

# Pitt County Schools Internship Opportunity

## Learning Plan

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### Summary

**Intern Tip:** We want you to be a part of our system and contribute to the success of students in Pitt County. We feel that an internship is a mutual exchange and valuable opportunity for growth in a field relevant to your anticipated college degree.

1. Objective: To gain relevant experience in the area of Communications in a Public School System Setting
2. Exposure to: Media releases, social media campaigns, school spotlights, strategic planning, event coverage, crisis management, legal ramifications, website monitoring, content creation, etc.
3. Skills to Enhance the Experience: photography, videography, social media management, graphic design, excellence/precision in writing, organization, time management, web management
5. Time Allotment: 140 hours required, 7-9 hours per week on average

### Implementation

**Intern Tip:** We value your time and your talents. We also understand your main priority is degree completion and learning. We can be flexible and are task-oriented instead of schedule-oriented.

### Schedule

- a. On-site weekly briefings (scheduled)
- b. On-site coverage of events (varies, based on reasonable availability)
- c. Independent completion of tasks (self-scheduled, deadline-driven)
- d. Periodic job performance review and assessment of work quality (varies)

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## Expectations

**Intern Tip:** Remember that a public school system is a professional setting. Professionalism in the area of dress, conduct, punctuality, and work produced is part of the learning plan.

- a. Professional dress is required when on site at the Board of Education offices or at any school property or event.
- b. Punctuality and work completion by deadline is essential.
- c. Written and spoken communication must be appropriate, clear, correct and relevant to the assignment or the present professional setting.
- d. Intern must not use his/her personal social media accounts to post about PCS or include photos of PCS staff or students.
- e. Work completion will be progress monitored on a weekly basis.

## Materials & Resources

**Intern Tip:** What do you need? We want to make sure you have it! Also, if you are aware of other products/apps/software out there that would be beneficial, we are open to suggestions.

- a. Materials: All materials needed will be provided to a PCS intern.
- b. Resources: Access to email, software, applications, website will be granted as needed.

## Assessment

Beyond progress monitoring, an evaluation at the end of the internship will be conducted by both the intern and the Public Information Office. Our hope is that you gain valuable experience while also contributing richly to the Communications efforts of Pitt County Schools. References for jobs or further opportunities are also provided and based on genuine performance and adaptability.

