



# FORSYTH COUNTY SCHOOLS CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION

## A Guide for Business and Industry Involvement



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Forsyth County Schools

**COLLEGE** & *Career*  
DEVELOPMENT



**FCS CAREER DEVELOPMENT** efforts seek to provide an on-going partnership between education and business/industry to prepare the students of our community with the skills necessary to meet world-class standards, successfully continue life-long learning, and enter the marketplace as productive citizens. A large part of that is industry involvement to ensure our middle and high school career pathways properly connect instructional practices to industry standards in labs featuring the latest technology and equipment replicating simulated work environments.

Career pathways provide seamless instruction in career and technical education that connects academic and technical skills to future educational and career opportunities. Successful completion of a career pathway also allows students to earn industry credentialing required in today's job market and other benefits such as:

- *blending rigorous academic/technical preparation*
- *discovering their interests and passions*
- *utilizing career development services*
- *experiencing all aspects of a business or industry*
- *planning for transitions into post-secondary opportunities*

Because a collaborative cannot happen alone, we need your help! Our strategic direction, Workforce Forsyth, guides the district in continuing to develop Georgia's most comprehensive and innovative roadmap for developing and retaining a talented workforce. Our business community and learning organizations have actively come together to provide a seamless connection from secondary to post-secondary which supports our current workforce needs! Please consider how your organization can partner with Forsyth County Schools!

For additional information or if your organization is interested in getting involved, contact:

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# FCS CAREER DEVELOPMENT



# WORKFORCE FORSYTH

**FORSYTH COUNTY SCHOOLS (FCS)**, in partnership with the Forsyth County Chamber, Lanier Technical College, and the University of North Georgia, launched Workforce Forsyth, a community initiative focused on developing strategies to support Career, Technical, and Agricultural Education (CTAE) in the district. Key next steps for the partnership focused on aligning career education efforts, guiding pathway creation, expanding classroom participation, and enriching curricula.

This effort builds on the initial Workforce Forsyth plan and has led to the creation of this roadmap to guide CTAE programming within the school district over the next several years. This plan presents priorities to guide investments in and strategies for workforce development.

## THE PROCESS

This inclusive planning process involved key business, community, and education stakeholders. Over 70 steering committee member from across Forsyth County provided unique perspectives on FCS CTAE.

The development of this three-year Workforce Forsyth 2.0 plan began with a needs assessment designed to allow business partners, students, school leaders, and CTAE teachers to discuss their perspectives on the current state of FCS CTAE. These groups provided input relating to current programming, skills gaps, skills needs, and opportunities for growth.



**WORKFORCE | CAREER | FORSYTH**  
Propelling the Career Pipeline for Forsyth County

## Workforce Forsyth 2.0 Priorities

### Short-Term Strategies

### Long-Term Strategies

<b>Priority 1</b> Marketing & Outreach Plan	Engage with current and potential stakeholders Host a stakeholder showcase	Vertical Alignment between elementary, middle, and high school
<b>Priority 2</b> Build & Evaluate a Soft Skills Program	Establish a district-wide Soft Skills Committee Explore introducing soft-skills in earlier grades	Evaluate programs to ensure they are meeting student needs and industry needs
<b>Priority 3</b> Build Leadership Capacity for All Students	Engage more students in CTSOs Redefine the role of the counseling staff	Each school in the district should be offering at least one leadership development program
<b>Priority 4</b> Grow Partnerships	Update and evaluate existing business partnerships Leverage business partnerships to increase teacher externship opportunities	Develop deeper relationships with business partners

# WHAT ARE CLUSTERS AND PATHWAYS?

**GEORGIA'S CAREER CLUSTERS** allow students to choose an area of interest in high school from the 17 clusters. Students take classes tailored to their cluster, which helps them navigate their way to greater success – no matter what they choose to do after high school graduation. Each cluster will include multiple career pathways. The aim of the program is to show students the relevance of what they're learning in the classroom, whether they want to attend a two-year college, a four-year university or go straight into the world of work. Students will begin to learn about potential careers in elementary and middle school so that they are ready to choose a pathway once they reach high school. Georgia's initiative is based on the National Career Cluster Model.

**CAREER PATHWAYS** are state-approved career enhancement programs defined as a coherent, articulated sequence of rigorous academic and career-related courses starting in the ninth grade and leading to an associate degree, and/or an industry-recognized certificate or licensure, and/or a baccalaureate degree and beyond.

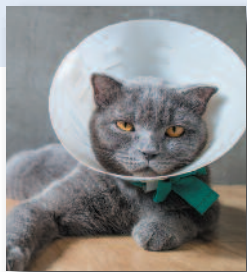
**CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION (CTAE):** provides students with the opportunity to select at least three sequenced courses in a career pathway.

**CTAE CONCENTRATOR:** A concentrator is defined as a student who takes at least two sequenced CTAE courses in a specific program area during their high school career.

**PATHWAY COMPLETER:** A pathway completer is a student who earned 1 unit of credit per course for the following: an introductory course plus two sequential courses within a state recognized Georgia CTAE Pathway. The selection of a pathway is based on self-awareness and the investigation of occupations plus related educational levels aligned with the pathway. Most high-demand, high-skilled, high-wage occupations in all concentrations still require education beyond high school.

Implementation of career pathways is a collaborative effort between the Forsyth County School District, the Georgia Department of Education, the Technical College System of Georgia and the University System of Georgia.





## AGRICULTURE, FOOD AND NATURAL RESOURCES CLUSTER

*Focuses on careers with common knowledge and skills related to production, processing, marketing, financing, distribution, and development of agricultural commodities and resources. This include food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.*

### COMPANION ANIMAL SYSTEMS PATHWAY

Caring for the well-being of animals by performing routine tasks under the supervision of veterinarians, and veterinary technologists and technicians.

#### Courses of Study Offered

Basic Agriculture Science  
Animal Science and Biotechnology  
Small Animal Care

### ENVIRONMENTAL AGRICULTURE SYSTEMS PATHWAY

Environmental engineers research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines.

#### Courses of Study Offered

Basic Agriculture Science  
Environmental Science and Stewardship  
Sustainable Agriculture

### LANDSCAPE MANAGEMENT SYSTEMS PATHWAY

Students will learn a variety of job opportunities in the fields of education, research, golf and sports turf, landscape design, parks and gardens, public service, production management, and sales and marketing.

#### Courses of Study Offered

Basic Agriculture Science  
General Horticulture and Plant Science  
Turf Production and Management

### VETERINARY SCIENCE PATHWAY

Covers the basics of animal care. Topics covered include disease, parasites, feeding, shelter, grooming, and general animal care.

#### Courses of Study Offered

Basic Agricultural Science  
Animal Science and Biotechnology  
Veterinary Science



## EDUCATION AND TRAINING CLUSTER

*Careers with common knowledge and skills related to planning, managing, and providing education and training services as well as related learning support services.*

### EARLY CHILDHOOD EDUCATION PATHWAY

Students learn appropriate practices for working with young children, as the grow physically, cognitively, and emotionally.

#### Courses of Study Offered

Early Childhood Education I  
Early Childhood Education II  
Early Childhood Education Practicum

### TEACHING AS A PROFESSION PATHWAY

Students study, apply, the creation of an effective learning environment, the creation of instructional opportunities for diverse learners and students with special needs.

#### Courses of Study Offered

Examining the Teaching Profession  
Contemporary Issues in Education  
Teaching as a Profession Practicum



## ARCHITECTURE AND CONSTRUCTION CLUSTER

*Careers with common knowledge and skills related to the designing, planning, managing, and building structures. Trade and Industrial Education programs equip students with the knowledge, skills, and attitudes necessary for successful employment in the trade and industrial field and for further education.*

### ARCHITECTURAL DRAWING AND DESIGN PATHWAY

Students will learn about safety, geometric construction, fundamentals of computer-aided drafting, and multi-view drawings along with drafting techniques, concepts, basic terminology, and principals of architectural design.

#### Courses of Study Offered

Introduction to Drafting and Design  
Architectural Drawing and Design I  
Architectural Drawing and Design II

### CARPENTRY/CONSTRUCTION PATHWAY

Students will learn the basic knowledge to function safely on or around a construction site and provide them a solid foundation in carpentry skills and knowledge.

#### Courses of Study Offered

Industry Fundamentals and Occupational Safety  
Introduction to Construction  
Carpentry I

### HEAVY EQUIPMENT OPERATIONS PATHWAY

The pathway will focus and build on the concepts related to earthmoving as well as reading and using blueprints and specifications related to grading and grade calculations.

#### Courses of Study Offered

Industry Fundamentals and Occupational Safety  
Introduction to Heavy Equipment  
Heavy Equipment Operations I



## ARTS, AUDIO-VIDEO TECHNOLOGY & COMMUNICATIONS CLUSTER

*Careers with common knowledge and skills related to designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.*

### AUDIO/VIDEO TECHNOLOGY AND FILM PATHWAY

Teaches all aspects of video production from pre-production, production, and post-production, including theory and practical application.

#### Courses of Study Offered

Audio and Video Technology and Film I  
Audio and Video Technology and Film II  
Audio and Video Technology and Film III

### FILM PRODUCTION PATHWAY

Prepares students to participate in multiple class-created film production team simulations and film projects to develop a professional film portfolio.

#### Courses of Study Offered

Audio and Video Technology and Film  
Introduction to Film Production  
Film Production Applications

### GRAPHIC DESIGN PATHWAY

Introducing graphic design principals while exploring the techniques of creative problem solving. Graphic design and production explores the various printing techniques including screen-printing and offset printing.

#### Courses of Study Offered

Introduction to Graphics and Design  
Graphic Design and Production  
Advanced Graphic Design



## BUSINESS MANAGEMENT AND ADMINISTRATION CLUSTER

*Careers with common knowledge and skills related to the preparation of students with computer skills for future college and career plans. Cluster skills mastered include planning, organizing, directing, and evaluating as well as owning and operating a successful business.*

### ENTREPRENEURSHIP PATHWAY

Entrepreneurs, innovators, and small businesses including business professionals, business owners, accountants, economists, administrators, or analysts.

#### Courses of Study Offered

Introduction to Business and Technology  
Legal Environment of Business  
Entrepreneurship

### HUMAN RESOURCES MANAGEMENT PATHWAY

This pathway is designed to equip students with operational knowledge of hiring, managing, and terminating employees.

#### Courses of Study Offered

Introduction to Business and Technology  
Legal Environment of Business  
Human Resources Principles

### INTERNATIONAL BUSINESS PATHWAY

Students are provided a foundation of core concepts required to succeed in an international business environment including essentials for working in an international business environment.

#### Courses of Study Offered

Introduction to International Business  
Global Awareness and Cultural Competency  
International Business Concepts



## GOVERNMENT AND PUBLIC ADMINISTRATION CLUSTER

*Careers with common knowledge and skills related to planning and performing of government management and administrative functions at local, state, and federal levels. Careers are available in national security, foreign service, revenue, and regulations.*

### JROTC MARINES PATHWAY

JROTC is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

#### Courses of Study Offered

MCJROTC Leadership Education I/II  
MCJROTC Leadership Education III/IV  
MCJROTC Leadership Education V/VI  
MCJROTC Leadership Education VII/VIII

### PUBLIC MANAGEMENT & ADMINISTRATION PATHWAY

Students will focus on planning and performing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

#### Courses of Study Offered

Intro to Government & Public Administration  
Govt Public Administration: State & Federal Issues  
Govt Public Administration: Local & State Issues





## ENERGY CLUSTER

*Careers with common knowledge and skills in the designing, planning, maintaining, generating, transmission, and distribution of traditional and alternative energy.*

### ENERGY SYSTEMS PATHWAY

Students will learn about energy and power industry fundamentals by furthering their knowledge regarding electric power generation, transmission and distribution.

#### Courses of Study Offered

Foundations of Energy Technologies  
Energy and Power Technology  
Appropriate and Alternative Energy Technologies



## FINANCE CLUSTER

*Careers with common knowledge and skills related to money management, including planning, investing, and spending. Students will gain career development skills for the finance world with opportunities that expand beyond basic business skills into financial literacy, banking, investing, insurance, and risk management.*

### ADVANCED ACCOUNTING PATHWAY

During times of financial crisis it is imperative that students learn the importance of sound financial decision-making.

#### Courses of Study Offered

Introduction to Business and Technology  
Principles of Accounting I  
Principles of Accounting II

### BUSINESS ACCOUNTING PATHWAY

Strong growth in accounting jobs throughout the next decade is expected to occur due to the increased growth in the number of new businesses.

#### Courses of Study Offered

Introduction to Business and Technology  
Financial Literacy  
Principles of Accounting I

### FINANCIAL SERVICES PATHWAY

Students explore the major functions of bank employees. Students formulate business and individual investment decisions by comparing and contrasting a variety of investment options.

#### Courses of Study Offered

Introduction to Business and Technology  
Financial Literacy  
Banking, Investing and Insurance

### FINANCIAL TECHNOLOGY (FINTECH) PATHWAY

The pathway explores what new financial technologies are emerging and how technological advances in data analytics are enabling innovation in the financial industry.

#### Courses of Study Offered

Introduction to Financial Technology  
Financial Technologies and Services  
Coding for FinTech



## HEALTH SCIENCE CLUSTER

*Careers with common knowledge and skills related to planning, managing, and providing services in therapeutics, diagnostics, health informatics, support areas, and biotechnology research and development.*

### ALLIED HEALTH PATHWAY

Students focus on healthcare industry jobs in hospitals, nursing, residential care facilities, home health care services, outpatient care centers, and diagnostic laboratories.

#### **Courses of Study Offered**

Introduction to Healthcare Science  
Essentials of Healthcare  
Allied Health and Medicine

### BIOTECHNOLOGY RESEARCH AND DEVELOPMENT PATHWAY

Areas of instruction include an understanding of the processes, structures and interactions of the human body, as well as the prevention, diagnosis and treatment of disease.

#### **Courses of Study Offered**

Introduction to Healthcare Science  
Essentials of Biotechnology  
Applications of Biotechnology

### EMERGENCY MEDICAL RESPONDER PATHWAY

Instruction include introductory medical terminology and anatomy and physiology; responder safety; incident command; basic physical assessment; cardiopulmonary resuscitation and the use of AEDs.

#### **Courses of Study Offered**

Introduction to Healthcare Science  
Essentials of Healthcare Science  
Emergency Medical Responder

### EMERGENCY MEDICAL TECHNICIAN PATHWAY

EMT course prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system.

#### **Courses of Study Offered**

Introduction to Healthcare Science  
Essentials of Healthcare Science  
Emergency Medical Technician

### PHARMACY PATHWAY

Students are introduced to pharmacy technology professions, employment opportunities, and basic skills which may be utilized in either clinical or community intensive pharmacy.

#### **Courses of Study Offered**

Healthcare Science  
Essentials of Healthcare  
Pharmacy Operations and Fundamentals

### PHLEBOTOMY PATHWAY

Students will be exposed to necessary skills and knowledge in healthcare, anatomy and physiology of each body system, and the medical terminology, diseases and disorders, diagnosis and treatment.

#### **Courses of Study Offered**

Introduction to Healthcare Science  
Essentials of Healthcare  
Diagnostics Phlebotomy



## HEALTH SCIENCE CLUSTER

*Careers with common knowledge and skills related to planning, managing, and providing services in therapeutics, diagnostics, health informatics, support areas, and biotechnology research and development.*

### PUBLIC HEALTH PATHWAY

Students will explore occupations and skill sets in environmental health, community health, epidemiology, disaster management, and geriatrics.

#### Courses of Study Offered

Introduction to Healthcare Science  
Essentials of Healthcare  
Applications of Public Health

### SPORTS MEDICINE PATHWAY

Students will study musculoskeletal disorders that alter the functional ability of the patient. Careers focus on improvement of ability to perform life tasks through the physical training and prosthesis devices.

#### Courses of Study Offered

Introduction to Healthcare Science  
Essentials of Healthcare  
Sports Medicine



## HOSPITALITY AND TOURISM CLUSTER

*Careers with common knowledge and skills related to the management, marketing, and operations of restaurants, and other food services, lodging, attractions, recreation events, and travel related services.*

### CULINARY ARTS PATHWAY

Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures.

#### Courses of Study Offered

Introduction to Culinary Arts  
Culinary Arts I  
Culinary Arts II

### HOSPITALITY, RECREATION AND TOURISM PATHWAY

Students study lodging, hotels and resorts; conventions, meetings, trade shows and events; restaurants and food service; recreation, sporting events and parks and travel.

#### Courses of Study Offered

Marketing Principles  
Hospitality, Recreation, & Tourism Essentials  
Hospitality, Recreation, & Tourism Management

### SPORTS AND ENTERTAINMENT MARKETING PATHWAY

Students will learn skills to master the industry's terminology, market arenas and venues, obtain sponsorships, maintain solid media relations, coordinate and manage campaigns and events, etc.

#### Courses of Study Offered

Marketing Principles  
Introduction to Sports & Entertainment Marketing  
Advanced Sports and Entertainment Marketing





## HUMAN SERVICES CLUSTER

*Careers with common knowledge and skills related to family and human needs such as nutrition and food science, counseling and mental health services, family and community services, personal care, and consumer services.*

### COSMETOLOGY PATHWAY

Students who desire to become licensed cosmetologists. Students are required by the Georgia State Board of Cosmetology to obtain a total of 1500 unit hours to be eligible for both the written and practical state test.

#### Courses of Study Offered

Introduction to Personal Care Services  
Cosmetology Services II  
Cosmetology Services III

### INTERIORS, FASHION, AND TEXTILES PATHWAY

Students will learn designing, planning, managing, building and maintaining the built environment using colors, furniture, lighting, and space in public and private sectors.

#### Courses of Study Offered

Foundations of Interior Design  
Fundamentals of Fashion  
Textile Science

### NUTRITION AND FOOD SCIENCE PATHWAY

The focus of the course is centered on healthy food and lifestyle choices. Students will investigate the interrelationship of food, nutrition and wellness to promote good health.

#### Courses of Study Offered

Food, Nutrition, and Wellness  
Food for Life  
Food Science



## LAW, PUBLIC SAFETY, CORRECTIONS AND SECURITY CLUSTER

*Careers with common knowledge and skills related to employment in emergency and fire services, legal services, protective services, and homeland security..*

### FIREFIGHTING PATHWAY

Students learn how frequently the first emergency personnel are at the scene of a traffic accident or medical emergency and may be called upon to put out a fire, treat injuries or perform other vital functions.

#### Courses of Study Offered

Intro to Law, Public Safety, Corrections & Security  
Essentials of Fire and Emergency Services  
Applications of Firefighting

### LAW ENFORCEMENT/FORENSIC SCIENCE PATHWAY

Provide students with career-focused educational opportunities in various public safety fields. Courses cover tactics, methods, and skills utilized in law enforcement and other public safety organizations.

#### Courses of Study Offered

Intro to Law, Public Safety, Corrections & Security  
Criminal Justice Essentials  
Forensic Science and Criminal Investigations

### LEGAL SERVICES/APPLICATIONS OF LAW PATHWAY

Courses are designed to provide students with the understanding of the various services which ensure the proper function of our nation's legal system.

#### Courses of Study Offered

Intro to Law, Public Safety, Corrections & Security  
Essentials of Legal Services  
Applications of Law



## INFORMATION TECHNOLOGY CLUSTER

*Careers with common knowledge and skills related to the preparation for careers that create, use, modify, and engage technology skills. Graphics, multimedia animation, web design, game and application development, networking, and computer repair are all possibilities.*

### LOUD COMPUTING PATHWAY

Provides knowledge in programming languages, software development, app creation and the basics of cloud computing.

#### **Courses of Study Offered**

Introduction to Software Technology  
Computer Science Principles  
Cloud Computing

### COMPUTER SCIENCE PATHWAY

Students solve complex problems in computing for business, medicine, science, and other fields.

#### **Courses of Study Offered**

Introduction to Software Technology  
Computer Science Principles  
AP Computer Science

### CYBERSECURITY PATHWAY

Exams best practices related to the management of security, ethics, trust, internal/external threats, cryptography, and wireless technologies.

#### **Courses of Study Offered**

Introduction to Hardware Technology  
Introduction to Cybersecurity  
Advanced Cybersecurity

### GAME DESIGN PATHWAY

Students gain an understanding of the fundamental principles used during the game creation process.

#### **Courses of Study Offered**

Introduction to Software Technology  
Computer Science Principles  
Game Design: Animation and Simulation

### PROGRAMMING PATHWAY

Offers opportunities to strengthen problem solving skills, and provides needed skills in all disciplines.

#### **Courses of Study Offered**

Introduction to Software Technology  
Computer Science Principles  
Programming, Apps, Games and Society

### WEB DEVELOPMENT PATHWAY

Instructs students on the basics of designing a web page and 3D animation.

#### **Courses of Study Offered**

Introduction to Software Technology  
Computer Science Principles  
Web Development

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Career Development on





## MANUFACTURING CLUSTER

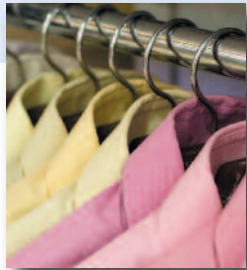
*Careers with common knowledge and skills related to processing of materials into intermediate or final products and related professional and technical support activities, such as production control, maintenance, and process engineering.*

### MECHATRONICS PATHWAY

The Mechatronics pathway has been developed to provide students with a strong foundation in the skills needed by advanced manufacturing industry.

#### Courses of Study Offered

Intro to Mechatronics  
AC Theory, Electrical Motors, Hydraulic Systems  
Semiconductors Mech Sys, Pump, Piping Systems



## MARKETING CLUSTER

*Careers with common knowledge and skills related to the process of anticipating, managing, and satisfying consumers' demand for products, services, and ideas. This cluster generates the strategy that underlies advertising and promotional techniques, business communication, and business development.*

### FASHION, MERCHANDISING AND RETAIL MANAGEMENT PATHWAY

Introduces students to the retail industry including fashion marketing, marketing concepts essential to every business, types of businesses involved in the industry, and an array of career opportunities.

#### Courses of Study Offered

Marketing Principles  
Fashion, Merchandising, and Retailing Essentials  
Advanced Fashion, Merchandising, and Retailing

### MARKETING AND MANAGEMENT PATHWAY

Students develop knowledge and skills in the foundational areas of marketing and the functional areas of marketing, as well as international marketing, management and entrepreneurship.

#### Courses of Study Offered

Marketing Principles  
Marketing and Entrepreneurship  
Marketing Management

### MARKETING COMMUNICATIONS AND PROMOTIONS PATHWAY

Students explore the careers of advertising managers, account executives, media directors, promotions managers, marketing managers, product development managers, market research managers and many more.

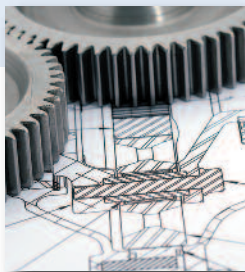
#### Courses of Study Offered

Marketing Principles  
Promotional and Digital Marketing  
Integrated Marketing Communications

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## STEM CLUSTER

*Careers with common knowledge and skills related to planning, managing, and providing scientific research and professional and technical services.*

### ENGINEERING AND TECHNOLOGY PATHWAY

STEM (Science, Technology, Engineering and Mathematics) Introduction to Engineering Design (IED) focusing design and engineering.

#### Courses of Study Offered

Foundations of Engineering and Technology  
Engineering Concepts  
Engineering Applications



## TRANSPORTATION DISTRIBUTION AND LOGISTICS CLUSTER

*Careers with common knowledge and skills related to planning, managing, and moving people, materials, and goods by road, pipeline, air, rail, and water, and also includes other related professional and technical support services.*

### AEROSPACE - FLIGHT OPERATIONS PATHWAY

The basics of aircraft navigation and the communication methods for safe aircraft operations is taught. Students will gain a meteorological foundation for understanding the forecasting and charting of weather patterns.

#### Courses of Study Offered

Fundamentals of Aerospace  
Flight Operations I  
Flight Operations II

### DRONE/UNMANNED AIRCRAFT SYSTEMS PATHWAY

Students focus on knowledge in aviation history and regulations, the basics of flight, aerospace careers, and factors influencing work. Topics include the effects of weather on an unmanned aircraft.

#### Courses of Study Offered

Fundamentals of Aerospace  
Flight Operations I  
Unmanned Aircraft Systems

### AUTOMOTIVE TECHNOLOGY PATHWAY

This program will teach “head skills” and “hand skills” to prepare the student for the world of automotive technology careers and to meet the needs of prospective employers.

#### Courses of Study Offered

General Automotive Technology 1, 2, 3  
Advanced Automotive Technology 4, 5, 6  
Automotive Service Technology Internship



## WORKFORCE READY

*Employability skills are transferrable skills and key personal attributes which are highly valued by employers and essential for effective performance in the workplace.*

### WORKFORCE READY PATHWAY

Workforce Ready is designed to provide heavy exposure to all aspects of workplace readiness and employability skills development.

#### Courses of Study Offered

Logistics Fundamentals  
Logistics Operations  
Materials Management

# INTERNSHIP FORSYTH

[www.forsyth.k12.ga.us/Page/48809](http://www.forsyth.k12.ga.us/Page/48809)

## INTERNSHIP FORSYTH

is a structured experience that connects a student's career goal and classroom learning with a productive learning environment. Internship Forsyth provides students with opportunities for instruction in occupational skills and career exploration, and guidance in identifying employment and educational goals. Students have the opportunity to connect what they learn in school with work site application.

Internship Forsyth program is designed to provide experiences and activities that support a school to career transition. This simply means that students are allowed to work off campus in the business community in order to learn more about a chosen career. Once a student has met all requirements, the Coordinator will determine the correct placement for the student. The students will earn one unit of credit for each completed course.

## CAREER DEVELOPMENT COORDINATORS

The FCS follows the state model where each high school has one Career Development Coordinator. The coordinator is required to attend GADOE trainings, as well as all region meetings. Some responsibilities of the coordinator include: properly placing students in the right course number, finding job or internship placements for students, creating business partnerships, conducting employer/mentor training, visiting jobsites four times annually, using CNet to record all data such as job visits and wage/hour reports, teaching employability skills, coordinating shadow days, and being active in community groups such as the Chamber of Commerce.

# INTERNSHIP FORSYTH WORK-BASED LEARNING

## Forsyth County Schools

**Internship Forsyth** is a structured experience which connects classroom learning to an engaging job opportunity. Internships can be paid or unpaid. Students are allowed to leave the school campus to intern with local businesses, earning course credit for the experience.



On-Campus Students



Virtual Students



Dual Enrollment Students



### WHY PARTICIPATE IN INTERNSHIP FORSYTH?

- Start focused preparation for college, careers, and today's workforce!
- Gain access to some of the best jobs/internships in the community. Many employers actively seek high school students who are enrolled in Internship Forsyth.
- Stand out when you apply to college - internships catch the eye of admissions counselors.
- Receive internship/work experience directly related to your chosen career pathway.
- Gain marketable skills.

### REQUIREMENTS FOR INTERNSHIP FORSYTH

- Students must have a defined career goal and must have taken or be enrolled in the appropriate related coursework.
- Students must be at least 16 years of age (with reliable transportation).
- Students must have good attendance and grades, positive discipline record, and teacher recommendations.
- **For Additional Information:** Visit a Career Development Coordinator or School Counselor!

INTERNSHIP FORSYTH  
WORK-BASED LEARNING  
Forsyth County Schools

# MENTORSHIP FORSYTH

**MENTORSHIP FORSYTH** is designed to provide high school students challenging and enriching career-oriented opportunities not usually available within the regular classroom. Selected participants understand that this course replaces an otherwise traditional elective credit. Open to juniors and seniors, the program expands the elective curriculum beyond the school site.

Students will work and study under the direction of a Community Mentor – a person of recognized ability and success in the community. This internship incorporates the student’s individual talents and intellectual abilities. The rigorous curriculum and demands of this course require students to be focused, goal-oriented, self-motivated, mature, determined to pursue enriched learning, and passionate about a particular career field.

Selected students understand that they will need to invest a minimum number of hours per week, depending on your class scheduling, in order to receive full credit for the course. This schedule is flexible and both the student and the mentor determine the weekly meeting times. Other requirements for this course include: providing suggested names and/or specific businesses as potential mentors in the chosen career field; attending all meetings with the Mentorship Forsyth Coordinator and Community Mentor, creating a career portfolio, using technology throughout the course, presenting a culminating capstone project to a panel of community professionals, participating in team-building activities, and working with a Community Mentor Professional in his/her career field.

**Mentorship Forsyth is a year-long blended learning experience for motivated and mature 11th and 12th grade students!**

[www.forsyth.k12.ga.us/Page/48817](http://www.forsyth.k12.ga.us/Page/48817)

## MENTORSHIP FORSYTH JOB SHADOWING Forsyth County Schools

**Mentorship Forsyth** gives motivated, mature students a job shadowing experience designed around the individual student’s interest in a specific field or career. Participants will engage with a community mentor and will work with that mentor for the duration of the school year. Mentorships are non-paid experiences in the community. Students are allowed to leave the school campus to job shadow in local businesses and organizations, earning course credit for the experience.



On-Campus Students



Virtual Students



Dual Enrollment Students



### WHY PARTICIPATE IN MENTORSHIP FORSYTH?

- Start focused preparation for college, careers, and today’s workforce!
- Explore your passion for a profession.
- Stand out in a competitive college and job market.
- Seek to gain valuable networking skills and contacts.

### REQUIREMENTS FOR MENTORSHIP FORSYTH

- Students must be at least 16 years of age (with reliable transportation).
- Students must complete a year-long, career-related capstone project.
- Students must have good attendance and grades, positive discipline record, and teacher recommendations.
- **For Additional Information:** Visit a Career Development Coordinator or School Counselor!

**MENTORSHIP FORSYTH**  
JOB SHADOWING  
Forsyth County Schools



# DRESS FOR SUCCESS

RESUME

## DRESS FOR SUCCESS

Throughout career and technical education curriculum in Forsyth County, occupational dress codes are studied as part of the pathway. In addition, students are taught and shown examples of proper interview attire in preparation for community Mock Interview Weeks, CTSO events, scholarship interviews, graduation ceremonies, and other important times during their high school careers. Because of the emphasis placed on appropriate dress, all high schools implement Dress for Success Days several times each school year. Overall, this program seeks to remind students that clothing and appearance are important parts of making a good impression.



**DRESS FOR Success**

**GUIDELINES**

**CLOTHES SHOULD BE:**

- WELL-FITTED
- IN GOOD CONDITION
- WRINKLE-FREE

**SKIRTS & DRESSES** should fall at the knee and your thighs should be covered when you sit down.

**NO MORE** than 3 pieces of jewelry

**NEAT & CLEAN SHOES**

**BUSINESS CASUAL**

**TRY THESE:**

- CASUAL DRESSES & SKIRTS
- BLOUSE & SKIRT
- DRESS SLACKS & BLOUSE

**women's BLAZERS** are good options.

**LOW KEY SHOES** like flats, nice boots, and low heels are acceptable.

**BUSINESS PROFESSIONAL**

**CLOTHES SHOULD BE:**

- SOLID, DARK & NEUTRAL COLORS
- WORN WITH LIGHT-COLORED SHIRTS UNDERNEATH

**SUIT JACKET & SKIRTS** should be the same color.

**1-2 INCH CLOSE-TOED HEELS**

Source: **DOL**

**DRESS FOR Success**

**GUIDELINES**

**CLOTHES SHOULD BE:**

- WELL-FITTED
- IN GOOD CONDITION
- WRINKLE-FREE

**SHOES & BELT** should match as well as the color of your socks and pants.

**NEAT & CLEAN SHOES**

**BUSINESS CASUAL**

**TRY THESE:**

- NICE SLACKS
- POLO SHIRTS & KHAKIS
- DRESS PANTS & NICE SHIRTS

**men's BLAZERS** are good options.

**LOW KEY SHOES** like flats, nice boots, and low heels are acceptable.

**BUSINESS PROFESSIONAL**

**CLOTHES SHOULD BE:**

- SOLID, DARK & NEUTRAL COLORS
- WORN WITH LIGHT-COLORED SHIRTS UNDERNEATH

**SUIT JACKET & PANTS** should be the same color.

**TIES** are professional.

**MEN'SWEAR DRESS SHOES**

Source: **DOL**

# MOCK INTERVIEWS

## MOCK INTERVIEWS

Each year in Forsyth County, several thousand high school juniors and seniors participate in community-led mock interviews through their third-year career pathway course or through their participation in Internship Forsyth and Mentorship Forsyth. A mock interview provides students with a professional one-on-one opportunity to practice their interviewing and resume writing skills with a member of the business community. The experience also allows students immediate verbal and written feedback from the business community regarding their interview performance, resume, and professional dress. Thanks to support from the Forsyth County Chamber, the Rotary Clubs of Forsyth County, and other business/industry/community volunteers, all seven high schools participate in this meaningful experience.

### A FOCUS ON THE SCHOOL YEAR INCLUDES THE FOLLOWING STANDARDS:

- *Attitude*
- *Initiative*
- *Flexibility*
- *Organization*
- *Discipline*
- *Integrity*
- *Respect*
- *Effective Communication*
- *Teamwork*
- *Attendance and Punctuality*
- *Customer Service*
- *Critical Thinking and Problem Solving*
- *Professionalism*
- *Adherence to Policy*
- *Technology Usage and Social Media Ethics*







**THE DISTRICT'S JOB POSTING BOARD** seeks to list job opportunities specifically available to high school students in the surrounding area which are listed by employment category. FCS job posting services are available to local employers, business, industry, government, and non-profit organizations for assistance in seeking qualified employees or interns. To place a listing as an employer or search jobs available as a student, visit [www.forsyth.k12.ga.us/jobboard](http://www.forsyth.k12.ga.us/jobboard). The FCS Job Posting Board acts only as a posting service and makes no particular recommendations regarding employers or students applying for jobs.



*DISCLAIMER: FCS Job Posting Board acts only as a posting service and makes no particular recommendations regarding employers or students applying for jobs. We make no representations or guarantees about positions listed by the employer, not do we make guarantees about students applying for these positions. FCS is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the volume of jobs received by our office, we are unable to research each organization or person that lists a job with us, not are we able to research each student who applies for these positions. Administrators review all positions that are submitted for posting, and reserves the right to reject positions.*

# FCS JOB POSTING BOARD

[www.forsyth.k12.ga.us/jobboard](http://www.forsyth.k12.ga.us/jobboard)





# CREDENTIALS OF VALUE/ STUDENT INDUSTRY CERTIFICATIONS

## CREDENTIALS OF VALUE/STUDENT INDUSTRY CERTIFICATIONS

Forsyth County Schools, like many other career and technical education programs around the state and nation, has worked in recent years to establish a measurement mechanism to ascertain the level of technical skill attainment on behalf of its career pathway completers. In working to identify existing assessment (or credentialing) opportunities that would not only support the mandates set forth in Perkins Legislation, but would also support Georgia students in their quest to leave high school with valuable credentials, the state's technical skill attainment inventory is comprised of several measurement components:

- *industry certifications/credentials*
- *occupational assessments, and*
- *state licensures and state developed assessments*

Forsyth County administered approximately 2,000 industry credentialing exams last school year in the following areas:

- *Accounting - Basics Assessment*
- *ACIO: Axelta Certified IoT Professional*
- *Adobe Certified Associate (ACA): Adobe Premiere Pro*
- *Agricultural Science*
- *ASE Certifications*
- *Athletic Training Student Aide Assessment*
- *Biotechnology Assessment*
- *CIW Site Development Associate*
- *Emergency Medical Responder (EMR)*
- *Engineering Assessment*
- *Financial & Investment Planning Assessment*
- *General Management Assessment*
- *Human Resources Management Assessment*
- *Microsoft Office Specialist (MOS) 2016*
- *National Certified Phlebotomy Technician (NCPT)*
- *National Health Science Assessment*
- *NOCTI Certifications*
- *Manufacturing Certification*
- *Microsoft Technology Associate (MTA): Software Development Fundamentals*
- *QuickBooks*
- *Secondary Culinary Graduate Certification ACFEF*
- *Security + Certification*
- *ServSafe Food Safety Handler Certification*
- *SkillsUSA Certifications*
- *Teaching as a Profession Assessment*

## INDUSTRY CERTIFIED PROGRAMS

When a program became industry certified, it received a “stamp of excellence”, which represents the apex of program quality. Only those programs that have successfully undergone rigorous reviews by leaders from business and industry are recognized with this distinction. The State Department of Education is committed to the industry certification process as a part of its effort to strengthen technical and academic standards for all Career, Technical, and Agricultural Education (CTAE) programs.

This Formal Process Strengthens All Program Components, Including:

- Classrooms and labs which are equipped with state-of-the-art equipment and technology;
- CTAE and academic performance standards that are aligned to national standards;
- In-depth, project-based instruction in all curriculum areas; school-based enterprises and entrepreneurial ventures;
- Career and Technical Student Organizations (CTSOs) which offer co-curricular competitive events on the local, state and national level and provide leadership development skills for personal and professional growth; and,
- Business, industry and community involvement in all aspects of the program.

Industry certified programs not only offer outstanding opportunities to students who receive instruction through such programs; but they also offer positive benefits for schools as well as employers.



# INDUSTRY CERTIFIED PROGRAMS

## INDUSTRY CERTIFIED PROGRAMS IN FORSYTH COUNTY

**Automotive Service Technology**  
(Certified by NATEF)  
Forsyth Central High School

**A/V, Technology, and Film** (Certified by MEFGA)  
Forsyth Central High School  
Lambert High School  
North Forsyth High School  
West Forsyth High School

**Business and Computer Science**  
(Certified by SHRM)  
Alliance Academy for Innovation  
Denmark High School  
Forsyth Central High School  
Lambert High School  
North Forsyth High School  
South Forsyth High School  
West Forsyth High School

**Culinary Arts** (Certified by ACEEF)  
Denmark High School  
Lambert High School  
South Forsyth High School  
West Forsyth High School

**Engineering** (Certified by ITEGA)  
Forsyth Central High School  
Lambert High School  
North Forsyth High School  
South Forsyth High School  
West Forsyth High School

**Food and Nutrition**  
(Certified by Georgia Nutrition and Food  
Science Foundation, Inc. and Sodexo)  
Forsyth Central High School  
Lambert High School  
North Forsyth High School  
West Forsyth High School

**Healthcare Science**  
(Certified by HomeTown Health)  
Alliance Academy for Innovation  
Lambert High School  
North Forsyth High School

**Marketing** (Certified by AMA)  
Alliance Academy for Innovation  
Denmark High School  
Forsyth Central High School  
Lambert High School  
North Forsyth High School  
South Forsyth High School  
West Forsyth High School

# CAREER & TECHNICAL STUDENT ORGANIZATIONS

CTSOs are co-curricular organizations with leadership programs and competitive events which reflect current curriculum standards and competencies for the instructional programs they serve. Teachers infuse CTSO activities into the instructional activities, thereby helping students see the real world value of their academic studies.



**The mission of Georgia CTI** is to provide meaningful leadership and employment experiences for students with disabilities through career, technical and agricultural education courses.

**Applicable Pathways:** All CTAE Career Clusters and Pathways



**The mission of DECA**, an Association of Marketing Students, is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

**Applicable Pathways:** Marketing and Management • Fashion Marketing • Sports and Entertainment Marketing • Marketing Communications and Promotion • Hospitality and Tourism • Finance • Business Management and Administration



**The mission of Georgia FBLA** is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

**Applicable Pathways:** Accounting • Computer Science • Cybersecurity • Entrepreneurship • Financial Services • Financial Technology • Game Design • Human Resources Management • Networking • Programming • Web Development



**The mission of FCCLA** is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leaders, members develop skills for life through -- character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

**Applicable Pathways:** Culinary Arts • Early Childhood Education • Fashion • Interiors • Nutrition and Food Science • Teaching as a Profession • Textiles







**The mission of FFA, Future Farmers of America,** is to make a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education.

**Applicable Pathways:** Agriculture Leadership • Animal Science • Companion Animal Systems • Environmental Agriculture Systems • Landscape Management Systems • Veterinary Science



**The mission of FIRST Robotics** is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

**Applicable Pathways:** Engineering • Mechatronics



**The mission of HOSA** is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development for all health science technology education students, therefore, helping students to meet the needs of the health care community.

**Applicable Pathways:** Biotechnology Research & Development • Emergency Medical Responder • Health Information Technology • Phlebotomy • Sports Medicine • Therapeutic Services



**The mission of SkillsUSA** is to help its members become world class workers, leaders and responsible American citizens. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.

**Applicable Pathways:** Animation and Digital Media • Architectural Drawing and Design • Automotive Technology • A/V, Technology & Film • Aviation Maintenance • Carpentry/Construction • Cosmetology • Firefighting • Flight Operations • Graphic Design • Law Enforcement/Forensic Science • Legal Services/Applications of Law • Personal Care Services



**The mission of the Technology Student Association** is learning to lead in a technical world. TSA enhances personal development, leadership, and career opportunities in STEM, whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

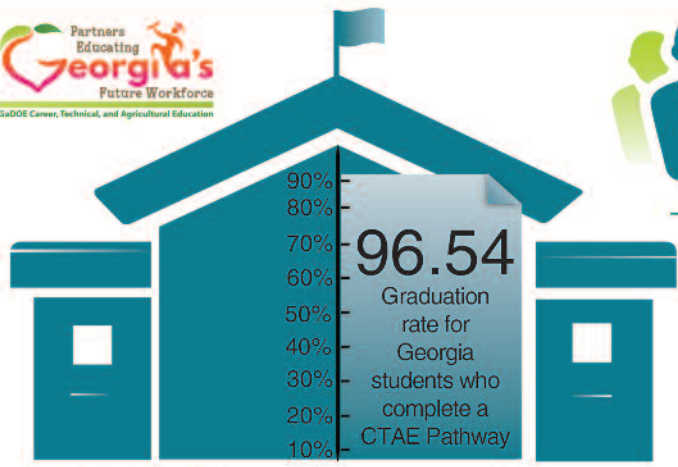
**Applicable Pathways:** Energy Systems • Engineering • Mechatronics

# CAREER & TECHNICAL STUDENT ORGANIZATIONS





# What is Career, Technical and Agricultural Education?



Fulfills employer needs that are

- High-Skill**
- High-Wage**
- In-Demand**



Includes high schools, career academies, community and technical colleges, four-year universities and more.



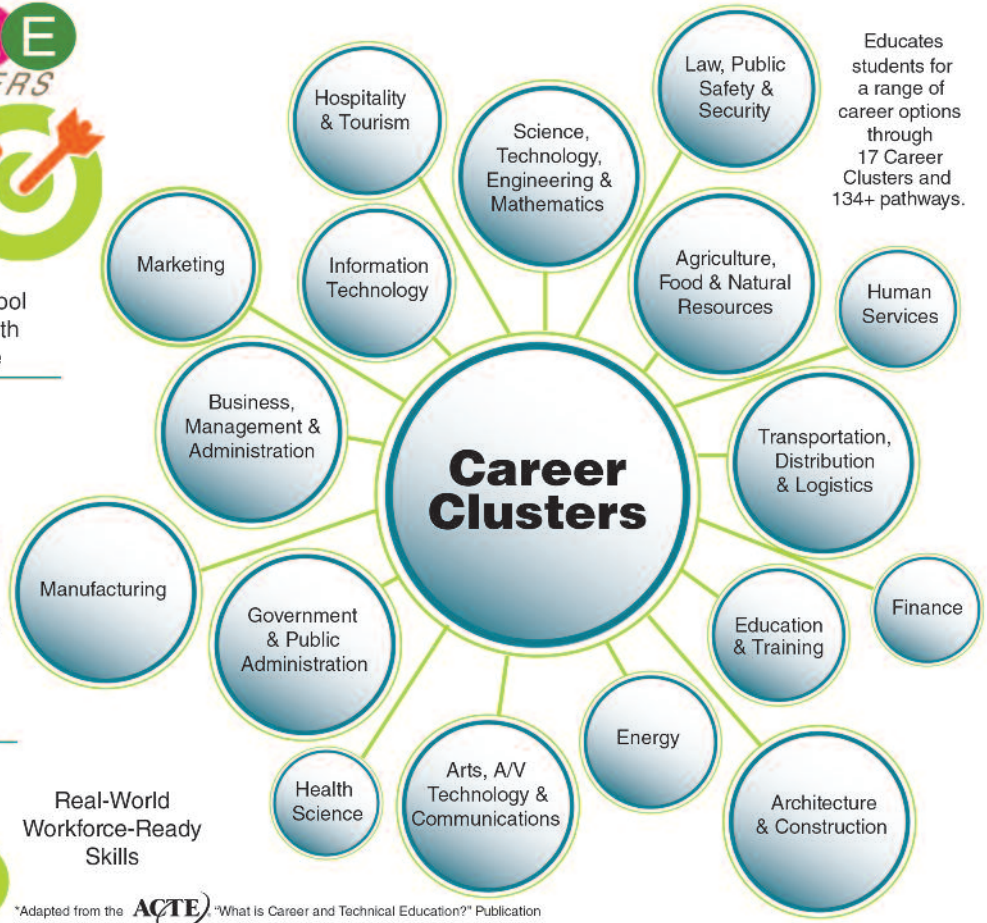
Real High School Experience with Added Value



Real Opportunities for College & Rewarding Careers



Real-World Workforce-Ready Skills



Educates students for a range of career options through 17 Career Clusters and 134+ pathways.

\*Adapted from the ACTE "What is Career and Technical Education?" Publication



# CAREER DEVELOPMENT PARTNER FORM

## FCS AND THE OFFICE OF COLLEGE AND CAREER DEVELOPMENT AGREES TO:

- Be available to both partner and school to facilitate and guide all parties through the planning, implementation and evaluation stages of a partnership.
- Meet at least once a semester with the Career Development Partner to discuss opportunities and keep FCS informed of goals and events.
- Plan partnership goals and activities that align with school improvement plans.
- Provide partnership development and celebration opportunities.
- Publicly display FCS Career Development Partner involvement.
- Share photos, stories of success, and events on the FCS/College & Career Development social media sites and newsletters.
- Collaborate with school and partner to review and evaluate Partnership growth.
- Administer a Career Development Platform.

## THE PARTNER AGREES TO:

- Commit to work with schools for the school year and have active participation in a career pathway. See opportunities on next page.
- Attend a one-hour pathway advisory council meeting (once a semester).
- Display your Career Development Partnership, such as a decal or partnership certificate, in your place of business.
- Like and follow FCS/College & Career Development on Facebook Instagram, and Twitter. Share photos, stories of success, and events.
- Report volunteer activities in our Career Development Platform.
- Maintain a working relationship with a Pathway Leader or Career Development Coordinator, and alert school and FCS of any changes.

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*Partner Representative*

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*Career Development Coordinator*

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*Director of College & Career Development*

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*Date of Partnership Agreement*

# CAREER DEVELOPMENT PARTNER FORM



CAREER DEVELOPMENT OPPORTUNITIES FOR PARTICIPATION – PLEASE DESIGNATE AREAS YOU CAN ASSIST!

- Certification/Curriculum Advice
- Job Shadowing/Field Trips
- College & Career Fair Participation
- Internships
- Mentorships
- Mock Interviews
- Classroom Speaker
- Teacher Externships
- Advisory Council
- Facilities/Equipment Advice
- CTSO Support
- Competitive Event Judging
- Awards/Recognition Support
- Career Transitions for Students with Special Needs and/or At-Risk Students



## Registration Form

Contacts for the FCS Career Development Partnership will receive a quarterly e-newsletter, invitations to special events and trainings and announcements about volunteer opportunities.

Partnering Company/Organization Name:		
We Would Like to Partner with the Following Schools:		
Primary Partnership Contact:		
Title:		
Company Address:		
City:	State:	Zip Code:
Work Phone:	Cell Phone:	
E-mail:		

## Additional Contacts for this Partnership

Name of Additional Contact (if applicable):		
Partnering Company/Organization Name (if different than above):		
Title:		
Address:		
City:	State:	Zip Code:
Work Phone:	Cell Phone:	
E-mail:		
Name of Additional Contact (if applicable):		
Partnering Company/Organization Name (if different than above):		
Title:		
Address:		
City:	State:	Zip Code:
Work Phone:	Cell Phone:	
E-mail:		