

# Career Internship

**Mrs. Fairchild**

TAG/Math Teacher

[fairchild@fultonschools.org](mailto:fairchild@fultonschools.org)

(678) 626-7553



# Mrs. Fairchild

- 8<sup>th</sup> year at Roswell
- Atlanta native
- TAG/Math teacher
- Kids: Ember (11) Camden (7)



# Career Internship

- For Juniors and Seniors
- May take up to 4 internships (semester long course)
- 70 work hours per semester (around 5-6hrs. per week)
- Counts as an elective
- 1<sup>st</sup> Internship - help from advisor
- 2<sup>nd</sup> & beyond-> Student-initiated
- **Prerequisite - Hire Me! Seminar**



# HIRE ME SEMINAR

## Resumes/Cover Letters

### Parker Peterson

(585) 733-5584 • parker.peterson@gmail.com

#### EDUCATION

- Roswell High School, Class of 2020, 94.7
- Completed Courses: Algebra 1 Honors, French 1 Honors, Biology Honors, Drama 1, French 2 Honors, 9th Honors Literature, 10th Honors Literature, Algebra 2 Honors, Geometry Honors, French 3 Honors
- Current Courses: Advanced Placement Language Arts, Audio Visual 1, French 4 Honors, Pre-Calculus Honors, Advanced Placement Environmental Science, History of the United States

#### WORK EXPERIENCE

##### Lifeguard

- City of Roswell *Roswell, GA*
- Ensured the safety of patrons in and outside of the pool
  - Maintained cleanliness in the pool area
  - Processed purchases to allow patrons into pool area

##### Swim Coach

- City of Roswell *Roswell, GA*
- Teach swimmers basic swim skills and technique
  - Coordinate that all swimmers make it to their races on time
  - Manage schedule and set up for practice and swim meets

#### EXTRACURRICULAR/VOLUNTEER EXPERIENCE

##### Vice President

- RHS Theater Troupe *Roswell, GA*
- Processing thespians for ThesCon
  - Teaching students basic theater and improv skills
  - Running theater troupe weekly

#### ACHIEVEMENTS/AWARDS

- Principal's Honor Roll
- Thomas Zachary VIP Award
- Governor's Honors Program State-Level Competition

#### SKILLS

- Photoshop (intermediate)
- French (conversational)
- CPR/ AED/ Lifeguard/ First Aid Certified

### Caroline Walters














770-867-5309 • cwalters@gmail.com

February 15, 2022

Mrs. Carolyn McCarthy Jackson  
TAG Internship Coordinator  
Fulton County Schools  
11595 King Rd  
Roswell, GA 30075

Dear Mrs McCarthy-Jackson,  
My name is Caroline Walters and I am currently a junior at Roswell High School. I am looking to obtain an internship in the field of service dog training. I think that this career internship program is a great opportunity and am very excited that I get a chance to be involved.

I have always known that I have wanted a career involving animals. Although my family has always had pets, the first one I remember is my dog Mocha. We got her when I was four and she is almost eleven years old now. Last year I found a sick kitten who I nursed back to health. She is now a year old and very healthy. A few months ago we found a puppy who I am currently training. I know basic dog training and would love to learn more. I can handle hard work, as is shown by my honors classes, and have a deep love for animals. I am very adaptable and easygoing, and can listen to directions. I am currently earning my Girl Scout Gold Award,

<b>Architecture Professor</b> Edu. Investment: 7+YRS, Proj. Openings: 2500, Avg. Salary: 85k  ●●● Strong Overall Fit ★ Unsave	<b>Art Director</b> Edu. Investment: 4+YRS, Proj. Openings: 16k, Avg. Salary: 102k  ●●● Strong Overall Fit ★ Unsave	<b>Commercial and Industrial Designer</b> Edu. Investment: 4+YRS, Proj. Openings: 9900, Avg. Salary: 70k  ●●● Strong Overall Fit ★ Save Career	<b>Construction Manager</b> Edu. Investment: 4+YRS, Proj. Openings: 70k, Avg. Salary: 98k  ●●● Strong Overall Fit ★ Unsave	<b>Engineering Professor</b> Edu. Investment: 7+YRS, Proj. Openings: 14k, Avg. Salary: 104k  ●●● Strong Overall Fit ★ Save Career
<b>Geodetic Surveyor</b> Edu. Investment: 4+YRS, Proj. Openings: 14k, Avg. Salary: 62k  ●●● Strong Overall Fit ★ Save Career	<b>Oral and Maxillofacial Surgeon</b> Edu. Investment: 7+YRS, Proj. Openings: 2600, Avg. Salary: 234k  ●●● Strong Overall Fit ★ Save Career	<b>Mechanical Engineer</b> Edu. Investment: 4+YRS, Proj. Openings: 10.5k, Avg. Salary: 89k  ●●● Strong Overall Fit ★ Save Career	<b>Environmental Scientist/Specialist</b> Edu. Investment: 4+YRS, Proj. Openings: 39k, Avg. Salary: 74k  ●●● Strong Overall Fit ★ Save Career	<b>Sports Medicine Physician</b> Edu. Investment: 7+YRS, Proj. Openings: 145k, Avg. Salary: 198k  ●●● Strong Overall Fit ★ Save Career
<b>Physical Therapy/Rehabilitation</b> Edu. Investment: 4+YRS, Proj. Openings: 145k, Avg. Salary: 198k  ●●● Strong Overall Fit ★ Save Career	<b>Forensic Science Technician</b> Edu. Investment: 4+YRS, Proj. Openings: 9900, Avg. Salary: 60k  ●●● Strong Overall Fit ★ Save Career	<b>Remote Sensing Technician</b> Edu. Investment: 2+YRS, Proj. Openings: 38k, Avg. Salary: 48k  ●●● Strong Overall Fit ★ Save Career		

# Career Research

# HIRE ME SEMINAR

- Typically taken sophomore or junior year (can take as senior)
- Seminar meets **once per week for 1 hour** during study hall/lunch
- Resumes, Cover Letter, Career Research, Interviewing Skills, Professionalism
- **Sign Up on RHS TAG website** 2<sup>nd</sup> week of each semester

[roswelltag.wixsite.com/rhstag](http://roswelltag.wixsite.com/rhstag)

# Internship Assignments

## IN SCHOOL

- Pre-Internship Interview
- Site Essay
- Video Journals (5) on FlipGrid
- Conferences w/Teacher (2)
- Final Presentation

## ON THE JOB

- Resume/Cover Letter
- SMART Goals
- Networking Interviews (2)
- Timesheets
- Employer Evaluations (2)
- Thank You Letter



# Benefits of Internship

Career Field  
Exposure &  
Experience

Networking  
with  
Professionals

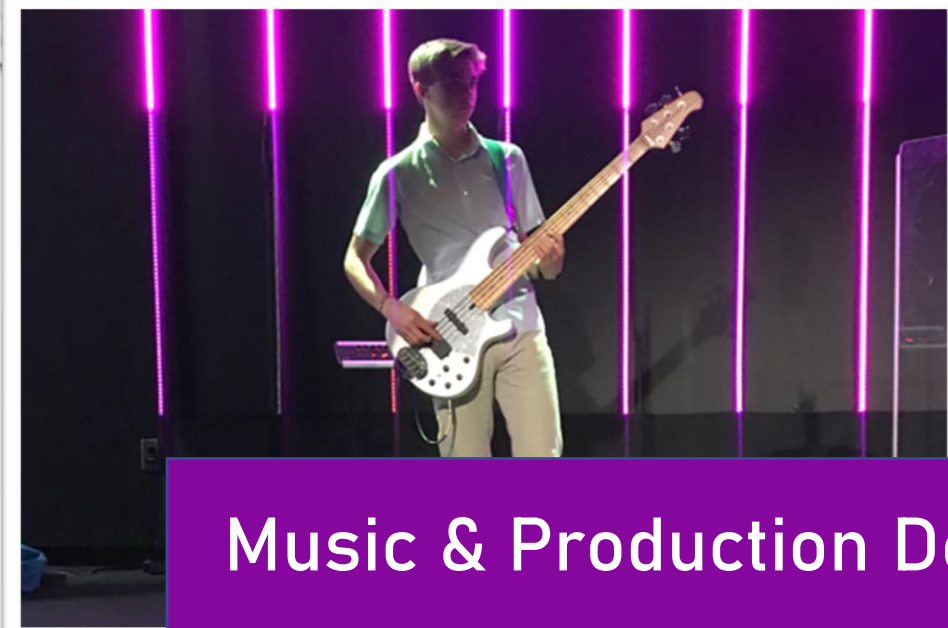
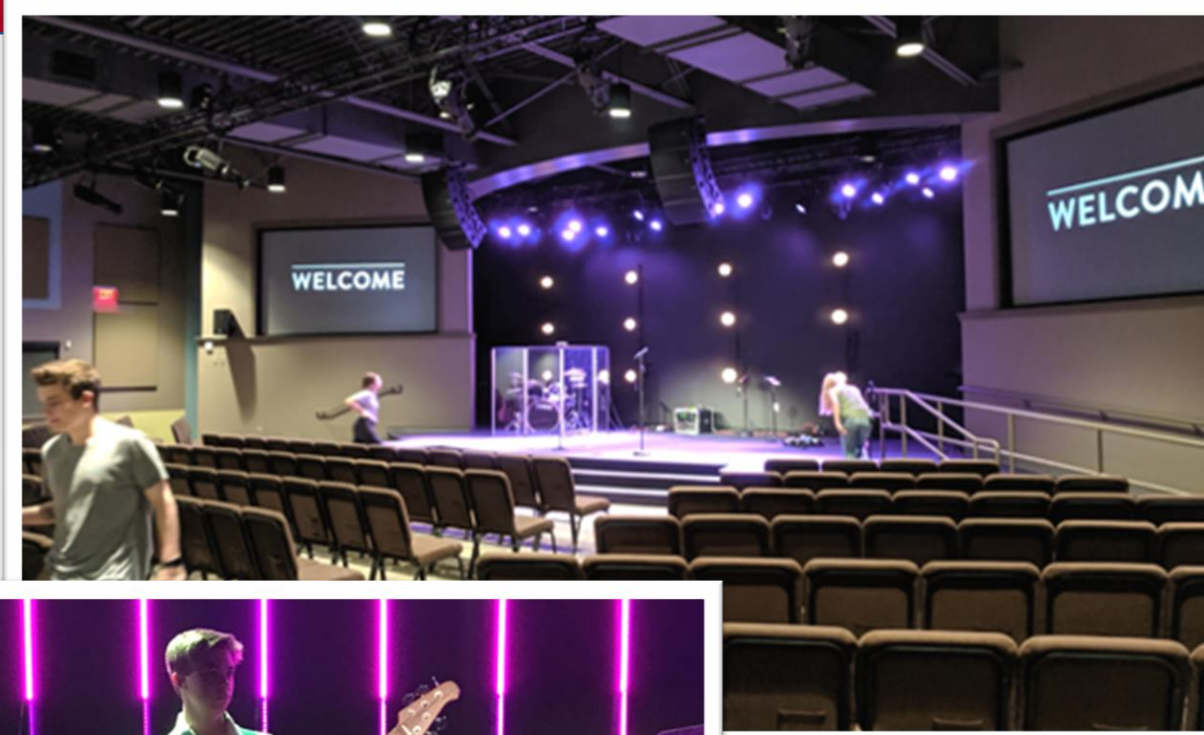
Flexible  
Schedule

Hands-On  
Experience

Done with school  
after 5<sup>th</sup> period

Professional  
References

# Education



Physical Therapy

Music & Production Design



# Internship Sites

**We have many sites that are loyal to our program!**

- Veterinarians
- Engineers
- Entrepreneurs
- Physical therapy
- Occupational therapy
- Speech therapy
- Music therapy
- Law
- Orthopedic surgeons
- General medicine
- Book publishers
- Journalism
- Dentists
- Orthodontists
- Photography
- Entertainment
- Elementary/Middle education
- Film/Theater
- Business/Marketing
- Art/Design

**AND SO MANY MORE!**

# Internship Advisor

**Carolyn McCarthy-Jackson**

[mccarthyc@fultonschools.org](mailto:mccarthyc@fultonschools.org)

**678-852-1435**



# Internship Advisor/Teacher/Student Partnership

## Advisor

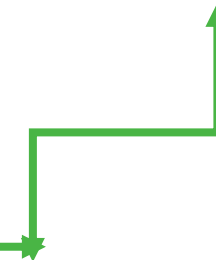
- Initial informational interview + Site Interview once placed
- Works with sites **to find and coordinate your internship**
- **Supports** you with your communication with site and any other situations that arise
- **Communication with site supervisors**
- Maintaining sites & building new sites
- **Constant communication with internship teacher**

## Student Intern

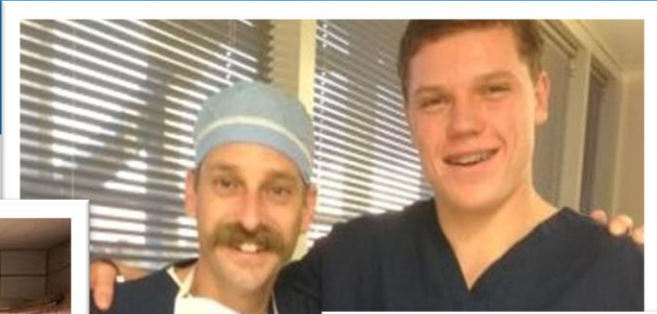
- Interview with advisor and with internship site
- **Attend Internship for 5-6 hours per week** for 14 weeks (70 hrs)
- **Communicate consistently with advisor and teacher**
- Complete weekly timesheets and class assignments
- Work and communicate with site supervisor and fellow employees
- **Networking Interviews**

## Teacher

- Leads Internship class
- **On-campus connection**
- Gradebook/attendance
- **Support** with professional documents, employee relations, assignments, etc.
- **Constant communication with internship advisor**



# Medicine



# Veterinary



# Fashion



# Nonprofit

# Summative Presentation

- Reflect on semester and internship experience
- Discuss what they learned about themselves



## Self Sufficient

- Takes time adjusting to a job

## Hands On

- Dissolved hematoma, learned restraint techniques, wrapping surgical packs

## Fast Paced

- Multiple tech appointments at a time, cleaning and examinations happening at one time, only one or two doctors working at once, have to delegate

## Varied

- Different every day: Fine needle aspirate, K-Laser, surgeries

## Leadership Style

- Coaching – Guidance over commands, question-based, hands on, challenges you to formulate answers to guided questions

# Summative Presentation

- Reflect on how Internship affected their future choices

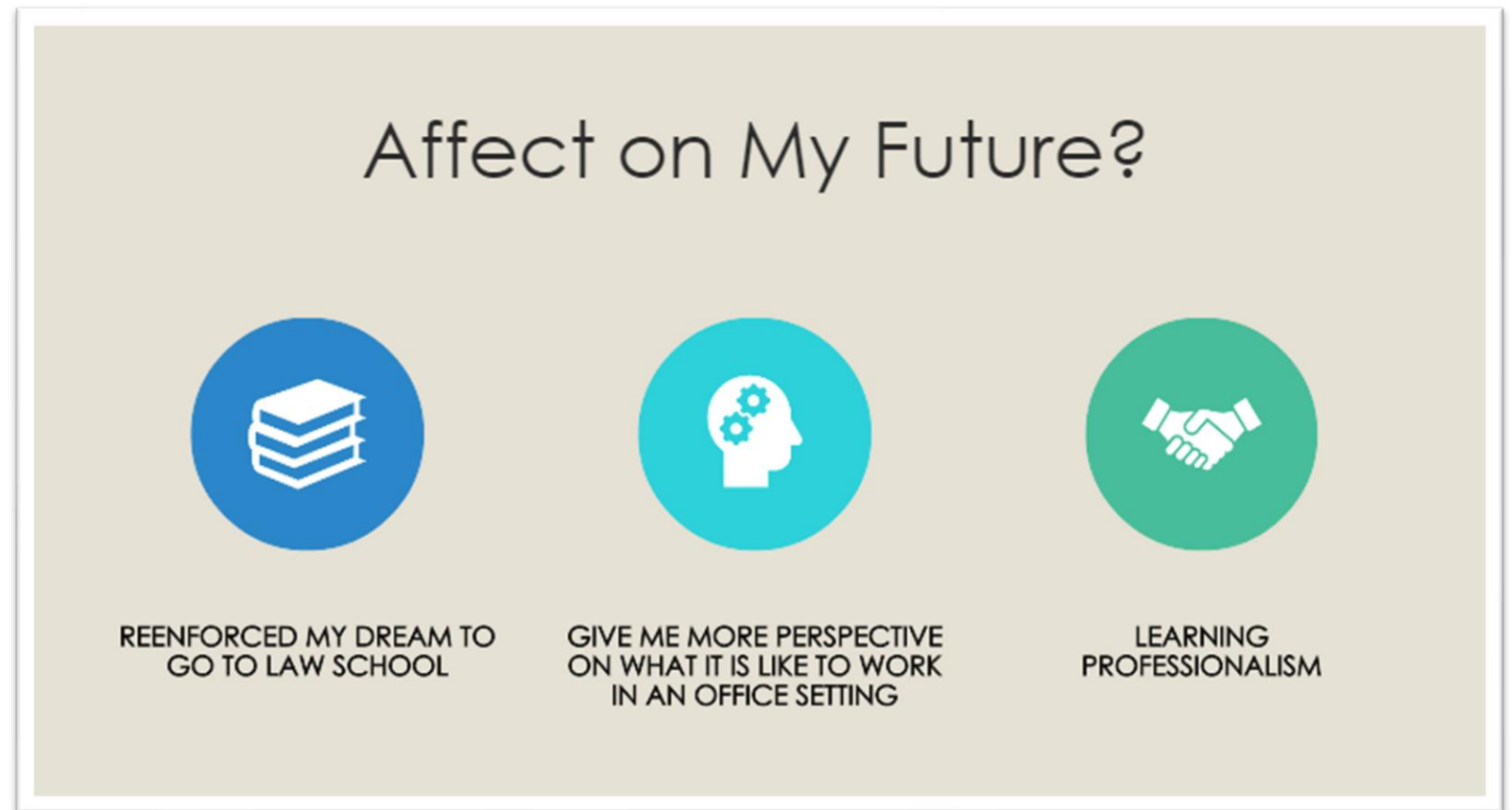
## FUTURE INTENTIONS

- College
  - Bachelor's Degree in Biology
  - Medical School or Vet School
- Career
  - Veterinary
    - Teaching
    - Private Practice
  - Research
    - Molecular biologist – immunity, health, disease



# Summative Presentation

- Reflect on how Internship affected their future choices



# How do I join Internship?

- 1. Earn credit for Hire Me**
2. Fill out application for Internship **in the semester PRIOR** to the semester when you want to do Internship (*this is emailed out and will be available also on our TAG website*)
3. Email will come from Internship Advisor (**Mrs. McCarthy-Jackson**) with Interview time and other steps to follow (**check email often!**)
- 4. Attend Interview** (*Fall Internships interview in March/April, Spring Internships Interview in Oct/Nov*)
5. Be sure to sign up for Internship during Course Selection  
(*contact Mrs. Fairchild if you need assistance*)



# Questions?

- **Mrs. Fairchild**  
[fairchild@fultonschools.org](mailto:fairchild@fultonschools.org)
- **TAG Website**  
[roswelltag.wixsite.com/rhstag](http://roswelltag.wixsite.com/rhstag)
- **Portable 1**



**Have your student come talk to me in real life!**