, lab, or place of business. Generally, these internships will be unpaid, although a partner may choose to compensate the student at their discretion. Students participating in the internship program will receive academic grades and credits related to their experiences and on-campus classes and activities.

Students, parents, program personnel, and internship partners will adhere to guidelines outlined by the Georgia Department of Education in its *Standards and Guidelines for Work-Based Learning Programs in Georgia*. Parents or legal guardians are responsible for arranging transportation for the student to and from all off-campus activities related to this program. In addition, the State Department of Education requires that students participating in this type of program be covered by accident insurance.

In order to participate in an off-campus internship experience, a student must be enrolled in both the *Advanced Scientific Research* course and the *Advanced Science Internship* course. In order to allow for travel time and to give the student time for a meaningful internship experience, the courses will be blocked back-to-back to create a three-hour block of time. On the days that the student does not report to the internship site, he/she will report to the Academy's Senior Research Lab to complete related research, compile data, and to work on his/her senior research project, which encompasses a paper, product, portfolio, and presentation.

### ***Purpose of the Internship Program***

- ◆ To provide Academy seniors with the opportunity to experience science, math, and technology research in the workplace.
- ◆ To provide these seniors with hands-on, real-world opportunities in their related areas of interest.
- ◆ To provide students the opportunity to apply theory, knowledge, and acquired skills through work experience utilizing equipment, instruments, techniques, and information not available at school.
- ◆ To provide students the opportunity to plan, implement, and document a senior project in a research environment working with professionals in their chosen fields.
- ◆ To provide mentoring partners with highly talented, motivated, and trustworthy students as interns.
- ◆ To provide a “win-win” situation for both students and interning partners.

### ***Expectations and Responsibilities***

#### **Students:**

- ◆ Will work with mentors to develop projects and contributions that are of value to the interning firms and to them.
- ◆ Will be highly motivated and focused on career and educational goals.
- ◆ Will exhibit a high degree of maturity, responsibility, and integrity.
- ◆ Will be trustworthy and responsible in handling proprietary and confidential information related to their internships.
- ◆ Will provide their own transportation, including parking fees, if any, to off-campus internships.
- ◆ Will have successfully completed all necessary prerequisite coursework.
- ◆ Will exhibit a working proficiency in major technological skills deemed necessary to work in the internship setting.

#### **Mentors:**

- ◆ Will work with students to develop projects and contributions that are of value to both parties.
- ◆ Will provide meaningful experiences for the students so that they may experience the “real world” applications of their learning.
- ◆ Will enter into the partnership with a positive attitude and commit to the necessary time requirements.
- ◆ Will provide necessary guidance in a suitable work environment.
- ◆ Will work with the program’s internship coordinator in assessing the students’ progress.

#### **School-Based Internship Coordinator:**

- ◆ Will insure that students have met all prerequisites and requirements necessary for offsite internships.
- ◆ Will place non-qualified students in appropriate coursework.
- ◆ Will assist students in preparing for internship experience.
- ◆ Will assist mentors in developing internship parameters.
- ◆ Will work with mentors in assessing student progress.
- ◆ Will seek new mentors and maintain relations with existing ones.
- ◆ Will evaluate effectiveness of existing internships.

#### **Magnet Program Coordinator**

- ◆ Will act as school liaison with Cobb County School District.
- ◆ Will evaluate effectiveness of existing internships.
- ◆ Will seek new mentoring firms and maintain relations with existing ones.
- ◆ Will work with Internship Coordinator to insure that all student requirements and qualifications have been met prior to assignment.

### ***Student Preparation and Qualifications***

- ◆ Student will be a senior in good academic and behavioral standing in the KMHS magnet program.
- ◆ Student, parent(s), school, and school district have completed all necessary forms and documentation.
- ◆ Mentoring firm/organization will approve the student.
- ◆ Student will have successfully completed coursework in workplace expectations and responsibilities and research methodologies.
- ◆ Student will have successfully completed the core magnet math/science courses:
  - ◆ Magnet Chemistry
  - ◆ Magnet Biology
  - ◆ AP Physics
  - ◆ Other AP Sciences
  - ◆ Geometry, Algebra II, Pre-calculus, Calculus

- ◆ Students will have successfully completed at least two and up to seven College Board Advanced Placement courses from the following: AP Chemistry, AP Physics, AP Biology, AP Environmental Science, AP Calculus AB, AP Calculus BC, AP Statistics.
- ◆ Students will have completed a minimum of two and up to five foreign language units in Spanish, French, and/or Latin.

**Georgia Department of Education  
Standards and Guidelines for Work-Based  
Learning Programs in Georgia  
Internship/Practicum Program**

**Definition:** A student internship or practicum provides a student the opportunity to study and participate in a program directly related to his or her interest and to participate in a workplace setting by performing duties related to the occupational studies. The student may or may not receive wages, and a unit of credit may be earned upon satisfactory completion of the internship/practicum.

**Purpose:** The major purpose of the internship/practicum learning experience is for the student to receive broad instruction in workplace expectations and master identified competencies related to a specific career field. General objectives are listed below in which each student learner will:

- Increase competency levels in career interest areas.
- Confirm or narrow choices of career interest.
- Develop and improve workplace skills.
- Improve interpersonal and communication skills.
- Improve problem-solving and team-building skills.
- Develop an understanding of the connection between school-based theory and content and work-based application.
- Increase awareness of the workplace, career opportunities, and community resources.

**Guidelines:**

- The learning experience is similar to employee training and connected to a school-based program.
- The internship is structured for the benefit of the student with expected performance defined.
- Students do not displace regular employees, but they intern under close supervision of an employee.
- Wages may or may not be paid to students.
- The internship will last 13 weeks, beginning in week four and running through week fifteen of any given semester.
- The employer may award the student a certificate of completion.
- A system of evaluation should be established to assess the student's performance and the quality of the internship site.
- Written permission of parents or legal guardians is required for students to participate.

**Policies and Procedures:**

- Each student will be assigned to an internship site based on a related interest.
- An internship training agreement must be on file for each student participating in the program.
- The student participating in the internship experience must remain at the business or agency for a determined amount of time.
- The internship coordinator will communicate with internship site prior to student placement.
- The mentor assigned to the student intern will participate in the evaluation of the student's interest, adaptability, and attitude during the experience.
- The student will be given the opportunity to experience various aspects of the occupation during the internship.
- The student will receive safety instructions from, and be under the supervision of, a qualified representative at the internship site.
- The internship/practicum program will comply with all federal, state, and local labor laws and regulations.
- The student will comply with the dress code at the internship site (if applicable).
- The student will be counted present for any portion of the school day missed and will be excused from class.
- The internship coordinator will visit the work site.
- It is the policy of the school district that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity.

**Mentoring Firm's Responsibilities:** The mentoring firm, recognizing that a plan is being followed and that close supervision of the interning student will be needed, agrees to:

- Work with the internship coordinator in developing a list of work-based and school-based competencies.
- Provide a variety of interning experiences for the student that will contribute to the exploration of his/her career goals.
- Adhere to all federal and state regulations regarding child labor, safety, and other applicable laws and regulations.
- Provide the internship coordinator with an evaluation of the student's experience.
- Consult the internship coordinator before dismissing a student.

- Review the suggested activities for the interning student.

**Student's Responsibilities:** The interning student considers the experience an opportunity to explore a career and agrees to:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, good grooming habits, appropriate dress, and a willingness to learn.
- Conform to the rules and regulations of the internship site and the school.
- Notify the school-based internship coordinator if it is necessary to be absent from the internship site.
- Furnish the school-based internship coordinator with the necessary information and complete promptly all necessary reports.
- Be responsible for his/her transportation to and from the internship site.
- Be responsible for his/her expenses (e.g., meals, parking fees) during the internship experience.
- Furnish the required clothing, safety items, and tools.

**Parent's/Guardian's Responsibilities:** The parent(s)/guardian(s) of the interning student, realizing the importance of the experience in the student's attaining his/her career and educational goals, agrees to:

- Share responsibility for the conduct of the interning student while on the experience.
- Accept responsibility for the safety and conduct of the interning student while he/she is traveling to and from the internship site and home.
- Make any inquiries concerning the interning student's experiences through the school-based internship coordinator.
- Be responsible for the student's expenses during the internship experience.
- Be responsible for the required clothing, safety items, tools, and equipment the student may need during the internship experience.

**School-Based Internship Coordinator's Responsibilities:** The school-based internship coordinator assumes the role of assisting in the design and implementation of the internship experience and in the facilitation of satisfactory placement of the student in his/her field of interest and agrees to:

- Make arrangements for the potential placement of participating students.
- Visit the internship site to consult with the employer/mentor.
- Work with the employer/mentor in developing a list of work-based and school-based competencies.
- Assist in the evaluation of the student intern.
- Develop interdisciplinary, applied, and project-based curricula.
- Work with mentor to develop workplace readiness competencies.
- Inform the business or agency of the necessary federal and state regulations regarding child labor.

**Objectives:** Internship/practicum experiences should provide students opportunities to explore various career options in the workplace and to learn about specific job skills and educational requirements in their career interests. The following objectives are important to consider in planning and implementing these experiences:

- Recognize the unique interest of each student and provide individualized career exploration to assist students in becoming more focused on career goals.
- Encourage the development of personal traits of cooperation, courtesy, promptness, dependability, and respect in the workplace.
- Promote better understanding of the relationship between rigorous and relevant education and employment success.
- Facilitate transition from school to employment and/or postsecondary education.

**Time Commitment:** Program spans 13 weeks at the internship site.

**Agreements:** Formal agreements need to be developed outlining responsibilities for the employer, school, student, and parent/guardian. School personnel need to have parent(s)/guardian(s) complete forms that ensure a safe, successful student experience.

**Credentials:** No credentials are awarded, but award recognition for students and employers may provide increased motivation.

**Evaluation:** The employer will conduct an evaluation of the student's performance. The work-based learning coordinator will monitor the progress of the student learner.

**Transportation:** Students and parents/guardians should provide transportation.

**Insurance Coverage:** Employers, school districts, students, and parents/guardians must complete forms documenting appropriate insurance coverage. All state and federal child labor laws must be followed for student learners under the age of 18.

**Employment Commitment:** No commitment of full-time employment is expected on the part of the employer or the student.

**Wages:** Student interns are typically unpaid. (Employers may compensate students but only at their own discretion).

**Cobb County Public Schools  
Academy of Mathematics, Science & Technology  
Kennesaw Mountain High School**

<b>Internship Information</b>
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**Student Intern** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student # \_\_\_\_\_

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**Internship Location** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Fax \_\_\_\_\_

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**Internship Mentor** \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

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**Provide written directions and/or map from KMHS to your Internship site.  
Please include number of miles one way.**

**Cobb County Public Schools  
Academy of Mathematics, Science & Technology  
Kennesaw Mountain High School**

**Internship Training Agreement & Plan**

Name of Student Intern \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

School \_\_\_\_\_ Telephone No. \_\_\_\_\_

School Address \_\_\_\_\_

School-Based Internship Coordinator \_\_\_\_\_

Name of Internship Partner/Firm \_\_\_\_\_

Internship Partner/Firm Address \_\_\_\_\_

Name of Mentor \_\_\_\_\_ Position of Mentor \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

**MAJOR AREAS OF RELATED INSTRUCTION TO BE PROVIDED IN CLASS:**

Personal decision making skills, communication skills, legal responsibilities of worker, employment relationships, positive work attitudes and practices, occupational safety, leadership development, goal setting and time management skills, job seeking skills, post secondary education & training options.

**MAJOR AREAS OF EXPERIENCE AND TRAINING TO BE PROVIDED AT INTERNSHIP SITE:**

Authentic work-based experience working with professionals, equipment, and technology in the chosen field, assistance in the development of a research topic/project relevant to the internship experience, and help in learning and practicing the work-place skills listed below:

**PUNCTUALITY/PERSONAL APPEARANCE**

Arrives at internship site on time  
Returns from meals and breaks on time  
Notifies mentor if late or absent  
Dresses appropriately for job tasks

**HUMAN RELATIONS**

Cooperates with mentors and accepts suggestions  
Displays courteous and friendly manner  
Works well and shows tact with others  
Communicates effectively

**ATTITUDE TOWARD WORK**

Looks for ways to improve  
Demonstrates initiative  
Exhibits inquisitive nature  
Exhibits enthusiasm  
Accepts constructive criticism  
Recognizes the value of training opportunity

**SKILL IMPROVEMENT AND WORKMANSHIP**

Gains speed and accuracy in repeated tasks  
Acquires competence in specific task areas  
Budgets time carefully  
Shows thoroughness and pride in work  
Exhibits dependability without supervision  
Treats routine tasks as important

**SIGNATURES INDICATE INTENTIONS TO SHARE THE RESPONSIBILITIES AS LISTED FOR THIS INTERNSHIP ASSIGNMENT (See back of form for specific responsibilities)**

\_\_\_\_\_  
Internship Firm

\_\_\_\_\_  
Mentor Date

\_\_\_\_\_  
Student Intern Date

\_\_\_\_\_  
School-Based Internship Coordinator Date

\_\_\_\_\_  
Parent(s) or Guardian Date



# RESPONSIBILITIES

**The Student-Intern considers this internship experience valuable to post-secondary and career objectives and agrees:**

1. To be regular in attendance both in school and at the internship site.
2. To inform the mentor promptly if illness or other emergency prevents or delays attendance.
3. To perform internship responsibilities and classroom responsibilities in an efficient manner.
4. To display honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and a willingness to learn.
5. To dress appropriately and behave maturely at the internship site.
6. To conform to all regulations of the mentoring firm.
7. To maintain accurate records as required by the internship program and the school-based internship coordinator.
8. To respect ethics and not reveal any confidential information. Failure to comply may result in the dismissal of the student intern from the internship.
9. To bring any special problems to the immediate attention of the school-based internship coordinator.
10. To remain eligible for the internship program by maintaining all academic standards as outlined in the internship program's requirements.
11. To accept no wages or benefits from the mentoring firm unless the firm voluntarily provides such.

**The Parents/Guardians of the student-intern, realizing the importance of the training program agree:**

1. To assume responsibility for the conduct and safety of the student intern from the time that he/she leaves school until he/she reports to the internship site; also from the time he/she leaves the internship site until he/she arrives at the final destination.
2. To be responsible for the student's transportation between the school and the internship site and/or other related sites and for related liability insurance.
3. To bring any special problems to the immediate attention of the school-based internship coordinator.
4. To share responsibility for the conduct of the student while training in the internship program.

**The Mentoring Partner/Firm recognizing that an internship training plan is being followed and that close supervision of the student-intern will be needed, agrees:**

1. To provide a variety of work experiences for the student-intern that will contribute to the attainment of training objectives.
2. To conform to all federal, state, and local laws and regulations, including nondiscrimination against any applicant or employee because of race, color, sex, national origin, or religion.
3. To assist in the evaluation of the student-intern.
4. To consult with the school-based internship coordinator concerning the student-intern and to discuss any difficulties that he/she may be having.
5. To provide instructional materials and occupational guidance for the student-learner.

**The School-Based Internship Coordinator representing the school will coordinate the internship training program toward a satisfactory preparation of the student for his/her post-secondary and career objectives and agrees:**

1. To arrange for the in-school related instruction, consultation, and advisory service for all parties concerned with this internship program.
2. To make periodic visits to the internship site to observe the student, to consult with the mentor and to render any needed assistance with the student intern.
3. To conduct regular evaluations of the student's progress with the mentor and appropriate follow-up activities.
4. To keep accurate records pertinent to the student and school.
5. To act as a liaison between student-interns, parents/guardians, mentoring partners, and school officials in regard to the internship program.

**Cobb County Public Schools  
Academy of Mathematics, Science & Technology  
Kennesaw Mountain High School**

**Permission to Participate in Senior Internship/Practicum Program**

The Senior Internship program is offered to seniors who are part of the Academy of Mathematics, Science & Technology at Kennesaw Mountain High School in the Cobb County School District. This program enables qualified students to study, research, and apply the knowledge and skills obtained through the Center's rigorous curriculum. Internship/Practicum students will be able to work closely with professionals in a field relating to the students' chosen areas of interest. Much of the program will involve the students leaving the KMHS campus and working with mentors at the location of a participating partner's internship firm, lab, or place of business. These internships will be generally unpaid, although a partner may choose to compensate the student at their discretion. Students participating in the internship program will receive academic grades and credits related to their experiences and on-campus classes and activities. Students, parents, program personnel, and internship partners will adhere to guidelines outlined by the Georgia Department of Education in its *Standards and Guidelines for Work-Based Learning Programs in Georgia*. Parents or legal guardians are responsible for arranging transportation for the student to and from all off-campus activities related to this program. In addition, the State Department of Education requires that students participating in this type of program be covered by accident insurance.

**Permission**

I hereby give consent for my son/daughter, \_\_\_\_\_, who is a student in good-standing in the Academy of Mathematics, Science & Technology at Kennesaw Mountain High School, to participate in all Senior Internship Program activities including, but not limited to, off-campus participation at an internship partner's firm, lab, institution, or place of business for this school year. I assume responsibility for arranging for my son's/daughter's transportation to and from all off-campus activities related to this program and acknowledge that the Cobb County School District is neither responsible for transportation nor liable for injuries that may arise out of, during, or in connection with the transportation.

I release and waive and further agree to indemnify, hold harmless, or reimburse the Cobb County School District, the Cobb County Board of Education, the Board's individual members, agents, employees and representatives thereof from and against any claim which I, any other parent or guardian, any sibling, the students, any other firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages, or injuries arising out of, during, or in connection with the student's participation in or travel to or from the off-campus activities in the Internship/Practicum Program.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**Insurance**

Please check *one* of the following statements regarding insurance coverage for your son/daughter, then sign below.

\_\_\_\_\_ My son/daughter is adequately and currently covered by accident insurance that will cover injuries sustained while participating in this program.

Company providing insurance \_\_\_\_\_

Name of insured \_\_\_\_\_

Policy number \_\_\_\_\_

\_\_\_\_\_ My son/daughter is covered by the school accident insurance plan which I purchased for this school year.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**Cobb County Public Schools  
Academy of Mathematics, Science & Technology  
Kennesaw Mountain High School**

**Internship/Practicum Program  
Campus Release and Insurance Waiver**

It is my understanding that my son/daughter, \_\_\_\_\_, who is enrolled in the Internship Program in the Academy of Mathematics, Science & Technology at Kennesaw Mountain High School, will be released from school during his/her regularly scheduled magnet science internship and research classes to participate in an internship/practicum experience.

I assume full responsibility for my child after his/her release from school and/or any day during school hours that he/she is not required to be on the internship site, but is doing off-campus research and/or other activities related to the internship/practicum experience. I also understand that my son/daughter must enroll in the school insurance plan or I must sign a waiver (below) that he/she is adequately covered by family/automobile insurance.

Program enrolled in: \_\_\_\_\_ Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

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**Automobile/Health Insurance**

I understand that my child must be totally covered by automobile/accident insurance to participate in the Internship Program. I have checked the appropriate statement regarding insurance coverage for this school year.

- My son/daughter is covered by school insurance.
- My son/daughter is adequately and currently covered by automobile/accident insurance that will cover injuries sustained while participating in this program.

Company providing insurance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Policy Number \_\_\_\_\_

Name of Insured \_\_\_\_\_ Phone Number \_\_\_\_\_

- Health Insurance for my son daughter is provided by:

Company providing insurance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Policy Number \_\_\_\_\_

Name of Insured \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Parent's/ Guardian's Signature

\_\_\_\_\_  
Date