Internship Fact Sheet

The internship experience will be both rewarding and challenging. This handbook has been designed to provide practical information. You will utilize this handbook throughout your internship.

**Internship Definition:** An internship is a carefully monitored interactive experience in a workplace setting in which students have a defined learning focus and reflect actively on what they are learning throughout the experience. The two important elements that distinguish an internship from other work-based experiences are:
- the direct link between the high school program and the work-based experience, and
- the nature of the academic rigor expected as students probe the depth and breadth of a specific profession.

**Benefits:**
- exposure to a range of occupations and educational opportunities
- increased opportunities for quality jobs after graduation
- work experience while going to school
- enhanced self-confidence from success at school and work
- a structured, but nurturing workplace experience

**Requirements for Application to an Internship:**
The following must be completed for you to be considered for an internship.
- Complete the application form and process for internship as detailed by the school.
- The following will be considered by the coordinator:
  - Grade level
  - Attendance
  - GPA
  - Success on functional tests
  - Service learning hours
  - Supporting courses
  - Teacher recommendations
  - Assessment of student interest/motivation
- Complete and sign the “internship application”
- Provide proof of health insurance
- Discuss your commitment to internship success (i.e., work schedule, business ethics, daily routine, etc.)
- Submit written documentation of internship goals
- Complete and sign the “student/parent/school agreement”
- Complete and sign the work permit
- Complete and sign the “Internship agreement”
- Verify transportation arrangements with the Coordinator
- Establish an internship schedule with the Coordinator
- Complete any other requirements as specific to the program
## Benefits of an Internship

<table>
<thead>
<tr>
<th>Student</th>
<th>Parent</th>
<th>Mentor</th>
<th>Sponsoring Organization</th>
<th>School</th>
<th>Content Teacher</th>
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</thead>
<tbody>
<tr>
<td>• A competitive edge in obtaining marketable career skills and experiences</td>
<td>• A school-based coordinator to assist the student in the transition from school to the workplace</td>
<td>• Personal satisfaction from exposing youth to the workplace</td>
<td>• Projection of a positive image and commitment to the community</td>
<td>• Increased college placement and employment rates of graduates</td>
<td>• Application of academic knowledge in a real word setting</td>
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<td>• A structured exposure to the workplace</td>
<td>• Children with more maturity and independence</td>
<td>• Regular contact with School-to-Career staff in dealing with internship concerns</td>
<td>• Improvement of the qualities of future workers</td>
<td>• Improved student achievement</td>
<td>• Recognition by students of the link between school and the workplace</td>
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<td>• An opportunity to learn the various aspects of an industry</td>
<td>• Children who recognize the link between school and career</td>
<td>• Work with a motivated young person</td>
<td>• Greater access to an expanded pool of qualified workers</td>
<td>• Additional opportunities for effective business partnerships</td>
<td>• Improved student motivation in the classroom</td>
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<td>• Development of general and specific employability skills and attitudes under guidance from a school-based coordinator and mentor</td>
<td>• Children who take pride in their educational experience</td>
<td>• Help young people be successful in school and in career selection</td>
<td>• Improvement of morale and management skills of employees</td>
<td>• Additional opportunities to implement diversity education</td>
<td>• Increased demand for related courses</td>
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<td>• Opportunity to sample a career without the pressures and commitments of full-time employment</td>
<td>• Personal pride from having children motivated about school and their opportunities to succeed in the workplace</td>
<td>• Viewing the workplace from a fresh perspective</td>
<td>• Student development to meet industry needs</td>
<td>• Integration of academic instruction with actual work and life experience</td>
<td>• Enhanced student understanding of the course content</td>
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<td>• Development of a network of people who can be helpful in a developing career</td>
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<td>• Assistance with job tasks</td>
<td>• Evaluation of potential employees in work settings</td>
<td>• Improved attendance and dropout rate</td>
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