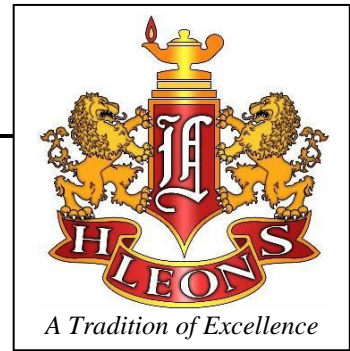


## Leon High School Honors/Gifted Externship Program

**Externship Coordinator:** Mindy Fulton  
617-5700 ext. 1780  
fultonm@leonschools.net



**COURSE DESCRIPTION:** While working with a community sponsor, the student will develop greater awareness and skill related to career selection, leadership development, decision making, communication and research.

### **GOALS & OBJECTIVES:**

1. The students will gain a realistic picture of the role of the executive in an organization.
2. The students will become familiar with a range of career options within an organization.
3. The students will strengthen their knowledge in the fields of special interest.
4. The students will develop greater sensitivity to interpersonal relations and strengthen their own coping skills, in order to work with people more effectively.
5. The students will strengthen their analytical skills developing the ability to form critical questions, research problems, weigh alternatives, and present evidence to support conclusions and recommendations.
6. The students will refine their planning skills to become self directing, good organizers of time and resourceful in finding and organizing materials.
7. The students will develop independence through accepting responsibility, exhibiting initiative, developing flexibility and working towards goals.
8. The students will strengthen their written and oral communication skills through the preparation of journals, reports and through making public presentations.
9. The students will grow in maturity and self-awareness.
10. The students will develop a greater appreciation for their formal education by bridging a gap that they commonly perceive between abstract classroom knowledge and application of it.
11. The students will demonstrate the ability to work and communicate with others.
12. The students will become aware of the various leadership concepts, theories and applications, allowing the student to become a successful leader of the future.

## **Externship Sponsors**

Sponsors are selected upon the following criteria:

- They share a talent, interest, or expertise in an area in which the student wants further exposure.
- They relate well to young people.
- They are willing to involve students in decision-making activities.
- They operate at high levels of leadership and provide a good role model for the student.

Students will spend a minimum of three hours per week with the sponsor. One day each week the student will participate in a one-hour seminar with the externship coordinator. One of the goals of the Externship program is that this special one-on-one relationship between the student and sponsor will provide the student valuable experience and unique opportunities that are often not possible within a normal classroom setting.

## **Sponsor Responsibilities**

- Assist the student extern and the externship coordinator in setting goals for the externship.
- Ensure that the student is able to complete tasks necessary to reach the goals of the externship.
- Notify the externship coordinator immediately if the student is not attending his/her externship promptly and regularly.
- Help make the externship as challenging as possible, and where possible, give the student opportunities to be involved in the actual duties required by the career field. Increase the student's responsibilities when the student indicates that he/she is capable and willing to assume more.
- Provide the extern with a broad view of the office's entire operation, the spectrum of job possibilities, and the educational requirements.
- Confer with the student and externship coordinator to provide the extern with honest feedback on his/her strengths and areas in which he/she needs to improve.
- Complete an evaluation of the student extern.

## **Suggested Activities for the Extern**

- Attend meetings or conferences
- Make telephone calls and handle telephone inquiries
- Complete research
- Write reports, correspondence, or memos
- Complete investigative field work
- Observe
- Perform service role with clients
- Participate in or observe decision-making processes
- Conduct interviews
- Read particular reports, files, etc.
- Meet with staff members and department heads to learn what they do within the office
- Complete a special career project
- Keep a journal
- Read professional articles related to placement