



**Smoky Mountain
Home Education Association**

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SMHEA Internship Description

The purpose of the SMHEA Internship Program is to strengthen our organizational administration and communication, and develop student leadership. Interns will be expected to contribute in one or more of our efforts; web, newsletter, e-mail, or administrative areas. SMHEA will seek to initiate or improve the student's expertise in these areas while providing an important outlet for worthy efforts. Work will be evaluated and/or edited by Cory and Barbara Bennett, with an emphasis on giving students more opportunity as the quality of their work improves. We will credit the intern when work is used on the web page or in the newsletter. We will also provide a written evaluation at the conclusion of the internship that will be a valuable addition to college and job applications and student portfolios. Interns will be given some leeway to pursue projects or skills that interest them. A second aspect of our internship includes research that will improve the quality and content of our communications and programs. Most of the work in both of these areas can be done from home using the internet.

Examples of the types of possible projects include:

Journalism

Report on local homeschool groups and cooperatives (SMHEA representative for group)
Write a column on local home educators in the news. Monitor web sites, newsletters, and other sources
Call leaders for information on what is happening with support groups and cooperatives
Identify, highlight, produce, and publish teen content for newsletter and web page
Write feature articles on support groups for Smoke Signals and web site
Organize an essay contest

Photo Journalism

Photograph and Report on local homeschool groups and cooperatives (SMHEA rep for group)
Photograph SMHEA events and use photography and photo editing to illustrate articles in Smoke Signals
Organize a photo contest

Web Related

Add content to the Articles section of the web site
Develop a teen web site or section on the smhea web site
Develop and moderate a teen discussion group
Check and verify links and phone numbers on our site
Enter Ads on our site
Archive articles on our site
Digitize talks from former Ed Fairs for addition to the Web site

Communication/Email

Help coordinate SMHEA communications
Help manage content and scheduling of the SMHEA e-lists
Write an e-mail digest for teens

Research

Monitor area homeschool Yahoo groups and populate an area with events that would interest home educators
Monitor web sites, newsletters, and other sources for area, state, and national homeschoolers in the news
Research helpful sites in order to link to -

Scholarships and contests
Test Prep
Field Trips

On-line Courses
New Curriculum

Research homeschool sites for ideas
Research, solicit, and develop a list of member discounts

Marketing

Research, solicit, and develop a list of member discounts
Assist with marketing advertising on our web site
Promotion of SMHEA events and activities

Administrative

Event planning
Newsletter distribution
Communications management (e-mail coordination)
Office work (receipting, typing, phoning, etc.)
Event management, marketing and promotion (Family Resource Fair, Rally Day, Conferences, etc.)
Archive speeches from top speakers

Legal/Legislative (attractive to students interested in law, political science, public policy)

Monitor legislation, government policy and regulations as they apply to home education
Attend and report on THEA Rally day and related activities
Monitor web sites and e-lists that report on homeschool activities to influence legislation and regulation
Build Legislative Toolbox Section of our web site (section with contact information and tools to help communicate with politicians, policy makers, and others who need to hear from us)

Qualifications

Interns must be:

From an SMHEA member family

Aged 14 or older (somewhat flexible based on interview)

Able to invest at least 5 hours/week over the course of two semesters (Fall, Spring, Summer)

Willing to personally interview for the internship (with at least one parent)

Willing to take direction and be receptive to constructive criticism

A self-starter with creative talents or interests

Able to bring creative ideas to the project

Somewhat familiar with utilizing the web for communications and research or willing to learn. Interested in improving his or her communication skills

Be comfortable with meeting deadlines

Willing to learn from mistakes

Have a sense of humor

Parents

Thank you for allowing us to work with your teen. While SMHEA internships are unpaid, they can be utilized in English, Communication, Journalism, Photography, and Graphics Arts classes. Internships can also be counted as community service.

SMHEA Internships will help your teen learn responsibility, but we expect that parents will encourage their children to follow through with assignments and meet deadlines.

We recognize that there are inherent dangers in utilizing the internet for research. We encourage you to supervise your teen and to instruct them on the internet abuse. If you have questions about deadlines or projects feel free to e-mail us at president@smhea.org or to phone 865-675-3073.

Other Considerations

In order to complete assignments from home, an intern must have a suitable computer with access to the internet and acceptable software. Photographers should own, or have access to, a digital camera. In most cases, a good word processor (MS Word, MS Works) will be sufficient for writing articles. Desktop publishing (Smoke Signals Newsletter) requires MS Publisher. A student who works in desktop publishing may want to purchase this software if he or she wishes to improve skills or work from home. The same can be said for photo editing software like Adobe Photoshop Elements. Those who do not own, or are unable to purchase, this software may practice on our computers, but it will require coming to us.